



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Feb. 3, 2016. If you have any questions, please contact the person or unit associated with the update.

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- Introductory Academic Department Admin Training for New Staff, 2/12
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Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#)) **Friday, February 12, 10 a.m. to noon, Regent 1B60**

Are you new to an academic department on the CU-Boulder campus? Are you also responsible for registering students for classes? This introductory course demonstrates routine registration procedures, including:

- Adding courses
- Changing waitlist positions
- Troubleshooting error messages in Quick Enroll
- Using registration forms and certain overrides
- Seeing what students see

Participants should RSVP to [Rebecca Jones](#), as space is limited.

Campus Solutions access is not required, but it is helpful. If you haven't completed the [FERPA training online](#) and requested your [access to CU-SIS](#), you should do so at your earliest convenience.

COF Addendum ([Office of the Registrar](#))

As of Monday, Feb. 1, anyone adding an undergraduate to a class must check whether the student's request is COF eligible. Please find the instructions for checking COF eligibility under section 11 of the [Office of the Registrar Policies and Procedures](#).

If your department requests a late add using a Special Action Form, please include a [COF addendum](#), complete with the reason for the late add and signatures of both the student and the department. If the form is not signed or the reason not included, we will return the addendum to your department.

Withdrawing vs. Dropping ([Office of the Registrar](#))

The deadline to withdraw from all classes without tuition charges (but with a \$200 withdrawal fee) was Jan. 27.

If a student withdraws (i.e., drops all classes) through Feb. 10, they are assessed 40 percent of tuition and receive W grades. Students who drop some classes but remain enrolled in others do not receive a 40 percent refund, because that is not a withdrawal.

When assisting students, please make sure to distinguish between dropping one or more classes and dropping all classes (i.e., withdrawing), as these processes are different. Students withdrawing from all classes should be referred to the [Withdraw from CU](#) page and the Office of the Registrar to learn about the possible consequences of withdrawing from the Spring 2016 semester.

Grade Change Audit Report ([Office of the Registrar](#))

The Office of the Registrar has created a new public Cognos report for colleges/schools/programs to track grade changes. The report is available here:

CU Reporting > CUBLD > Records and Registration > General Student Records Data Reports > Grade Change Audit Report

Why This Report?

When an instructor discovers a calculation error in his/her grade roster that affects many grades, the instructor may submit a whole-roster grade correction during the two weeks immediately following the grading deadline. This circumvents the time-consuming process of filling out a Change of Record Form for each affected student, getting the appropriate signatures and submitting the forms to the Office of the Registrar for processing.

After the unplanned campus closure during finals week in Fall 2015, instructors whose departments allowed them to offer optional final exams at a later date submitted preliminary grades by the grading deadline, and have been submitting final grades using a whole-roster change after the optional exams are completed.

No departmental signatures are required for a whole-roster grade change; therefore, the college/school/program does not receive notification of the changes ahead of time. This report can help departments view these grade changes after the fact.

Tips on Running the Report

After you click the play button on the report and choose the format you want, you can choose the term, career and program. Be sure to adjust the dates filter to get the dates you want or uncheck them to see the whole term.

Remember that Cognos data is always a day old.

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