Registrar Network
UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Feb. 16, 2016. If you have any questions, please contact the person or unit associated with the update.

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Summer & Fall 2016 Enrollment Appointments & Advising Service Indicators (Antonia Murphy)

For details about enrollment appointment dates and advising service indicators, please view the following documents.

- Summer 2016 Continuing Student Registration Information
- Summer 2016 Advisor Approval Chart
- Fall 2016 Advising Service Indicators

Special Action Forms (Office of the Registrar)

When filling out a Special Action Form (SAF), please be sure to include all required information to ensure timely processing of your request.

Overrides section: If we encounter errors while processing an SAF (e.g., time conflict, departmental consent requirement, closed class), you must have provided your approval to override that restriction on the form (see highlighted section below); otherwise, we cannot complete the transaction.

For example, to approve adding a student to a closed class, you must check the *closed class* override. Any SAF without applicable overrides marked will be returned to the department or the student's primary dean's office for completion.

Other required sections are Actions, Last Date of Attendance (if applicable), Grading Options, Campus, and course details (including recitation section and credit hours).

Please also include any specific instructions or information in the notes, and be sure to include the COF addendum for in-state undergraduate late adds.

To reduce processing delays, please review each request and look for class restrictions before submitting the SAF.

UIS Service Maintenance, 2/21 ([Sally Page](#))

Description

UIS is implementing required upgrades and regulatory updates on Sunday, Feb. 21, 6 a.m.–6 p.m.

This maintenance window includes Oracle patches for Campus Solutions (Bundle 40) and CU code migrations (retrofits for CU customizations and updated security for new components).

Application Impact

- **Affected:** Campus Solutions | Campus Solutions Mobile| Concur Travel & Expense | CRM | CU Marketplace | Enterprise Portal | eRA | OAO | Parchment | Skillsoft | u.achieve (DATC – formally DARS)

- **Available through direct access from outage pages:** Cognos/CU Reporting | FIN | HCM | My Leave

- **Available:** Cherwell | CIW | cutransfer.cu.edu | EUE | File and Print Services | ImageNow | Integration Gateway | ISSM | JIRA | Law Toolbox | LegalFiles | OnBase | Phire | RoboHelp| Room Scheduling Application | SES | SharePoint | Singularity | Taleo |TeamMate |Terminal Server | TTO Portal | 1800 Grant Phones | Email | VPN | MS Communicator | Wired and Wireless network for 1800 Grant

For more information about UIS services, please go to the UIS Service Catalog at https://www.cu.edu/uis/service-catalog.

Registrar's E-memo ([Crystal Eilerman](#))

The following e-memo was sent on Wednesday, Feb. 10, to all applicable students who had not yet completed the CU-Boulder Selective Service requirement.

CU Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

Our records indicate that you haven't completed one or both steps of the Selective Service registration requirement. Failure to register with Selective Service by **Thursday, Feb. 18, 2016**, will prevent you from enrolling in Fall 2016 classes.

What Is the Selective Service Registration Requirement?
With only a few exceptions, the Selective Service registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age (Colorado House Bill 1021, effective July 1, 1987). Conscientious objectors are still required to register with the Selective Service System.

What You Need To Do

Complete the following steps by **Thursday, Feb. 18, 2016**. NOTE: All CU forms require Adobe Reader. Mac users MUST install the free Adobe Reader software for forms to work.

1. Register online with Selective Service.
    - o Go to the Selective Service website.
    - o Click **Register**, then **Register Online**.
    - o Complete and submit the form.

2. Submit the Selective Service Verification Form.
    - o Log in to MyCUInfo.
    - o Under **Other Academic Services** (bottom of page), click **Selective Service Form**.
    - o Complete and submit the form.

The verification form will be processed and the hold removed the next business day; this is not an automatic process.

Regards,

Office of the Registrar

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