



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for March 8, 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, 3/18
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Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#)) Friday, March 18, 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

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

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

SAVE THE DATE: Office of the Registrar Spring Town Hall ([Office of the Registrar](#)) Monday, April 11, 10 a.m. to noon, University Rec Center, Ice Rink Overlook Room

Join us for our next Office of the Registrar Spring Town Hall on Monday, April 11. Staff will share new business processes, personnel updates and upcoming initiatives. Additional details will be provided soon.

Commencement Program & Ceremony Information ([Graduation](#))

The final CU-Boulder winter commencement ceremony occurred on Dec. 19, 2015. The following policies have been changed to reflect CU-Boulder's spring-only commencement ceremonies:

- The Spring 2016 Commencement Program will include students who applied to graduate in Spring or Summer 2016 by the April 1 deadline. Students expecting to graduate in Fall 2016 are welcome to attend the Spring 2016 commencement ceremony, but their names will not appear in the Commencement Program until Spring 2017.
- The Spring 2017 Commencement Program will include Fall 2016 graduates and students who applied to graduate in Spring or Summer 2017 by the April 1 deadline. The program will denote the specific graduation term(s) for each student.

- Fall 2016 graduates may request a mailed hard copy of the Spring 2017 Commencement Program by sending an email request to diplomas@colorado.edu.
- Any student can attend the university commencement ceremony; there is no preregistration and no tickets are issued.
- Individual schools and colleges may hold departmental recognition ceremonies in December, if they choose.
- Beginning with Fall 2016 graduates, the Office of the Registrar will publish a list of graduates on our website after degrees are officially conferred each semester (i.e., names of Fall 2016 graduates will be published in early February 2017).

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