



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for March 15, 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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- Registrar's E-memos: Spring 2016 Last Day to Drop a Class in MyCUInfo (3/18), Your Fall 2016 Course Reservation Eligibility

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—Training Session: FERPA for Faculty and Staff ([Rebecca Jones](#)) Friday, April 15, 1 to 3 p.m., UMC 247

The Office of the Registrar is hosting a training session on FERPA, the federal law that protects student education records. To help faculty and staff at CU-Boulder understand how university personnel can and cannot store, use and share student information, this session will provide a short overview of FERPA followed by Q&A. Registrar Kristi Wold-McCormick and Associate Registrar Susan Dorsey will apply their knowledge of FERPA to your specific situations.

Please [submit your questions](#) ahead of time regarding unusual student data requests or nuanced situations, and your presenters will bring researched answers. Questions during the session are also welcome.

Please RSVP to [Rebecca Jones](#). CU-SIS access is not required.

Course Reservation Open, 3/14–3/24 ([Office of the Registrar](#))


Course reservation allows eligible students to enroll in courses in which they were waitlisted the last time the courses were offered. If a student is potentially eligible, they should have received an email identifying the course for which they remained on the waitlist (see “Registrar’s E-memos” below).

Students who are eligible and who want to take advantage of course reservation must complete and submit the online [Course Reservation Form](#) by 5 p.m. on March 24. We will verify eligibility and register the student for the class.

This service goes unused by many students, so if you find yourself assisting a student who wants to learn more, please refer them to our [Reserve a Course](#) webpage.

Registrar’s E-memos ([Crystal Eilerman](#))

The following e-memo was sent on Friday, March 11, to all CU-Boulder Main Campus, degree-seeking students who are enrolled in Spring 2016 classes.

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

Dear [first],

The last day to drop a class in MyCUInfo is Friday, March 18, 2016, at 11:59 p.m.

After this date, dropping a Main Campus class requires the instructor’s and dean’s signatures on a Special Action Form, available from the instructor’s department. Additional approval, such as petitioning the dean, may be required (check with your school/college/program). See [Drop a Class](#) for more information.

NOTE: Main Campus classes dropped after Jan. 27 are assessed full tuition and fees, and a W grade appears on your transcript.

Dropping all of your classes constitutes withdrawal, and has a different impact on your tuition and fees. See [Withdraw from CU](#) for more information.

MyCUInfo Portal

1. Log in to [MyCUInfo](#).
2. Click **Register for Classes**.
3. In the drop tab, select the current term, and click **Continue**.
4. Select the class from the menu, and click **Drop Selected Classes**.
5. Click **Finish Dropping** to complete the drop.
6. Review your class schedule to verify that the class was successfully dropped.

MyCUInfo App

Download our [mobile app](#) to make quick, limited enrollment changes on the go, including dropping a class.

1. Log in to the app.
2. Tap **Schedule**.
3. Tap the class you want to drop.
4. Tap **Drop Class**.
5. Tap **Drop** to confirm.

NOTE: If you select a class with multiple components, like a lecture and lab, the app will drop all sections, regardless of which you drop first.

Regards,

Office of the Registrar


20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

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Office of the Registrar | University of Colorado Boulder
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The following e-memo was sent on Monday, March 14, to CU-Boulder students who remained on an official Spring 2016 class waitlist through the waitlist deadline.

Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that in Spring 2016, you remained on the waitlist for **[course]**. You may be eligible to [reserve this course](#) for Fall 2016 if:

1. You are an undergraduate, degree-seeking student.
2. Your name was added to a class waitlist in Spring 2016 and was not removed prior to the posted waitlist deadline.
3. You do not have any registration holds in [MyCUInfo](#).
4. The course is an eligible undergraduate course offered in Fall 2016* (graduate, department consent-required and controlled-enrollment courses are ineligible).
5. You meet the prerequisites for the course.

***Please note:** Some courses are only offered in fall or spring semesters. If your course is not available for Fall 2016, you may be eligible for course reservation in Spring 2017 instead. Please contact the Office of the Registrar to verify.

If all requirements for course reservation are met:

1. Log in to [MyCUInfo](#) and find your preferred section of this course (must be the same course for which you were previously waitlisted).
2. **Between March 14 and 24**, complete and submit the online [Course Reservation Form](#).
3. An enrollment representative will register you for the requested class.

The deadline to submit a completed Course Reservation Form for Fall 2016 is 5 p.m. on Thursday, March 24. Late or incomplete reservations will not be honored.

Please contact our office with any questions.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

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