



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for March 29, 2016. If you have any questions, please contact the person or unit associated with the update.

Contents:

- SAVE THE DATE—Training Session: FERPA for Faculty and Staff, 4/15
- Registrar's E-memos:
 - Spring 2016 Graduation Checklist
 - Academic Disclosure: Full Privacy Status

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.

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

The following e-memo was sent on Tuesday, March 22, to all undergraduates on track to graduate, and all graduate and law students.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

If you intend to graduate in Spring 2016, complete each item below by the date listed. To find out about your graduation requirements, contact your department or advisor.

Deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

April 1: Deadline to Apply for Spring or Summer Graduation to Have Name in Spring Commencement Program AND Last Day for Graduate and Law Students to Submit, Update or Cancel a Spring Graduation Application in MyCUInfo

Your name will appear in the spring commencement program if you submit your graduation application by this date (see [step-by-step instructions](#)) and are on track to graduate. If you apply now, but decide to graduate in another term, you can reapply in [MyCUInfo](#).

Be sure to update your Diploma Name and Address, and review your bank information to make sure you receive

your confirmation deposit refund.

April 29: Last Day for Undergraduate Students to Submit, Update or Cancel a Spring Graduation Application in MyCUInfo

Although your name will not appear in the spring commencement program, you can still graduate in May if you submit your application by this date. Note: This deadline for graduate and law students was April 1.

May 7: Degree Conferral Date AND Commencement Ceremony (8:30 a.m.)

The Spring 2016 Commencement Ceremony begins at 8:30 a.m. in Folsom Stadium. Visit the [Commencement](#) website for details.

May 30: Deadline to Update Diploma Name and Address in MyCUInfo

Click **Apply for Graduation** and follow the prompts (even if you have already applied) until you see your name and address listed, and edit them there. If you do not enter a Diploma Address, your diploma will be mailed to your Home Address. While you're there, make sure your other addresses are correct too.

June 13: Degrees Post to Transcripts

Transcripts can be [ordered online](#) (provided you don't have a financial hold). If you have questions, email transcriptinfo@colorado.edu.

July 8: Diplomas Mailed to Students AND CeDiplomas Available for Purchase and Download

If you did not enter a Diploma Address in [MyCUInfo](#), your diploma will be mailed to your Home Address. [Certified electronic diplomas](#) are available for purchase and download for all Spring 2016 graduates on and after this date.

The Office of the Registrar congratulates you on your academic achievement!

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
303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

The following e-memo was sent on Thursday, March 24, to students who are on full privacy and who received the graduation e-memo above.



Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that you may be eligible to graduate this May, and that your academic record is set to full privacy status.

If your record remains on full privacy status after you graduate:

1. The university will not print your name in the graduation program, in honors and/or awards lists, or in newspaper listings.
2. The university cannot legally verify that you attended the University of Colorado unless one of the FERPA exceptions applies. See [Exceptions to Student Consent](#).

3. Requests for your information from non-university persons or organizations, including prospective employers, will be not be fulfilled.
4. If an employer or other person contacts CU to validate your degree, university personnel will respond, "We have no information about this individual."
5. If you contact our office to request a transcript, order a diploma or conduct any other business related to your student record, we will respond, "We have no information about this individual." We are allowed to assist you only after you present your photo ID or provide your [security passphrase](#).

Full privacy status will remain on your record until you file a written request to remove it in person at the Office of the Registrar. If you choose to leave your record on full privacy, please set an easy-to-remember security passphrase in [MyCUInfo](#) before leaving campus.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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