

Below is the update from the Office of the Registrar for April 26, 2016. If you have any questions, please contact the person or unit associated with the update.

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Q&As from April FERPA Training (Office of the Registrar)

Many great questions came up at the April 15 FERPA training that put our experts' knowledge to the test. We've added several of them to our online <u>Privacy Settings FAQs</u> page, so please take a look and let us know if you have additional questions.

Spring 2016 Late Adds Require Signed COR Forms with Final Grades (Office of the Registrar)

After Monday, April 25, all adds must be submitted using a Change of Record Form and must include the instructor's and dean's signature, as well as the student's final grade.

Students Picking Up SAF/COR Forms (Office of the Registrar)

If you need to send a student assistant to pick up Special Action Forms or Change of Record Forms on behalf of your department, please send an email from your official campus address (please do not call) to <u>registrar@colorado.edu</u> with the student's full name, the department they work for and the type(s) of forms they are picking up. The student will need to present photo ID when they arrive.

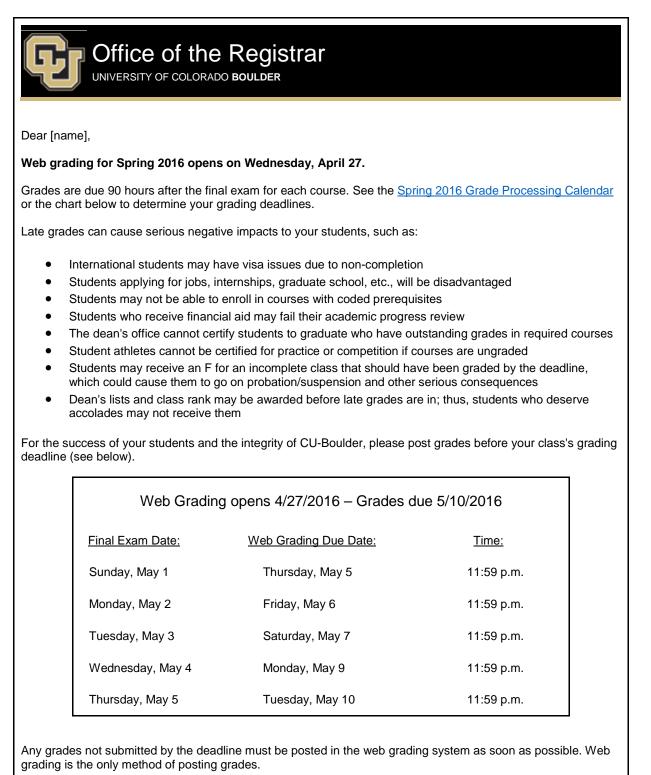
Spring 2016 Web Grading Opens 4/27 (Office of the Registrar)

Spring 2016 grading opens on Wednesday, April 27. Please see the <u>Spring 2016 Grade Processing Calendar</u> for specific grade deadlines and additional resources.

If you have questions or need assistance posting your grades, please contact registrar@colorado.edu or 303-492-6970.

Registrar's E-memo (Crystal Eilerman)

The following e-memo was sent on Monday, April 25, to all teaching faculty, instructors and TAs with Spring 2016 classes.



For help with the web grading system, <u>watch this grading video</u>, access web grading help documents on the <u>grading web page</u>, or contact the Office of the Registrar during business hours.

The university and your students appreciate your dedication to timely grading.

Regards,

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