



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for May 10, 2016. If you have any questions, please contact the person or unit associated with the update.

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TODAY: Spring 2016 Final Grading Deadline ([Office of the Registrar](#))

Final Spring 2016 grades are due today (Tuesday, May 10) by 11:59 p.m. If you have questions or need assistance posting your grades, contact registrar@colorado.edu or 303-492-6970 as soon as possible.

Introductory Academic Department Admin Training for New Staff ([Hannah Zdanowitz](#)) Friday, May 13, 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 Special Action Forms & Change of Record Forms

Participants should RSVP to [Hannah Zdanowitz](#), as space is limited. If you know a new staff admin who could benefit from this introductory training, please forward this information to them.

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.

Spring 2016 Certificates ([Office of the Registrar](#))

Requests to post Spring 2016 certificates to transcripts will not be processed until after June 13, when Spring 2016 degrees are scheduled to be awarded in Campus Solutions. Posting certificates before degrees are awarded would create reporting issues in the National Student Clearinghouse.

UIS Production Systems Maintenance, 5/15 ([Sally Page](#))

Description

UIS production systems maintenance: Sunday, May 15, 6 a.m.–6 p.m.

All production services will be unavailable during the maintenance window. This maintenance window includes:

- Oracle database patching
- Linux and Windows OS patching
- Disable deprecated Virtual IPs (VIP) in the Prod environment
- Finalize application configuration to complete transition to the new AD domain, including migration of SharePoint sites


Application Impact

- **Affected:** 1800 Grant VDIs | Campus Solutions | Campus Solutions Mobile Application | Cherwell | CIW | Cognos | Concur Travel & Expense | CRM | CU-Boulder R25 Scheduling Application | CU Marketplace | cutransfer.cu.edu | DATC | Enterprise Portal | eRA | Finance | HCM | ImageNow | Integration Gateway | ISSM | JIRA | Law Toolbox | LegalFiles | My Leave | OAO | OnBase | Parchment | Phire | RoboHelp | SES | SharePoint 2013 | Singularity | Skillsoft | TeamMate | Terminal Server | TTO Portal
- **Available:** 1800 Grant phones | Email | File and Print Services | VPN | MS Communicator | Wired and wireless network for 1800 Grant

Refer to the [Business Calendar](#) for future maintenance window dates and times. For more information about UIS services, please go to the [UIS Service Catalog](#).

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

The following e-memo was sent on Tuesday, May 3, to students who applied for Spring 2016 graduation.



Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

As a CU-Boulder degree candidate, please review the important dates and information related to your final grades, transcripts and diploma.

If you do not plan to graduate in May, please disregard this message. Contact your department or advisor with questions about your graduation requirements to graduate.

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

Available Now: Reserve Your CeDiploma
All Spring 2016 graduates can reserve their certified electronic diploma now in MyCUInfo. You'll be notified when your CeDiploma is available for purchase and download on July 8.

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 Tuesday, May 3, to students enrolled in Spring 2016 classes who still had an R02 service indicator on their record (i.e., had not completed an online FERPA Consent to Release).



Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

You do not appear to have completed an online FERPA Consent to Release yet. If you did so this morning, please disregard this message.

As we announced last week, the Office of the Registrar is pleased to introduce a new, online process for you to authorize parents or others to access or discuss your student education records with the university. This new self-service FERPA Consent to Release feature:

- Allows you to submit and manage this consent through MyCUInfo.
- Offers restructured categories of FERPA-protected information that you can consent to be released to an authorized third party.

To facilitate this new process, the Consent for Release of Non-Directory Information Form(s) that you previously filed with the university will expire on Friday, May 27, at 11:59 p.m.

To allow your authorized third parties to maintain their access to your education records, you must submit online authorization on or before **May 27**:

1. Log in to [MyCUInfo](#).
2. Expand the **Profile and Settings** menu on the right side of the page.
3. Under **Helpful Links**, click **Privacy Settings**.
4. Click the **FERPA Consent to Release** tab.
5. Enter your authorized third party's full name, organization (if applicable) and password.
6. Click **Save**.

For step-by-step instructions, see [FERPA Consent to Release](#).

If you don't submit your online FERPA authorization by 11:59 p.m. on May 27, you will no longer have a FERPA consent form on file, and CU-Boulder will be unable to release any FERPA-protected student record information to any external party.

Please visit or contact the Office of the Registrar with any questions.

Regards,

Office of the Registrar


20 UCB Boulder, CO 80309

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

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The following e-memo was sent on Wednesday, May 4, to all active CU-Boulder students.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

There's still time to enroll in Summer Session classes if you haven't already. As you make plans for Summer 2016, review the [Summer Session calendars](#) for Main Campus classes, including:

- Registration dates
- Add/drop/withdrawal deadlines
- Session course schedules
- Tuition bill availability and payment deadlines

Want to make quick, limited enrollment changes on the go?
After you've done your preregistration items and registered for classes in the [MyCUInfo](#) portal, download the [MyCUInfo app](#) to add or drop a class, check your schedule or view your grades on your smartphone or tablet.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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The following e-memo was sent on Monday, May 9, to all teaching faculty, instructors and TAs with Spring 2016 grades still outstanding.



Vice Provost and Associate Vice Chancellor for Undergraduate Education

UNIVERSITY OF COLORADO BOULDER

Dear [name],

All final grades must be posted by Tuesday, May 10 at 11:59 p.m.

According to the Office of the Registrar, your grading is not yet complete for the following course(s):

Class Info	Class #	Class Description	# Enrolled

Please complete all steps by 11:59 p.m. on May 10:

1. Log in to [MyCUInfo](#) and access the web grading system
2. Enter your grades
3. Approve your grades
4. Post your grades

Remember, web grading is the ONLY method of posting grades, including late grades. DO NOT EMAIL GRADES, as this violates campus security policies.

For help with the web grading system, [watch this grading video](#), access help documents on the [grading page](#), or contact the Office of the Registrar during business hours:

Office of the Registrar
registrar@colorado.edu
Phone: 303-492-6970
Summer Hours: 9 a.m.–4:30 p.m., Mon.–Fri.
colorado.edu/registrar

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

Regards,

Michael Grant
Vice Provost for Undergraduate Education

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