



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for May 17, 2016. If you have any questions, please contact the person or unit associated with the update.

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### Staff Spotlight #4: Katie Stubberfield

Katie Stubberfield joined the Office of the Registrar on March 1 as our new Graduation and Academic Services Specialist. Hailing from San Luis Obispo, California, Katie has several years' experience helping faculty, staff and students navigate graduation and commencement. Please help us welcome her to CU-Boulder!

#### About Katie

**Hometown:** San Luis Obispo, CA

**Education:** B.A. in communications, California Polytechnic State University, 2011.

**What motivated you to apply for this position?** I love working in higher education. I was the Commencement Coordinator at Cal Poly for almost 3 years, where I worked closely with the Associate Registrar and gained amazing knowledge and experience from her. I toured CU-Boulder last summer and fell in love with the campus and the people. Everyone was so friendly and welcoming that I just felt like I was home. When the position opened at CU-Boulder, it was an opportunity to use my current knowledge of graduation while also allowing me to expand and grow professionally.

**Is there a vision you're working toward in your new role?** My vision is to provide the best graduation experience for our students. I've been working very closely with the colleges and schools to develop better processes and strengthen communication. I look forward to providing cross trainings and working together to improve the overall experience for CU-Boulder students.

**Where might we find you outside of work?** Hiking, running or snowboarding. I really enjoy the outdoors and exploring new trails in Colorado. I'm a big baseball fan too, so I enjoy going to the Rockies games, especially when I get to cheer on my SF Giants! I also enjoy visiting all the breweries in Colorado. I come from wine country, so it's fun to try different beers. When I'm at home, you'll find me cooking and catching up on "The Big Bang Theory."

## REMINDER: Transcripts with Grades and Degrees ([Office of the Registrar](#))


When ordering transcripts, there is no option to hold the transcript until grades and degrees have posted. All posting dates are noted on [our website](#) and on the ordering site, and students can check their unofficial transcripts in [MyCUInfo](#) to see if their grades have posted before ordering an official transcript. For Spring 2016, degrees post by June 13.

## Checking Residency Status in MyCUInfo ([Office of the Registrar](#))

The next time a student needs to know whether they're classified as a resident or nonresident for tuition classification purposes, you can refer them to our [Check Your Residency Status in MyCUInfo](#) document, which walks students through finding their term summary information in Campus Solutions. This document is in the **Resources** sidebar on each of our [Tuition Classification](#) webpages.

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

The following e-memo was sent on Wednesday, May 11, 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],

**The final deadline to post grades for Spring 2016 has passed. It is critical that you enter your grades for the classes listed below.**

According to the Office of the Registrar, final grades were not posted for the class(es) below:

Class Info	Class #	Class Description	# Enrolled

**Instructions to complete the late grading process:**

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.**

[Watch this grading video](#), access help documents on the [grading page](#), or contact the Office of the Registrar during business hours for assistance.

Office of the Registrar  
[registrar@colorado.edu](mailto:registrar@colorado.edu)  
Phone: 303-492-6970

Summer Hours: 9 a.m.–4:30 p.m., Mon.–Fri.

[colorado.edu/registrar](http://colorado.edu/registrar)

**Late grades cause serious consequences for your students:**


- International students may have visa issues due to non-completion
- Students applying for jobs, internships, graduate school, etc., will be disadvantaged
- Students may not be able to enroll in courses with coded prerequisites
- Students who receive financial aid may fail their academic progress review
- The dean's office cannot certify students to graduate who have outstanding grades in required courses
- Student athletes cannot be certified for practice or competition if courses are ungraded
- Students may receive an F for an incomplete class that should have been graded by the deadline, which could cause them to go on probation/suspension and other serious consequences

Dean's lists and class rank may be awarded before late grades are in; thus, students who deserve accolades may not receive them

Thank you for your prompt attention to this matter. If you completed all the steps above, you may disregard this message.

Michael Grant  
Vice Provost for Undergraduate Education

The following e-memo was sent this morning 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

[Name],

**Your grades for the following class(es) are now very overdue. It is critical that you enter these grades immediately.**

Class Info	Class #	Class Description	# Enrolled

**Follow these steps to complete your grading:**

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

**Web grading is the ONLY method of posting grades.** Contact the Office of the Registrar or your department for assistance with web grading, or use [online resources](#) such as the [web grading video](#).

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Vice Provost for Undergraduate Education

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