



Below is the update from the Office of the Registrar for Aug. 9, 2016. If you have any questions, please contact the person or unit associated with the update.

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Staff Spotlight #6: Hannah Zdanowitz



Hannah has been with the Office of the Registrar since she started her undergraduate career in Fall 2010. After four years as a call center student assistant, Hannah stayed on after graduation as a temporary employee, and became our full-time call center manager in July 2015.

Adventurous and well-traveled, Hannah has a voracious appetite for knowledge: she's studied integrative physiology, philosophy, neuroscience and is starting her master's in modern human anatomy at Anschutz Medical Campus this fall.

So what drew Hannah to CU Boulder? How do her interests influence her work? And how far would we have to travel to find her after office hours? Let's find out!

About Hannah

Childhood home: I was born in Greeley, Colorado, but only lived there for about three years. I lived in Scottsdale, Arizona, for a couple years, then Ann Arbor, Michigan, for elementary school. My family and I moved to Broomfield, Colorado, when I was 11. I consider myself to have grown up in Michigan and Colorado, since those are the places I remember most.

Education: B.A. in integrative physiology, philosophy minor, CU Boulder, August 2014. Post-baccalaureate [Semester at Sea](#), Spring 2015. Neuroscience courses, CU Boulder, 2015–16. M.S. in modern human anatomy, Anschutz Medical Campus (beginning Fall 2016).

What brought you to Boulder? I was drawn to CU Boulder as a student because of the location and beauty around campus. I knew I wanted to attend college in Colorado, and CU Boulder's integrative physiology program interested me most. There are so many things to do and places to explore around Boulder.

What motivated you to join the Office of the Registrar full time? I really enjoy the university atmosphere, working with students and understanding how higher education institutions function. This is a very dynamic office that continues to change and improve to accommodate our students. I also enjoy the educational opportunities that come with a full-time position—there is always something new to learn!

What are your current work responsibilities? I currently manage our call center and assist with various other parts of our office, including processing tuition classification residency petitions, study abroad transcripts, special action forms, change of record forms and term changes.

What unique skills and/or perspectives do you bring to your work? Having traveled to different regions of the world and experienced a variety of other cultures, I think I'm more understanding and accommodating of people's needs. In my customer service role, I need to be able to work with students from different backgrounds and satisfy their individual needs. My studies in anatomy and integrative physiology have made me very detail oriented, which helps with processing and updating students records accurately.

Where might we find you outside of work? You are way more likely to find me outside than at home. I love to travel and have been to 20 countries so far. My fiancé and I often take last-minute weekend trips to various places in Colorado or other states, hiking and exploring new places with our giant Alaskan malamute. Most weeknights, you can find me playing indoor sand volleyball in Broomfield.

**Introductory Academic Department Admin Training for New Staff ([Hannah Zdanowitz](#))
Friday, Aug. 12, 10 a.m. to noon, Regent 1B60**

Are you new to an academic department at CU Boulder? 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 Change of Record and Special Action 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.

2017–18 University of Colorado Boulder Catalog ([Catalog Workflow](#))

The Office of the Registrar is excited to lead production of the upcoming university catalog!

By leveraging a new online management system, catalog contributors across campus will have a streamlined, central system for catalog edits. Additionally, the next catalog will include sections for undergraduate and graduate content, as well as suggested four-year plans of study where possible.

The Office of the Registrar is currently discussing project details with colleges, schools and programs, as well as auditing program content for consistency between Campus Solutions and published catalog information. Later this fall, catalog contributors will be invited to an on-site training before the standard two rounds of edits, followed by production of the catalog in March 2017.

To learn more, visit our new [catalog page](#) and watch for future Registrar Network updates.

UIS Production Systems Maintenance, 8/14 ([Sally Page](#))

Description

UIS production systems maintenance: Sunday, Aug. 14, 6 a.m.–6 p.m.

To support fall semester start preparations, all production services will be rebooted beginning at 6 a.m. All production services will be unavailable during the production services reboot, which will take between four and six hours.

The production load test outage will begin immediately following the production services reboot. Users will not be able to log in to the MyCUInfo and myUCCS portals, UCCS2Go and UCD Access. System Administration portals are unaffected.

Application Impact During Reboot

- **Affected:** 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 | LegalFiles | My Leave | OAO | OnBase | Parchment | Phire | RoboHelp | SES | SharePoint 2013 | Singularity | Skillsoft | TeamMate | Terminal Server
- **Available:** 1800 Grant Phones | 1800 Grant VDIs | Email | File and Print Services | Law Toolbox | VPN | Skype for Business | TTO Portal | 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](#).

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