



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Aug. 16, 2016. If you have any questions, please contact the person or unit associated with the update.

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## Extended Business Hours ([Office of the Registrar](#))

The Office of the Registrar and the Office of Financial Aid and will have extended hours, 8:30 a.m. to 6 p.m., Monday, August 15, through Tuesday, August 23, to accommodate students at the start of fall semester.

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

The following e-memo was sent to Fall 2016 incoming undergraduate, Main Campus students on Thursday, Aug. 11.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Welcome to CU Boulder! We want to make sure the start of school is as easy as possible. Below is a checklist of important items, many of which you can probably already check off.

\_\_\_ **Complete Any To-Do Items or Holds**

Check the **Holds and To-Do Items** section in [MyCUInfo](#) for specific action items or requested information.

\_\_\_ **Submit Your Final Transcript(s)**

Transcripts must be official and submitted directly to CU Boulder ([transcripts@colorado.edu](mailto:transcripts@colorado.edu)) from the issuing institution. Students who do not complete this step won't be able to enroll in Spring 2017 classes, and students receiving financial aid won't have that aid applied to their bill until this step is complete.

\_\_\_ **Apply for and Authorize the College Opportunity Fund (In-State Undergrads Only)**

The [College Opportunity Fund](#) (COF) is the state's method of providing financial support to in-state undergraduates. To receive COF, you must complete the [one-time application](#) at College Assist, and then authorize the use of funds in [MyCUInfo](#).

\_\_\_ **Register with Selective Service by Sept. 28 (Males Ages 18–25)**

If the U.S. government identifies you as male and you're between the ages of 18 and 25, you must complete your one-time Selective Service registration. Failure to comply by Sept. 28 results in a registration hold. See [Register with Selective Service](#) for more information.

**\_\_\_ Authorize Your Financial Aid to Pay All University Charges**

With your permission, federal student loans and the Pell Grant can pay for university charges beyond tuition, fees and on-campus room and board (e.g., health insurance, parking fees, optional student fees and textbooks). See [Apply Federal Aid to All University Charges](#) for more information.

**\_\_\_ Complete Required Loan Documents**

[Federal Direct Loans \(subsidized and unsubsidized\)](#) and [PLUS Loans](#) require entrance counseling and a Master Promissory Note (MPN) to be completed by the borrower. Both can be completed at [studentloans.gov](http://studentloans.gov).


**Have Questions? Come Visit Us!**

Our offices are located on the first floor of the [Regent Administrative Center](#). Check our websites for extended start-of-school hours.

We look forward to seeing you!

<a href="#">Office of the Registrar</a>	<a href="#">Bursar's Office</a>	<a href="#">Office of Financial Aid</a>
Regent 101 303-492-6970	Regent 150 303-492-5381	Regent 175 303-492-5091

The following e-memo was sent to all CU Boulder faculty and staff on Monday, Aug. 15.



**Office of the Registrar**  
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Faculty and staff students using the tuition waiver benefit can register for CU Boulder Main Campus classes beginning on **Monday, August 22, 2016, at 12:01 a.m.**

**Note:** Student dependents using the tuition waiver benefit were eligible to register for classes during their assigned enrollment dates.

To use the tuition benefit for Fall 2016, faculty and staff should have already submitted the Tuition Waiver Benefit Form and applied for admission. Once both of these items have been completed:

1. [Term-activate yourself](#) in [MyCUInfo](#) (**nondegree students only**). Nondegree students cannot enroll in classes without completing this step.
2. Carefully review [course and credit restrictions and tax impacts](#).
3. Enroll in selected classes through [MyCUInfo](#) by **Friday, September 2**.

**4. Undergraduate in-state residents taking undergraduate classes:** Apply for and authorize the [College Opportunity Fund \(COF\)](#) or be responsible for paying the COF portion of the tuition bill.

- Complete the [COF Application](#) by the last day of classes, **Friday, December 9, at 5 p.m.**
- [Authorize COF funds](#) in MyCUInfo by the last day of final exams, **Thursday, December 15, at 11:59 p.m.**

Need help? Visit the [CU Employee Services](#) and [CU Boulder Bursar's Office](#) websites for more information.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309  
303-492-6970

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

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