

Below is the update from the Office of the Registrar for Aug. 23, 2016. If you have any questions, please contact the person or unit associated with the update.

#### Contents:

- Transcript Posting Dates
- CU-SIS Issue: Opening Excel Downloads
- Registrar's E-memos:
  - Set Your Security Passphrase Now
  - o FERPA Protections Take Effect on Monday, August 22

## Transcript Posting Dates (Office of the Registrar)

Summer 2016 grades post to transcripts on Thursday, Aug. 25. Degrees post on Friday, Sept. 16.

Fall 2016 courses post to transcripts on Tuesday, Sept. 13, grades post on Dec. 28, and degrees post on Jan. 30, 2017.

### CU-SIS Issue: Opening Excel Downloads (CU-SIS Development)

The Microsoft security update from July 12 is causing users of the "Download Grid" feature to see a blank page when they open their downloaded files in Excel.

Microsoft has released an update to resolve the issue. Please work with your IT support staff to implement the most appropriate solution or workaround described below.

#### Preferred Solutions

- 1. Office 365 subscription (Click-to-Run): Install the latest updates (this includes Current Channel, First Release Deferred Channel, and Deferred Channel).
- 2. **Windows Installer version (MSI):** See the following Microsoft Knowledge Base article for your version of Office to download the update from the Microsoft Download Center:
  - Office 2016: <u>https://support.microsoft.com/kb/3115438</u>
  - Office 2013: https://support.microsoft.com/kb/3115455
  - Office 2010: https://support.microsoft.com/kb/3115476

**Note:** These updates will also be published to Windows Update and the Windows Server Update Service (WSUS) in mid-August. These services provide files that are updated automatically, based on the Windows Update settings for the computer.

#### **Workarounds**

- Roll back the Excel update causing the issue, i.e., KB3115322 (Excel 2010) / KB3115262 (Excel 2013) / KB3115272 (Excel 2016).
- Uncheck the two Protected View options in Excel (File > Options > Trust Center > Trust Center Settings > Protected View):

- Enable Protected View for files originating from the Internet.
- Enable Protected View for files located in potentially unsafe locations.
- Instead of disabling Protected View for all, download and open spreadsheets in an Excel Trusted folder using the Trusted Locations capabilities in Excel 2010, 2013, and 2016 (File > Options > Trust Center > Trust Center Settings > Trusted Locations). If the HTML document is in a trusted location, it will not be blocked.
- 4. If the file has been downloaded previously, users can do the following to open it:
  - Right-click on the file and choose **Properties**.
  - On the **General** tab, click **Unblock**.
  - Click OK.

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

We sent the following e-memo to active, degree-seeking, Main Campus undergraduate, graduate and law students on Wednesday, Aug. 17.

Office of the Registrar
Dear [first],
As required by the <u>Family Educational Rights and Privacy Act</u> (FERPA), CU Boulder is committed to protecting your education record by limiting disclosure of your personal (non- <u>directory</u> ) information.
If you have a question about your education record by phone or in person without a photo ID, you must provide your established security passphrase to validate your identity. If you have questions, please see <u>Set Your</u> <u>Security Passphrase</u> .
View or Set Your Security Passphrase
<ol> <li>Log in to <u>MyCUInfo</u>.</li> <li>Click to expand the <b>Profile and Settings</b> menu.</li> <li>Under <b>Account Settings</b>, click <b>Privacy Settings</b>.</li> <li>If your passphrase is already set, you'll see it in the security passphrase field. If the field is empty, enter a valid passphrase and click <b>Save</b>.</li> </ol>
Third-Party Access
Do not share your security passphrase with <b>anyone</b> . If you want a third party (e.g., a parent, grandparent or sponsor) to have access to your record, you must submit a <u>FERPA Consent to Release</u> for that person.
Learn more about your <u>CU Guest Access</u> , or contact the Office of the Registrar if you have additional questions.
Regards,
Office of the Registrar
Regent Administrative Center, room 101 20 UCB Boulder, CO 80309

Follow us @CUBoulder

Office of the Registrar | University of Colorado Boulder 303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

Strategic Relations sent the following e-memo to all CU Boulder faculty and staff on our behalf on Friday, Aug. 19.

Office of the Registrar UNIVERSITY OF COLORADO BOULDER
Dear [first],
The protection of student privacy is everyone's responsibility. The <u>Family Education</u> <u>Rights and Privacy Act (FERPA) of 1974</u> and University of Colorado Boulder have set forth guidelines related to the disclosure of and access to student education records maintained by the university.

# FERPA protections go into effect for incoming Fall 2016 students on Monday, Aug. 22, 2016.

## **Education Records**

Any record that directly relates to a student and is maintained by the institution (regardless of storage medium) is classified as an education record. Education records include two types of information:

- 1. <u>Directory information</u> may generally be disclosed to a third party without the written consent of the student, as long as the student hasn't established full or limited privacy. This information includes student name, campus email address, majors, minors and participation in officially recognized activities/sports.
- 2. **Non-directory information** is personally identifiable information that may not be disclosed to anyone, including parents, without student consent. School officials, including faculty and staff, may not access non-directory information unless they have a legitimate educational need. This information includes SSNs, grades and financial information.

## Letters of Recommendation

The disclosure of information from a student education record applies to any nondirectory information (e.g., class performance, grades, abilities, background) conveyed in writing, in person or over the telephone to third parties, including in letters of recommendation or reference calls.

## **Student Privacy Options & University Business Practices**

- <u>Security passphrase</u>: The required method for verifying the identity of a student who cannot present photo ID, or who is contacting the university by phone, is to ask the student to correctly state their established security passphrase. For more information, see Security Passphrase Business Practices.
- FERPA Consent to Release: This online consent form, available through MyCUInfo, replaces the old Consent for Release of Non-Directory Information Form. To confirm that a student has authorized release of their protected information to a third party, see Verifying FERPA Consent to Release.
- <u>CU Guest Access</u>: This is a completely new option that allows students to grant read-only online education-record access to a third party. If a student has established CU Guest Access for a third party, but not FERPA Consent to Release, you cannot release any FERPA-protected information to the third party. See Privacy Settings FAQs.
- Full and limited privacy: A student may restrict the release of their directory information by submitting a nondisclosure form\_ for full or limited privacy. Students who have restricted release of their directory information are identified in Campus Solutions with a red "PRIVATE" message. If asked for information about a student who has a full-privacy indicator on their record, school officials must tell the requestor, "I have no information about this person."

Don't hesitate to contact our office with questions or requests for training in your department. Additional FERPA information is available on the Office of the Registrar and U.S. Department of Education websites.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309 303-492-6970 <u>Map: Regent Administrative Center Room 101</u> Follow us @CUBoulder\_

> Office of the Registrar | University of Colorado Boulder registrar@colorado.edu | www.colorado.edu/registrar

Subscribe or unsubscribe from regbrownbag. Browse past issues in the Registrar Network Archive.