



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Aug. 30, 2016. If you have any questions, please contact the person or unit associated with the update.

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## Introductory Academic Department Admin Training for New Staff ([Hannah Zdanowitz](#))

**Friday, Sept. 2, 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.

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## Tuition Classification Info Sessions ([Tuition Classification](#))

Are students asking you questions about getting in-state residency? Tell them to sign up for a free [tuition classification session](#) to learn about the petitioning process and get answers to their specific questions.

- TC 101 is a mandatory hour-long session for students who want to petition as an emancipated minor.
- TC 501 is an optional half-hour session for adult and graduate student petitioners.

Both are offered monthly from September through December on the second and fourth Mondays and first and third Thursdays, excluding university holidays. We recommend that students attend these sessions one year before petitioning for residency, because it takes a full 12 months to establish Colorado domicile.

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

We sent the following e-memo to active, degree-seeking, Main Campus undergraduate, graduate and law students on Thursday, Aug. 25.



### Office of the Registrar UNIVERSITY OF COLORADO BOULDER

Dear [first],

Welcome to the 2016–17 academic year at CU Boulder!

We don't want you to miss any important deadlines, so here are the big ones for Main Campus, full-semester classes. All deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

Visit the [Academic Calendar](#) for a complete list of academic dates & deadlines.

#### **Wednesday, Aug. 31, 2016**

Last day to [add a class](#) in [MyCUInfo](#).

Last day to add your name to a [class waitlist](#) in MyCUInfo.

#### **Friday, Sept. 2, 2016**

[Tuition & fees payment](#) due for all students by 5 p.m. (11:59 p.m. on Sept. 5 if paying online).

#### **Sunday, Sept. 4, 2016**

Last day to enroll in a [payment plan](#) in MyCUInfo or [CUBill&Pay](#).

#### **Monday, Sept. 5, 2016**

Labor Day holiday (no classes; university closed).

#### **Wednesday, Sept. 7, 2016**

Last day to [drop a class](#) without tuition charges and without a W grade.

Last day to [withdraw from the university](#) without tuition charges and without a W grade; a \$200 processing fee applies.

#### **Friday, Sept. 9, 2016**

Last day to add a class for [COF funding](#) (5 p.m.).

Last day for students not currently enrolled to [register](#) without a \$100 late fee.

Last day to [change variable credit hours and pass/fail & no-credit status](#) in MyCUInfo.

#### **Friday, Sept. 16, 2016**

Last day to select or waive [health insurance](#) in MyCUInfo.

Last day to submit required [immunization forms](#) (5 p.m.).

#### **Wednesday, Sept. 21, 2016**

Last day to [withdraw from the university](#) with 40 percent tuition assessment; W grades post to transcripts.

#### **Wednesday, Sept. 28, 2016**

Last day to submit your [Selective Service form](#) before a registration hold is applied.

Regards,

Office of the Registrar

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