

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 (<u>Hannah Zdanowitz</u>) 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 <u>Hannah Zdanowitz</u>, 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 <u>online FERPA training</u> and requested your <u>access to CU-SIS</u>, please do so at your earliest convenience.

## Tuition Classification Info Sessions (Tuition Classification)

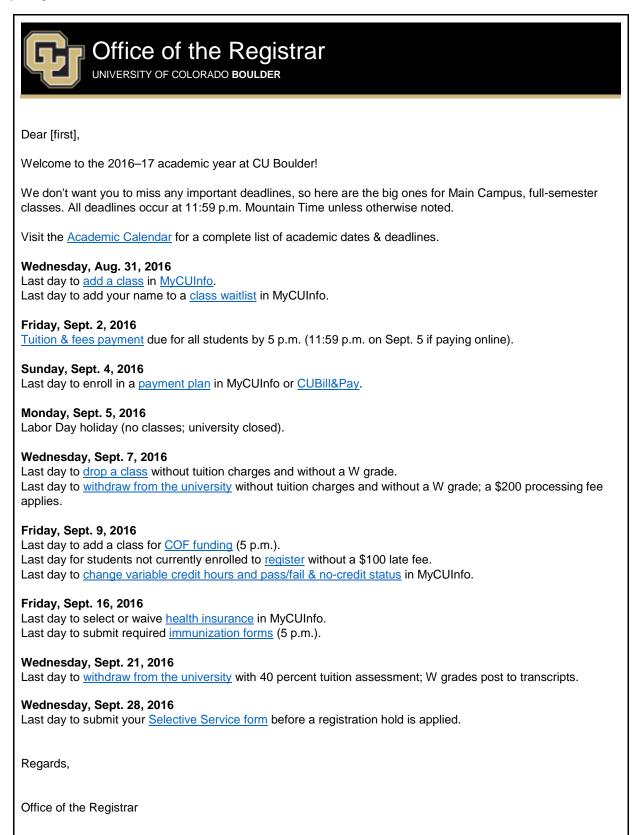
Are students asking you questions about getting in-state residency? Tell them to sign up for a free <u>tuition classification</u> <u>session</u> to learn about the petitioning process and get answers to their specific questions.

- 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.

## 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.



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