



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Sept. 20, 2016. If you have any questions, please contact the person or unit associated with the update.

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SAVE THE DATE: Office of the Registrar Fall Town Hall ([Office of the Registrar](#)) Monday, Oct. 24, 9–11 a.m., location to be announced

Join us for our Office of the Registrar Fall Town Hall on Monday, Oct. 24. Staff will share new business processes, personnel updates and upcoming initiatives. No RSVP is required. Additional details will be provided soon.

Special Action Forms Reminder ([Office of the Registrar](#))

This is a reminder that a Special Action Form (SAF) should be filled out by the department or instructor and not the student. If a student requests a course change (e.g., section change, drop back, drop forward) or an enrollment change that requires an SAF, **please fill out the SAF yourself** to ensure accuracy and completeness.

While students are allowed to turn in the SAF to the Office of the Registrar, the department must request the corrections to a student's record. Students do not know how to complete an SAF accurately, and thus often have to start over in the department. Inaccurately completed forms are returned to the department to correct.

University Catalog: September Update ([University Catalog](#))

The Office of the Registrar recently met with catalog contributors from CU Boulder's colleges, schools and programs to preview the 2017–18 *University Catalog* and present the new online content management system. We will continue to schedule meetings with key central offices and catalog contributors in the coming weeks.

If you weren't able to attend our first round of discussions, you can [view the presentation online](#) or attend the upcoming town hall meeting (see above), where we plan to give a brief product overview.

Additionally, we are setting up on-site catalog training with catalog contributors for early November. For a more detailed project schedule, visit the [2017–18 University Catalog](#) page on the Office of the Registrar website.

Finally, there are a few things you can do now to prepare for on-site training and catalog revisions:


- Begin thinking about edits to the current catalog for the next academic year.

- Develop a “Four-Year Plan of Study” for your program if one does not already exist; we would like to include these with the program requirements in the undergraduate section of the catalog.
- Consider what new overview content will be needed with the upcoming separation between graduate and undergraduate content. The existing catalog focuses heavily on undergraduate material, so there will be several holes to fill in the graduate section.

If you have any questions about the upcoming *University Catalog*, you can email us directly at catalog@colorado.edu.

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

We sent the following e-memo to all active students on Wednesday, Sept. 14.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

As a student at CU Boulder, it is important to understand your rights regarding access to and disclosure of information in your education record. The [Family Educational Rights and Privacy Act](#) (FERPA) affords you the right to:

- inspect and review your education records;
- request amendment of your education records;
- consent to disclosure of personally identifiable information in your education records; and
- file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901).

To review or request an amendment to your record, contact the university office that maintains the record to make arrangements. This does not apply to grade changes, which are at faculty discretion.

Under FERPA, the university may release information from your education record if the disclosure is:

- to officials of institutions where you seek or intend to enroll, or are enrolled;
- to authorized representatives of federal, state or local educational authorities;
- in connection with financial aid for which you have applied or received;
- to an organization conducting studies for or on behalf of the university;
- to your parents or guardians (if you are a dependent student for tax purposes);
- to an accrediting organization;
- to comply with a judicial order or lawfully issued subpoena; or
- in connection with a health or safety emergency.

Sensitive or non-directory information generally is not released without your written consent. You may restrict the release of [directory information](#) by placing [full or limited privacy](#) on your record.

For information on authorizing access to your non-directory information, see [CU Guest Access](#) and [FERPA Consent to Release](#).

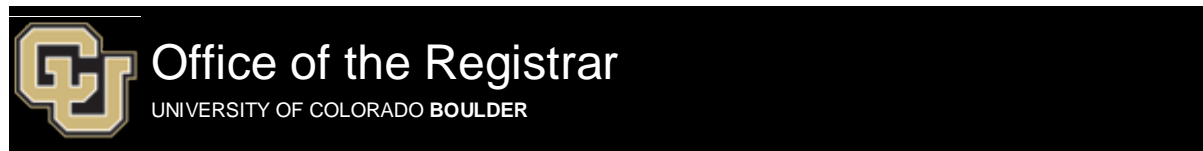
Questions may be directed to the Office of the Registrar. Have a successful semester!

Sincerely,

Kristi Wold-McCormick, Ph.D.
Registrar

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

We sent the following e-memo on Monday, Sept. 19, to students who graduated in August 2016, but were registered for Fall 2016 classes in the same degree program.



Dear [first],

Our records indicate that you graduated from the University of Colorado Boulder in August 2016, yet you are registered for Fall 2016 in the same degree program. Students who have graduated from a degree program are not allowed to take additional courses in that program.

For this reason, you have been placed in a nondegree program for Fall 2016. You are still enrolled in your classes for this semester.

As a nondegree student, you will register for Main Campus classes through [ACCESS](#) in future semesters.

If you wish to pursue another degree program, you have the following options:

- [Apply to the Office of Admissions](#) to pursue a second undergraduate degree.
- [Apply to a graduate program](#) to pursue a graduate degree (contact the department in which you wish to receive a graduate degree).

Please note:

- To withdraw from the university, follow the [withdrawal procedures](#).
- If you received an undergraduate degree and you're completing the requirements for an additional major, please contact your advisor.

Please contact the Office of the Registrar if you have additional questions.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
[Regent Administrative Center](#), room 101
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Office of the Registrar | University of Colorado Boulder
303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

We sent the following e-memo on Monday, Sept. 19, to students who had been enrolled from the waitlist for a Fall 2016 class, but didn't receive an automatic email alerting them to the change.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

You have been enrolled from the waitlist into the following Main Campus class(es) for Fall 2016:

[subject, catalog #, class section, course description, class number, units taken]

This enrollment occurred prior to the last day to enroll and has been displayed in your class schedule in [MyCUInfo](#) since that time.

Being enrolled from the waitlist may have resulted in an adjustment to your tuition and fee balance, which also may be viewed in MyCUInfo.

The Office of the Registrar ordinarily notifies students via email when they are enrolled in classes through the waitlist process; however, a system issue prevented these email notifications from being distributed to students this semester.

If you did not realize you were enrolled via the waitlist and wish to be dropped from the class(es), please reply to this email by **Sept. 30, 2016**, to notify the Office of the Registrar that you want the class removed from your record without a W grade.

If you are eligible for a refund of tuition and fees, you must initiate this process with the Office of the Registrar.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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