

Below is the update from the Office of the Registrar for Sept. 27, 2016. If you have any questions, please contact the person or unit associated with the update.

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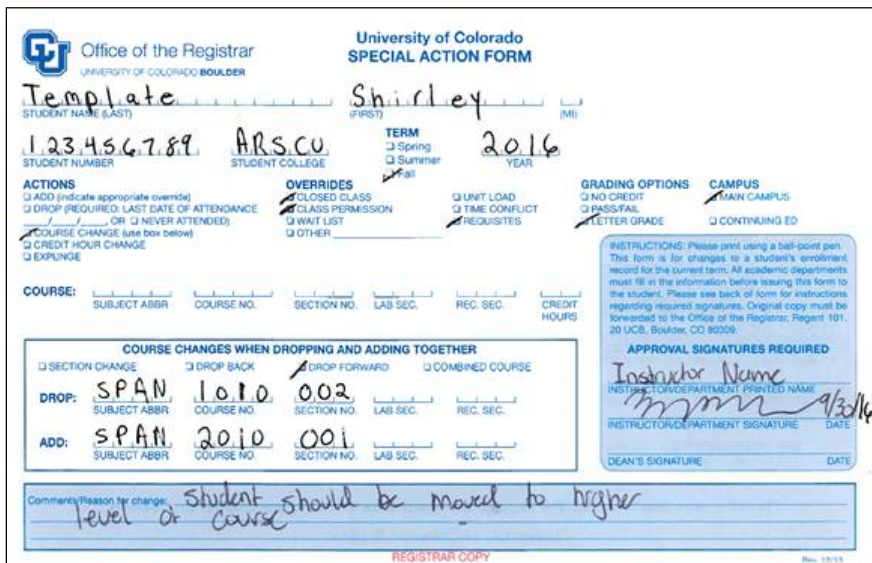
Swaps and Special Action Forms ([Office of the Registrar](#))

As of Sept. 7, departments can no longer process swaps, drop forwards or drop backs, and must instead submit a Special Action Form to request a course change. Please make sure to indicate if it's a swap, drop forward, drop back or combined course.

Definitions

- **Section change:** Changing the section of the same class; usually involves changing a recitation/lab.
- **Drop back:** Moving from a higher level to a lower level (e.g., MATH 2000 to 1000).
- **Drop forward:** Moving from a lower level to a higher level (e.g., MATH 1000 to 2000).
- **Combine course:** Moving from one department's section of a combined course to another section of the same course (e.g., WMST to ENGL).

SAF Example



Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

University of Colorado
SPECIAL ACTION FORM

STUDENT NAME (LAST): Template (FIRST): Shirley (MI): _____

STUDENT NUMBER: 123456789 STUDENT COLLEGE: ARSCU TERM: 2016 (Spring/Summer/Fall)

ACTIONS
☐ ADD (indicate appropriate override)
☐ DROP (REQUIRED: LAST DATE OF ATTENDANCE: _____) OR ☐ NEVER ATTENDED
☐ COURSE CHANGE (see box below)
☐ CREDIT HOUR CHANGE
☐ EXPUNGE

OVERRIDES
☒ CLOSED CLASS
☐ CLASS PERMISSION
☐ WAIT LIST
☐ OTHER

☐ UNIT LOAD
☐ TIME CONFLICT
☐ REQUISITES

GRADING OPTIONS
☐ NO CREDIT
☐ PASS/FAIL
☐ LETTER GRADE

CAMPUS
☒ MAIN CAMPUS
☐ CONTINUING ED

COURSE: SUBJECT ABBR: _____ COURSE NO.: _____ SECTION NO.: _____ LAB SEC.: _____ REC. SEC.: _____ CREDIT HOURS: _____

COURSE CHANGES WHEN DROPPING AND ADDING TOGETHER
☐ SECTION CHANGE
☐ DROP BACK
☒ DROP FORWARD
☐ COMBINED COURSE

DROP: SUBJECT ABBR: SPAN COURSE NO.: 1010 SECTION NO.: 002 LAB SEC.: _____ REC. SEC.: _____

ADD: SUBJECT ABBR: SPAN COURSE NO.: 2010 SECTION NO.: 001 LAB SEC.: _____ REC. SEC.: _____

APPROVAL SIGNATURES REQUIRED
 INSTRUCTOR (DEPARTMENT PRINTED NAME): Instructor Name
 INSTRUCTOR (DEPARTMENT SIGNATURE): [Signature] DATE: 9/30/16
 DEAN'S SIGNATURE: _____ DATE: _____

Comments/Reason for change: Student should be moved to higher level or course

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Online Transcript Orders ([Office of the Registrar](#))


When placing an online transcript order, students must enter the last 4 digits of their Social Security number. International students who do not have a Social Security number should enter 9999.

Spring 2017 Residency Petitions ([Office of the Registrar](#))

Spring 2017 residency petitions may be submitted to the Office of the Registrar beginning on Sept. 30. The final deadline is 5 p.m. on Dec. 16, 2016. Visit the [Tuition Classification](#) page for more information.

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

We sent the following e-memo on Wednesday, Sept. 21, to students who were required to register for Selective Service but had not yet done so.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that you haven't completed one or both steps of the [Selective Service registration requirement](#). Failure to register with Selective Service by **11:59 p.m. on Wednesday, Sept. 28, 2016**, will prevent you from enrolling in Spring 2017 classes.

What Is the Selective Service Registration Requirement?
[With only a few exceptions](#), the Selective Service registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age (Colorado House Bill 1021, effective July 1, 1987). [Conscientious objectors](#) are still required to register with the Selective Service System.

What You Need To Do
Complete the following steps by **11:59 p.m. on Wednesday, Sept. 28, 2016**. NOTE: All CU forms require [Adobe Reader](#). Mac users MUST install the free Adobe Reader software for forms to work.

1. Register online with Selective Service.
 - o Go to the [Selective Service](#) website.
 - o Click **Register**, then **Register Online**.
 - o Complete and submit the form.
2. Submit the Selective Service Verification Form.
 - o Log in to [MyCUInfo](#).
 - o Under **Other Academic Services** (bottom of page), click **Selective Service Form**.
 - o Complete and submit the form.

The verification form will be processed and the hold removed the next business day; this is not an automatic process.

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 Wednesday, Sept. 21, students whose SSN and/or name on file with NSC did not match the SSN and/or name on file with CU Boulder.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that the Social Security number (SSN) in your student record does not match the SSN and/or name provided to the National Student Clearinghouse (NSC) by another institution.

A service indicator to correct your SSN has been placed on your [MyCUInfo](#) account, preventing you from obtaining an enrollment verification until the issue is resolved.

You must come in person to the Office of the Registrar with a valid photo ID AND one of the items listed below:

1. A Social Security card or other Social Security Administration document showing your name and SSN.
2. A copy of a state or federal tax document with your name and SSN.
3. An employment record containing your name and SSN.
4. A military document showing your name and SSN (e.g., military ID card).
5. A government-issued driver's license, permit or ID showing your SSN.
6. A tribal ID card with your name and SSN.
7. A medical benefits card with your name and SSN.
8. Any acceptable document submitted as proof of legal presence/identity or residence address displaying your name and SSN.
9. An approved FAFSA form.

DO NOT EMAIL ANYTHING CONTAINING YOUR SSN. Doing so could put you at high risk for identity theft.

Please note: If you do not resolve this conflict, you may be unable to access the NSC Student Self-Service Site (via MyCUInfo), where you can:

- Verify your degree for potential employers.
- Print free enrollment verification certificates to send to insurers, housing providers or other organizations requiring proof of your enrollment ([step-by-step instructions](#)).
- View your enrollment history.
- View the student loan deferment notifications sent to your lenders and guarantors.
- View the proof(s) of enrollment sent to your insurers or other providers at your request.
- Obtain a list of your student loan lenders and link to real-time loan information.

The Office of the Registrar is located on the main level of the Regent Administrative Center, room 101. Office hours are Monday through Friday, 9 a.m. to 5 p.m.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

[Regent Administrative Center](#), room 101

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