



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Oct. 4, 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., Wolf Law Building, Wittemyer Courtroom**

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.

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

When submitting a Special Action Form (SAF) to change a student's schedule, please make sure to check all necessary overrides. Unmarked overrides cause processing delays, frustration for students and extra work for everyone involved.

Some commonly missed overrides:

- **Closed Class** – Must be checked to add or swap a student into a closed section of a course.
- **Requisites** – Must be checked if dropping a student from a course that is a co-requisite for another course the student is still enrolled in. Requisites must also be checked when swapping sections of a course that require this override.
- **Time Conflict** – Must be marked to enroll a student into a class that overlaps with another class they are currently enrolled in.

Spring 2017 Enrollment Appointments & Advising Service Indicators ([Antonia Murphy](#))

For details about enrollment dates and advising service indicators, please view the following documents:

- [Spring 2017 Advising Service Indicators](#)
- [Spring 2017 Continuing Student Registration Information](#)

Changes Coming to Final Exam & Commencement Schedule ([Sally Page](#))


As [announced](#) by the chancellor and provost in yesterday's CU Boulder Today, adjustments are coming to the traditional final exam, recognition ceremony and commencement schedule starting in 2017–18.

To summarize, starting in Fall 2017, the last day of classes will fall on a Thursday, followed by a reading day on Friday, and final exams from Saturday through Wednesday. In fall, both Thursday and Friday will be available for college, school and departmental recognition ceremonies.

Starting in Spring 2018, the campuswide commencement ceremony will be held on Thursday morning, followed by college, school and departmental recognition ceremonies.

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

We sent the following e-memo to all active students on Tuesday, Sept. 27.

**Office of the Registrar**
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Happy National Voter Registration Day! Register to vote now to have your voice heard in the November election.

Register to Vote in Your Home State
Colorado law allows college students to register to vote in their hometown if they choose. Access your state's voter registration form through the [U.S. Election Assistance Commission](#), and be sure to request an absentee ballot before Election Day.

Register to Vote in Colorado
Register to vote online through the [Colorado Secretary of State](#) website, or mail a completed [paper form](#) to your county clerk's office. If you'd prefer to register in person, visit [Go Vote Colorado](#) to find your local voter service and polling center (click **Find my polling location** and enter your information).

All active, registered Colorado voters automatically receive a ballot in the mail a few weeks before Election Day. If you choose to vote in person, you'll need to present an [acceptable form of identification](#) and surrender your mail ballot.

If you register to vote in Colorado, please be aware that doing so will make you eligible for jury duty. A jury summons is rarely excused for students, even during final exams.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
[Regent Administrative Center](#), room 101
Follow us [@CUBoulder](#)

We sent the following e-memo on Wednesday, Sept. 28, 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 still have not completed one or both steps of the [Selective Service registration requirement](#).

You must fulfill this requirement with both the state and the university by **11:59 p.m. on Wednesday, Sept. 28, 2016**. Failure to submit this form will result in a registration hold being placed on your account, preventing you from registering for 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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We sent the following e-memo on Thursday, Sept. 29, to students who were required to register for Selective Service but had not done so, and a hold was placed on their account.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

A hold has been placed on your account because you did not complete one or both steps of the [Selective Service requirement](#).

This hold will remain on your account until you comply, and will prevent you from registering for classes. The Selective Service requirement needed to be fulfilled with both the state and the university by Thursday, Sept. 29, 2016.

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 as soon as possible. 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.

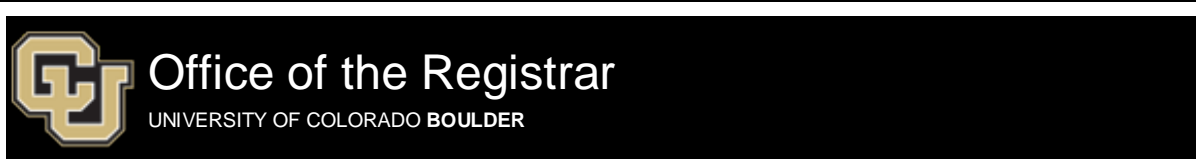
Regards,

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 Friday, Sept. 30, to all active, undergraduate, degree-seeking, Main Campus students. We will send a separate communication to graduate students later this week.



Dear [first],

Has your insurance company or other provider requested verification of your college enrollment? If so, get your Fall 2016 enrollment verification for free without a trip to the Office of the Registrar.

Simply log in to [MyCUInfo](#) and click **Enrollment Verification**:



This will launch the National Student Clearinghouse Student Self-Service Site, where you can:

- 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.

You may contact the Office of the Registrar with questions.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
[Regent Administrative Center](#), room 101
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