



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Oct. 11, 2016. If you have any questions, please contact the person or unit associated with the update.

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## Staff Spotlight #8: Solange Anduze James



Solange originally worked in the Office of the Registrar as an IT student employee who created and conducted wiki trainings for staff. After doing IT support and web communications in EBIO, she returned to our office in August 2015 to divide her time equally between general ERS support and residency. However, she quickly developed her residency knowledge and became a full tuition classification officer (TCO) a few months later. Solange has completed hundreds of residency decisions, and now trains other staff and student employees on the complex nuances of tuition classification.

In addition to these skills, Solange brings a unique perspective as an immigrant to the U.S. who had to navigate the international student experience. As the Office of the Registrar representative in the International Student Success Network, Solange helps our office and the university understand and assist international students more effectively.

—Susan Dorsey, Associate Registrar, Enrollment and Records Services

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## About Solange

**Childhood home:** I'm originally from the tiny Caribbean twin-island nation of Trinidad & Tobago. I lived there until I was 16 years old, when I moved to Knoxville, Tennessee. A year later, I moved to New York City and stayed there for almost 13 years.

**Education:** BA in corporate communications, Baruch College; MA in linguistics, CU Boulder; PhD in English, CU Boulder (in progress; expected 2020).

**What brought you to CU Boulder?** I came to CU Boulder by way of a life change. I was working in the advertising industry, my partner was a New York City firefighter, and we were both looking for a change of pace. I was interested in pursuing a career in academia, and CU Boulder had one of the top-rated graduate linguistics programs. And who could top those mountain views?! We moved to Boulder in 2010, and I started my graduate program in 2011. Even though I miss the ocean terribly, the mountain scenery has grown on me, and I can't imagine myself living anywhere else!

**Do you have plans to pursue additional degrees?** I think I'll be finished after obtaining my PhD. I am, however, quite interested in economics. Many literary periods/eras are actually tied to global economic movements and forces, which I

find quite fascinating. I love working on a campus, because I'll have the opportunity to take classes about whatever interests me.

**What was your student experience with the Office of the Registrar?** The first time I came to this office was to drop off my residency petition after being accepted into my graduate program. The irony is striking, as I'm currently a tuition classification officer, so I work in the very first administrative office—and unit—I visited on campus as a student. During my MA career, I also worked in the Office of the Registrar as a graduate IT student assistant for one year, and helped to launch our internal wiki.

**What does a tuition classification officer do?** Essentially, we interpret Colorado residency law, and are responsible for understanding the regulations, policies and laws pertaining to Colorado tuition classification. We meet with students and department assistants, and provide guidance and help related to residency questions or concerns.

**What unique skills and/or perspectives do you bring to your current role?** I moved to a new country without my parents at the age of 16, so I'm particularly interested in helping students navigate all of the new rules and regulations. Even though I was excited to attend college away from home, at times I found the transition to be overwhelming, even more so as an international student. My life experience as an immigrant, coupled with my training in socio-linguistics, has made me acutely aware of the difficulties many of our students may have navigating the university administrative system. I always try to anticipate our students' needs and provide them with as many resources for assistance as possible every time I interact with them.

**Where might we find you outside of work?** My son plays competitive soccer, so most times you'll probably find me at the sidelines of one of his games. I also own a small-batch, artisanal bath-and-body company with products inspired by my life in the Caribbean. In between soccer games and doing an incredible amount of research for my PhD program, I spend my last bit of free time either in my studio crafting new products or tending to my stall at a local farmer's market.

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## Limited Services, 10/12 ([Office of the Registrar](#))

The Office of the Registrar will offer limited services on Wednesday, Oct. 12. Our front desk and call center will be open and staffed during regular hours (9 a.m.–5 p.m.); however, staff responses may be delayed until Thursday, Oct. 13.

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## New MyCUInfo Residency Feature ([Office of the Registrar](#))

Students have a new easier way to check their residency status for tuition purposes in MyCUInfo.

Now when students expand their **Profile and Settings** menu, not only will they see their student ID, college and major, but also their residency status (see image).

This data is pulled directly from the tuition residency table in Campus Solutions, so if a student is, for example, an honorably discharged veteran who has been granted a domicile exception, their residency for tuition purposes correctly displays as “in-state” in MyCUInfo even though their overall residency is nonresident.

Active students can be listed as “in-state” (including students with domicile exceptions), “out-of-state” (including students whose residency is currently under review) or “noncredit” (students who are **only** active in a noncredit program). Former students who are no longer active are listed as “unable to determine.”

The image shows a screenshot of the 'Profile and Settings' page in MyCUInfo. The page has a dark header with the title 'Profile and Settings' and a minus sign icon. Below the header, there are sections for 'Personal Info' and 'Account Settings'. The 'Personal Info' section includes fields for Name, Employee ID, Student ID, College, and Major. The 'Residency for Tuition Purposes' field is highlighted with a red circle and shows 'In-state'. The 'Account Settings' section includes links for 'Manage your email addresses', 'Change your IdentityKey password', 'View/update your addresses', and 'Privacy Settings'.


Profile and Settings	
<b>Personal Info</b>	
Name:	
Employee ID:	
Student ID:	
College:	Coll of Media, Comm and Info
Major:	Journalism
Residency for Tuition Purposes:	In-state
<b>Account Settings</b>	
<a href="#">Manage your email addresses</a>	
<a href="#">Change your IdentityKey password</a>	
<a href="#">View/update your addresses</a>	
<a href="#">Privacy Settings</a>	

We've updated our [Tuition Classification](#) webpage with brief instructions for checking residency status using this feature, and we'll be updating our email communications as well.

Please let us know if you have any questions about this exciting new feature!

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

We sent the following e-memo to all active, Main Campus, degree-seeking graduate students on Thursday, Oct. 6. We sent the undergraduate version last Friday.



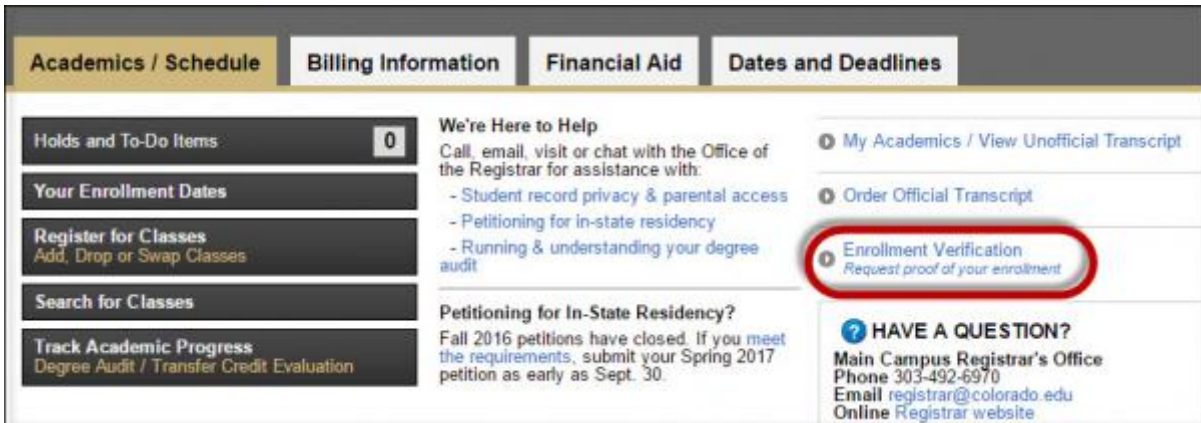
**Office of the Registrar**  
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Has your insurance company or other provider requested verification of your college enrollment? If so, get your free Fall 2016 enrollment verification now.

**Option 1: Print a Verification Through MyCUInfo**

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



The screenshot shows the MyCUInfo website interface. At the top, there are navigation tabs: Academics / Schedule, Billing Information, Financial Aid, and Dates and Deadlines. Below the tabs, there are several sections. On the left, there are links for 'Holds and To-Do Items' (0), 'Your Enrollment Dates', 'Register for Classes' (Add, Drop or Swap Classes), 'Search for Classes', and 'Track Academic Progress' (Degree Audit / Transfer Credit Evaluation). In the center, there is a 'We're Here to Help' section with a list of services: Student record privacy & parental access, Petitioning for in-state residency, and Running & understanding your degree audit. Below that is a 'Petitioning for In-State Residency?' section with a notice that Fall 2016 petitions have closed and Spring 2017 petitions should be submitted by Sept. 30. On the right side, there are links for 'My Academics / View Unofficial Transcript', 'Order Official Transcript', and 'Enrollment Verification' (Request proof of your enrollment), which is circled in red. At the bottom right, there is a 'HAVE A QUESTION?' section with contact information for the Main Campus Registrar's Office: Phone 303-492-6970, Email registrar@colorado.edu, and Online Registrar website.

This launches the National Student Clearinghouse (NSC) Student Self-Service Site, where you can print a free [enrollment verification certificate](#) to send to insurers, housing providers or other organizations requiring proof of your enrollment ([step-by-step instructions](#)).

Please note: NSC enrollment verifications are based on financial aid hours, not academic hours. If your financial aid enrollment status differs from your academic enrollment status, you may need option 2.

**Option 2: Request a Customized Verification**

Some graduate students qualify as full- or half-time based on their academic course load, but only half- or less-than-half-time based on financial aid hours (see the [enrollment verification grid](#)).

If you need an enrollment verification that has both your academic and financial aid enrollment status, submit your request to the Office of the Registrar at [registrar@colorado.edu](mailto:registrar@colorado.edu).


Regards,

Office of the Registrar

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

Office of the Registrar | University of Colorado Boulder  
303-492-6970 | [registrar@colorado.edu](mailto:registrar@colorado.edu) | [colorado.edu/registrar](http://colorado.edu/registrar)

We sent the following e-memo to Spring 2017 continuing students on Monday, Oct. 10.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our Spring 2017 class offerings and your assigned enrollment dates are now available to view in [MyCUInfo!](#)

To start planning your schedule, log in and click **Search for Classes**. To see how soon you can register, click **Your Enrollment Dates**.

We encourage you to register as soon as possible for the best chance to get the classes you want.

**Course Reservation**  
Students who remained on a waitlist during Fall 2016 registration may be eligible to reserve that course for Spring 2017 during the course reservation period: Oct. 24–28. Visit [Reserve a Course](#) to learn more.

**Before Enrollment Begins**  
Clear your required **Holds and To-Do Items** in MyCUInfo, including preregistration items (see [Complete Your Preregistration Items](#) for step-by-step instructions).

**MyCUInfo App**  
After you complete your preregistration items and plan your schedule, download our mobile app to make quick, limited enrollment changes on the go.

For example, will you be away from your computer when enrollment begins? Follow these steps to quickly enroll in classes from wherever you are:

1. In [MyCUInfo](#), add the classes you want to your shopping cart.
2. Download the MyCUInfo app ([App Store](#) or [Google Play](#)).
3. As soon as enrollment begins:
  - Open the app.
  - Tap **Cart**.
  - Tap **Enroll in all Classes**.

Visit the [MyCUInfo app](#) website for more information.

Regards,

Office of the Registrar

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