Below is the update from the Office of the Registrar for Oct. 25, 2016. If you have any questions, please contact the person or unit associated with the update.

Contents:
- THURSDAY: Fall Training Session – FERPA for Faculty and Staff, 10/27
- Register for a University Catalog Training Session, 11/9–10
- Special Action Forms
- FERPA and Full Privacy
- Registrar's E-memo: Your Spring 2017 Course Reservation Eligibility

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Fall Training Session: FERPA for Faculty and Staff (Hannah Zdanowitz)
Thursday, Oct. 27, 1 to 3 p.m., UMC 245

The Office of the Registrar is hosting an informational session about FERPA, the federal law that protects student education records. To help faculty and staff at CU Boulder understand how university personnel can and cannot store, use and share student information, this training will provide a short overview of FERPA followed by Q&A. Kristi Wold-McCormick, the campus registrar, and Susan Dorsey, associate registrar, will apply their knowledge of FERPA to address your specific situations.

Please submit your questions about unusual student data requests or situations; your presenters will bring researched, definitive answers (questions during the session are also welcome, but may require further research outside the session).

Please RSVP to Hannah Zdanowitz. CU-SIS access is not required.

Register for a University Catalog Training Session (University Catalog)

If you are involved with catalog writing, editing or approving and **did not** receive an email from Crystal Eilerman yesterday morning, please:

1. Sign up to receive updates from the catalog mailing list.

2. Visit our website to read yesterday's email, then follow its Qualtrics link to complete the catalog training sign-up form by **5 p.m. on Monday, Oct. 31**.

Which Session Should You Choose?

Space is limited, so please sign up for **only one session**. Here's additional guidance for choosing the right one:

- **Academic** training is the most comprehensive. Attend this session if you edit tuition tables or academic program information for degrees, minors or certificates, including requirements lists and four-year plans.

- **Administrative** training excludes training on program requirement lists. This session is meant for people who work primarily with content related to university policies or administrative units.

- **Approver** training is the most basic, and is intended for people who make minimal text edits, focusing instead on approving pages before publication.

If you have questions, please contact us at catalog@colorado.edu.

Special Action Forms (Office of the Registrar)

When students, advisors and departments cannot add or drop a class themselves, a Special Action Form (SAF) must be submitted to the Office of the Registrar to complete this transaction. Unfortunately, our office has recently received many SAFs that were either blank or incomplete.

While students are allowed to deliver completed SAFs to our office, the department representative must actually complete these forms. **Students must NOT complete SAFs themselves.** Before submitting an SAF to the Office of the Registrar, please fill in the proper actions, overrides, grading option, campus and necessary signatures.

FERPA and Full Privacy (Office of the Registrar)

The Family Educational Rights and Privacy Act (FERPA) allows students to restrict their directory information from being released by CU Boulder, an option known as *full privacy*. The university must adhere to full privacy requests by not revealing any student information – even the existence of the student – to anyone without positive identification.

In the absence of positive identification, the only response you can give about a student whose record has the **PRIVATE** flag is, "We have no information on this person."

You can only release information about a student on full privacy if:

- the student provides their correct security passphrase; OR
- the parent or other third-party provides their correct FERPA Consent to Release password; OR
- the student or third-party shows their valid photo ID in person.

Note that you **may only** ask for the passphrase or password if you can do so without revealing that you have found that student's record. We recommend asking for the student's password/phrase at the same time you ask for their SID or name – **before** you look up the student's record.

If the individual cannot come to campus and no longer has access to MyCUInfo, you can only respond to their request with, "We have no information on this person." We recommend that you refer them to the Office of the Registrar.

To request full privacy, students must submit the FERPA Non-Disclosure of Directory Information Request Form to the Office of the Registrar.

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

We sent the following e-memo on Monday, Oct. 24, to students who remained on an official Fall 2016 class waitlist through the waitlist purge date.

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

Dear [first],

Our records indicate that in Fall 2016, you remained on the waitlist for **[subject] [course number] [course title]**. You may be eligible to [reserve this course](#) for Spring 2017 if:

1. You are an undergraduate, degree-seeking student.
2. Your name was added to a class waitlist in Fall 2016 and was not removed prior to the posted waitlist deadline.
3. You do not have any registration holds in [MyCUInfo](#).
4. The course is an eligible undergraduate course offered in Spring 2017* (graduate, department consent-required and controlled-enrollment courses are ineligible).
5. You meet the prerequisites for the course.

*<u>Please note</u>: Some courses are only offered in fall or spring semesters. If your course is not available for Spring 2017, you may be eligible for course reservation in Fall 2017 instead. Please contact the Office of the Registrar to verify.

If all requirements for course reservation are met:

1. Log in to [MyCUInfo](#) and find your preferred section of this course (must be the same course for which you were previously waitlisted).
2. <u>Between Oct. 24 and 28</u>, complete and submit the online [Course Reservation Form](#).
3. An enrollment representative will register you for the requested class.

The deadline to submit a completed Course Reservation Form for Spring 2017 is 5 p.m. on Friday, Oct. 28. Late or incomplete reservations will not be honored.

Please contact our office with any questions.

Regards,

Office of the Registrar

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