



Below is the update from the Office of the Registrar for Nov. 15, 2016. If you have any questions, please contact the person or unit associated with the update.

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Office of the Registrar Closure ([Office of the Registrar](#))

Friday, Nov. 18, 11:30 a.m.–1:30 p.m.

Our front office will be closed for an internal event this Friday from 11:30 a.m. to 1:30 p.m. Our call center will remain open (303-492-6970), but staff responses may be delayed.

Ethics & Compliance Monthly Brown Bag: Student Data Privacy ([Office of the Registrar](#))

Monday, Nov. 28, noon–1 p.m., Rec Center's Ice Rink Overlook Large Meeting Room

November's Ethics & Compliance Monthly Brown Bag Series will feature a discussion by Kristi Wold-McCormick and Susan Dorsey from the Office of the Registrar that focuses on student data privacy.

In their session, Kristi and Susan will provide a greater understanding about CU employee roles and responsibilities related to student data privacy, current initiatives related to FERPA and ethical issues around topics such as systems use and preferred name/gender identity.

During the hour-long session, ample time will be provided for audience Q&A. A staff member from University Counsel will be present to answer questions related to legal aspects on this topic. You may submit questions in advance by emailing [Susan Dorsey](#).

For more information, please see the [Ethics & Compliance event flyer](#).

UIS Production Systems Maintenance, 11/20 ([Sally Page](#))

Description

UIS production systems maintenance: Sunday, Nov. 20, 6 a.m.–6 p.m.

Production services will be either unavailable or impacted for this 12-hour window on Sunday, Nov. 20.

****Important! Even if a service is temporarily available during the window, it may go down at any time.****


Application Impact

- **Affected:** Campus Solutions | Campus Solutions Mobile Application | Concur Travel & Expense | CRM | CU Marketplace | DATC | Enterprise Portal | Integration Gateway | ISSS | My Leave | OAO | Parchment | SES | Singularity | Skillsoft
- **Available through direct access from outage pages:** Cognos/CU Reporting | FIN | HCM
- **Available:** 1800 Grant File and Print Services | 1800 Grant VDIs | 1800 Grant Phones | Cherwell | CIW | CU Analytics | Email | eRA | ImageNow | JIRA | Law Toolbox | LegalFiles | MS Communicator | OnBase | Phire | R25 Interface Server Application | Secure File Transfer Protocol | SharePoint | Skype for Business | Terminal Server | TeamMate | TTO Portal | Wired and Wireless network for 1800 Grant | VPN

Refer to the [Business Calendar](#) for future maintenance window dates and times. For more information about UIS services, please go to the [UIS Service Catalog](#).

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

We sent the following e-memo on Monday, Nov. 14, to students for whom CU Boulder must submit a 1098-T form to the IRS, but whose Social Security or Taxpayer Identification number is not on file with the university.

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

Dear [first],

You are required by federal law to provide a Social Security number (SSN) or Taxpayer Identification number (TIN) to the University of Colorado Boulder for tax purposes.*

Take Action by December 31, 2016
DO NOT EMAIL SSN/TIN INFORMATION; email is not secure. Mail, fax or hand-deliver a completed and signed [Social Security Number/Taxpayer Identification Number Update Form](#) to the Office of the Registrar by **5 p.m., December 31, 2016**.

Office of the Registrar
University of Colorado Boulder
Regent Administrative Center, room 101
20 UCB
Boulder, CO 80309-0020
Fax: 303-492-8748

Penalty
If you fail to provide your correct SSN or TIN, the Internal Revenue Service (IRS) may impose a penalty of \$50. See [26 CFR 1.6050S-1\(e\)](#).

International students
This requirement does not apply to international students who are not eligible for a United States SSN or TIN.

Privacy
The university protects the confidentiality and security of personally identifiable information and will not disclose an SSN or TIN for any purpose not permitted by law or policy (including the Family Educational Rights and Privacy Act of 1974) without your consent.

***Federal Requirement**

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or TIN so the University of Colorado can file Form 1098-T (Tuition Statement) with the IRS and provide a statement to you. See [Section 6109](#). For information about Tax Benefits for Higher Education, see [IRS Pub. 970](#). The Bursar's Office also provides tax information on their website, bursar.colorado.edu.

Regards,

Office of the Registrar

[Regent Administrative Center](#), room 101
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