



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Dec. 6, 2016. If you have any questions, please contact the person or unit associated with the update.

Contents:

- [TODAY: Limited Services after 2:45 p.m.](#)
- [WEDNESDAY: Web Grading Training](#)
- [CORs Required for Fall 2016 Late Adds or Swaps](#)
- [Fall 2016 COF Deadlines, 12/9 & 12/15](#)
- [Fall 2016 Last Day to Withdraw from the University, 12/9](#)
- [Registrar's E-memo: Last Chance to Apply for COF for Fall 2016](#)

Limited Services Today after 2:45 p.m. ([Office of the Registrar](#))

The Office of the Registrar will offer limited services today, Tuesday, Dec. 6, starting at 2:45 p.m. Our front desk and call center will remain open, but staff responses will be delayed.

Web Grading Training ([Hannah Zdanowitz](#))

Wednesday, Dec. 7, 2:30 to 4 p.m., UMC 247

Are you a grade liaison or grading faculty in need of first-time training or a thorough refresher?

Susan Dorsey, Associate Registrar for Enrollment and Record Services, will provide an overview of the web grading cycle, address frequently asked questions and demonstrate how to:

- export grades from D2L and import them into Campus Solutions,
- enter grades in Campus Solutions and
- post a roster.

Please RSVP to [Hannah Zdanowitz](#). Feel free to forward this information to others in your department.

CORs Required for Fall 2016 Late Adds or Swaps ([Office of the Registrar](#))

The deadline to submit Special Action Forms (SAFs) for Fall 2016 late adds and swaps was yesterday, Monday, Dec. 5, at 5 p.m. Office of the Registrar staff will return any SAFs for late adds or swaps received after this date.

After Dec. 5, requests for late adds or swaps must be submitted using a Change of Record Form (COR) that includes both the student's final grade and the dean's signature.

Fall 2016 COF Deadlines ([Office of the Registrar](#))

The last day to apply for COF is the last day of classes (Friday, Dec. 9), and the last day to authorize COF is the last day of finals (Thursday, Dec. 15).


Fall 2016 Last Day to Withdraw from the University ([Ginni Mulder](#))

With the Fall 2016 semester coming to an end, students have until 5 p.m. on the last day of classes (Friday, Dec. 9) to submit a withdrawal form and drop all Main Campus classes.

Please contact [Ginni Mulder](#) with any questions or concerns regarding the withdrawal process.

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

We sent the following e-memo on Monday, Dec. 5, to students who are eligible for COF, but haven't yet submitted a COF application for Fall 2016.

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

Dear [first],

Our records indicate that you have not applied for the College Opportunity Fund (COF) benefit for Fall 2016. By not applying for COF, you will NOT receive a reduction in your tuition of \$75 per credit hour.

There is still time to receive COF funding for Fall 2016, but you must ACT NOW to complete both required steps.

Step 1. Complete the one-time [COF Application](#) by 5 p.m. on Friday, Dec. 9.

Your COF application will be rejected if you do not use the exact same name, Social Security number and date of birth that CU Boulder has on file for you. If there is an error in your CU record, contact the Office of the Registrar to correct it before applying for COF.

Step 2. Authorize COF funding by 11:59 p.m. on Thursday, Dec. 15.

After your COF Application has been processed (24–48 hours after submission):

- Log in to [MyCUInfo](#).
- Under the **Billing Information** tab, click **College Opportunity Fund**.
- Click **Update Authorization** for the correct term.
- Choose **Lifetime Authorization** (recommended; funds are applied automatically each semester).
- Click **Submit**, then **Confirm**.

For additional information, see [College Opportunity Fund](#) or contact COF support at the address below.

Regards,

Office of the Registrar

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