



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Jan. 10, 2017. If you have any questions, please contact the person or unit associated with the update.

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## **Introductory Academic Department Admin Training for New Staff ([Hannah Zdanowitz](#)) Wednesday, Jan. 11, 2 to 4 p.m., Regent 1B60**

Are you new to an academic department at CU Boulder? Are you also responsible for registering students for classes? This introductory course demonstrates routine registration procedures, including:

- Adding courses
- Changing waitlist positions
- Troubleshooting error messages in Quick Enroll
- Using Change of Record and Special Action Forms

Participants should RSVP to [Hannah Zdanowitz](#), as space is limited. If you know a new staff admin who could benefit from this introductory training, please forward this information to them.

Campus Solutions access is helpful, but not required. If you haven't completed the [online FERPA training](#) and requested your [access to CU-SIS](#), please do so at your earliest convenience.

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## **Spring 2017 Withdrawal Dates ([Ginni Mulder](#))**

Students who drop all Main Campus classes between Jan. 7 and Feb. 1 at 11:59 p.m. will be assessed a \$200 withdrawal fee. The confirmation deposit is automatically credited toward that fee.


After Feb. 1, in addition to the withdrawal fee, tuition charges will be assessed and students will receive W grades on their transcripts.

Please contact [Ginni Mulder](#), withdrawal coordinator, with questions or concerns about the withdrawal process.

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

We sent the following e-memo on Thursday, Jan. 5, to all Main Campus, degree-seeking students active for Spring 2017.

 Office of the Registrar  
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Welcome to Spring 2017 at CU Boulder! We know your life is full of deadlines, so here are a few [Academic Calendar](#) dates and deadlines that are most likely to affect you.

The following dates apply to Main Campus, full-semester classes. Deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

**Friday, Jan. 6**  
Last day to [withdraw from the university](#) and receive a full refund, less any outstanding charges.

**Sunday, Jan. 8**  
Deadline to set up [direct deposit](#) to receive the financial aid refund (if eligible) on or around Friday, Jan. 13.

**Wednesday, Jan. 11**  
Tuition and fee bills available for all students in [MyCUInfo](#); payment is due Feb. 3 (5 p.m.).

**Friday, Jan. 13**  
Open enrollment begins (12:01 a.m.); all students may add or drop Spring 2017 classes in MyCUInfo.

**Monday, Jan. 16**  
Martin Luther King Jr. holiday (no classes; university closed).

**Tuesday, Jan. 17**  
Classes begin; view your class schedule in MyCUInfo or the [MyCUInfo app](#).  
Last day to [submit a private scholarship check](#) without late/service charges.

**Wednesday, Jan. 25**  
Last day to [add a class](#) in MyCUInfo.  
Last day to [add your name to a class waitlist](#) in MyCUInfo.

**Wednesday, Feb. 1**  
Last day to [drop a class](#) without tuition and fee charges and without a W grade. After this date, students who drop a Main Campus class but remain enrolled at the university are required to pay 100 percent of tuition and fees (no refund), and W grades are posted to transcripts.  
Last day to [withdraw from the university](#) without tuition and fee charges and without a W grade; a \$200 processing fee applies.  
Last day to request a refund of any [student opportunities fees](#) you selected (5 p.m.); contact the department offering the program for more information.

**Friday, Feb. 3**  
[Tuition & fees payment](#) due for all students by 5 p.m. (11:59 p.m. on Feb. 5 if paying online).  
Last day for in-state undergraduates to [add a class](#) to receive [College Opportunity Fund \(COF\)](#) funding for that class.  
Last day for students not currently enrolled to [register](#) without a late fee.  
Last day to change [variable credit hours](#) and [pass/fail](#) or [no-credit](#) status in MyCUInfo.

**Wednesday, Feb. 15**  
Last day to submit a [CU Boulder Scholarship Application](#) in MyCUInfo.  
Recommended deadline to [submit the FAFSA](#) for 2017–18.  
Last day to [withdraw from the university](#) with a 40 percent tuition assessment and a W grade.

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 on Monday, Jan. 9, to domestic, degree-seeking, Main Campus, first-time undergraduates with an active admit term of Spring 2017. We did not send this message to new international or transfer students.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Welcome to CU Boulder! We want to make sure the start of school is as easy for you as possible. Below is a checklist of important items, many of which you can probably already check off.

### **\_\_\_ Complete Any To-Do Items or Holds**

Check the **Holds and To-Do Items** section in [MyCUInfo](#) for specific action items or requested information.

### **\_\_\_ Submit Your Final Transcript(s)**

Transcripts must be official and submitted directly to CU Boulder ([transcripts@colorado.edu](mailto:transcripts@colorado.edu)) from the issuing institution. Students who do not complete this step won't be able to enroll in Fall 2017 classes, and students receiving financial aid won't have that aid applied to their bill until this step is complete.

### **\_\_\_ Apply for and Authorize the College Opportunity Fund (In-State Undergrads Only)**

The [College Opportunity Fund](#) (COF) is the state's method of providing financial support to in-state undergraduates. you must complete two steps: 1) submit the [one-time application](#) at College Assist by May 5, and 2) authorize the use of funds in MyCUInfo by May 11.

### **\_\_\_ Register with Selective Service by Feb. 22 (Males Ages 18–25)**

If the U.S. government identifies you as male and you're between the ages of 18 and 25, you must complete your one-time Selective Service registration. Failure to comply by Feb. 22 results in a registration hold. See [Register with Selective Service](#) for more information.

### **\_\_\_ Authorize Your Financial Aid to Pay All University Charges**

With your permission, federal student loans and the Pell Grant can pay for university charges beyond tuition, fees and on-campus room and board (e.g., health insurance, parking fees, optional student fees and textbooks). See [Apply Federal Aid to All University Charges](#) for more information.

### **\_\_\_ Complete Required Loan Documents**

[Federal Direct Loans \(subsidized and unsubsidized\)](#) and [PLUS Loans](#) require entrance counseling and a Master Promissory Note (MPN) to be completed by the borrower. Both can be completed at [studentloans.gov](http://studentloans.gov).

**Have Questions? Come Visit Us!**

Our offices are located on the first floor of the [Regent Administrative Center](#). Check our websites for any extended start-of-school hours.

We look forward to seeing you!

[Office of the Registrar](#)

Regent 101  
303-492-6970

[Bursar's Office](#)

Regent 150  
303-492-5381

[Office of Financial Aid](#)

Regent 175  
303-492-5091

We sent the following e-memo on Monday, Jan. 9, to people with a 2016 1098-T from CU Boulder whose financial transactions occurred after we sent our initial SSN-TIN message in November.



## 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 March 15, 2017**

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. on March 15, 2017**.

Office of the Registrar  
University of Colorado Boulder  
Regent Administrative Center 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

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