

# Office of the Registrar Policies & Procedures

September 2016

**Be Boulder.**



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

Regent Admin. Center 101, 20 UCB

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## Section 1 | Service Level Agreements (SLAs)

Service	Processing Time	Notes
Classroom change requests	2 business days	*
Specific room, large room and summer special program requests	10 business days	* If received by the posted deadline
Class revisions, add a class, cancel a class, modify an existing class, change restrictions	2 business days	*
Data requests (advisor assignments, BAMA changes, batch pre-reg of small populations, etc.)	3-5 business days	*
Degree Audit Online Assistance Requests (OAR)	5 business days <i>response time</i>	*
CU-SIS Access requests	10 business days	*
Emails to <a href="mailto:registrar@colorado.edu">registrar@colorado.edu</a> and other general mailboxes (i.e., certificates, COF, diplomas, IUT, saprocessing, transcriptinfo, tuitclass, withdraw)	1-2 business days <i>response time</i>	
Intra University Transfers (IUT)	3-5 business days	*† Submit using the current official IUT spreadsheet to <a href="mailto:IUT@colorado.edu">IUT@colorado.edu</a>
Certificates	3-5 business days to post certificates completed in a prior term. Certificates completed in the current term are held and processed <i>after degrees have posted for the term.</i>	*† Submit using the official certificates spreadsheet to <a href="mailto:certificates@colorado.edu">certificates@colorado.edu</a>
New plans, subplans, SIs and student group requests	15 business days	*
Pre-census drop/add forms – Special Action Forms (SAF) and Change of Record (COR) forms	3-5 business days	*† Batches must be received by the Wednesday of census week to be entered by census. Individual forms can be processed same-day if received by noon on census.
Post-census drop/add forms – Special Action Forms (SAF) and Change of Record (COR) forms	3-5 business days	*†
Study Abroad transcript processing	5 business days	*

*NOTE: During peak times or extraordinary circumstances, processing times may extend. However, we will make every effort to meet these SLAs and will notify you of any expected delays. Submitting requests early, especially near census and other deadlines, helps us meet posted SLAs.*

\* *Processing times increase for inaccurate or incomplete requests.*

† *Processing times may increase if a student's record contains a hold.*

## Section 2 | Training & Support

The Office of the Registrar works to build strong partnerships with academic and administrative offices on the Boulder campus. Through such relationships we all benefit from more efficient and accurate processes that provide the highest level of support to our students and others. To build these partnerships, the Office of the Registrar shares information via the [Registrar Network](#) (regbrownbag) email list, leads campus Town Hall meetings, schedules meet and greets with academic offices and individual schools/colleges, shares information via liaison lists and provides direct support as needed. Any campus office can contact us for assistance during business hours:

Phone: 303-492-6970  
Email: [registrar@colorado.edu](mailto:registrar@colorado.edu)  
Live Chat: [www.colorado.edu/registrar](http://www.colorado.edu/registrar)  
Hours: Mon–Fri, 9 a.m. to 5 p.m. (fall/spring)  
Mon–Fri, 9 a.m. to 4:30 p.m. (summer)

This guide contains information designed for experienced campus admins to reference and for new hires to use for initial training. The Office of the Registrar also provides live training sessions to campus staff on many of the items covered in this guide. Each fall and spring semester we offer a training session on basic procedures for new campus admins using live demonstrations in the student registration and records system, CU-SIS. Other sessions, such as FERPA and grading, are scheduled as needed throughout the academic year. All sessions are announced in the Registrar Network.

## Section 3 | Student Referrals

The Office of the Registrar uses the following language for referring a student to an academic office: “You must contact your dept/school/college to see if X is a possibility.” We do not say “The dept/school/college can or will do X for you,” since the rules in each school/college are different. Of course, even if we use the language above, students may still tell the academic office, “The registrar’s office said you *would* do X for me.” We are happy to discuss these situations immediately to clear up any confusion.


The Office of the Registrar processes transactions for nine different colleges, schools and programs, each with very different policies. We may not know all these policies, especially as they periodically change. Such policies include:

- GPA for probation
- GPA for suspension
- Drop deadlines
- Effective dates for major changes
- Transcripts for academic standing
- Enrollment appointments and different load levels
- When and whose withdrawal signatures are needed
- Who can enroll in summer Continuing Education classes
- How students reapply for admission
- Graduate full-time course load
- Signatures required for concurrent registration
- Dean’s list requirements
- Course cutbacks/repeat rules in Degree Audit
- Pass/fail hours
- In-residence credit


We refer students to academic offices with the prescribed language above to avoid confusion and misinformation regarding these many different policies and procedures.

## Section 4 | Forms

The **Special Action Form (SAF)** is used for current and future-term student record changes that academic offices cannot handle themselves. See example below:

 <b>Office of the Registrar</b> <small>UNIVERSITY OF COLORADO BOULDER</small>		<b>University of Colorado</b> <b>SPECIAL ACTION FORM</b>			
STUDENT NAME (LAST) _____		(FIRST) _____		(MI) _____	
STUDENT NUMBER _____	STUDENT COLLEGE _____	<b>TERM</b> <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		YEAR _____	
<b>ACTIONS</b> <input type="checkbox"/> ADD (indicate appropriate override) <input type="checkbox"/> DROP (REQUIRED: LAST DATE OF ATTENDANCE ____/____/____ OR <input type="checkbox"/> NEVER ATTENDED) <input type="checkbox"/> COURSE CHANGE (use box below) <input type="checkbox"/> CREDIT HOUR CHANGE <input type="checkbox"/> EXPUNGE		<b>OVERRIDES</b> <input type="checkbox"/> CLOSED CLASS <input type="checkbox"/> CLASS PERMISSION <input type="checkbox"/> WAIT LIST <input type="checkbox"/> OTHER _____		<b>GRADING OPTIONS</b> <input type="checkbox"/> NO CREDIT <input type="checkbox"/> PASS/FAIL <input type="checkbox"/> LETTER GRADE	
				<b>CAMPUS</b> <input type="checkbox"/> MAIN CAMPUS <input type="checkbox"/> CONTINUING ED	
<b>COURSE:</b> _____    _____    _____    _____    _____    _____ SUBJECT ABBR    COURSE NO.    SECTION NO.    LAB SEC.    REC. SEC.    CREDIT HOURS					
<b>COURSE CHANGES WHEN DROPPING AND ADDING TOGETHER</b>					
<input type="checkbox"/> SECTION CHANGE <input type="checkbox"/> DROP BACK <input type="checkbox"/> DROP FORWARD <input type="checkbox"/> COMBINED COURSE					
<b>DROP:</b> _____    _____    _____    _____    _____ SUBJECT ABBR    COURSE NO.    SECTION NO.    LAB SEC.    REC. SEC.					
<b>ADD:</b> _____    _____    _____    _____    _____ SUBJECT ABBR    COURSE NO.    SECTION NO.    LAB SEC.    REC. SEC.					
INSTRUCTIONS: Please print using a ball-point pen. This form is for changes to a student's enrollment record for the current term. All academic departments must fill in the information before issuing this form to the student. Please see back of form for instructions regarding required signatures. Original copy must be forwarded to the Office of the Registrar, Regent 101, 20 UCB, Boulder, CO 80309.					
<b>APPROVAL SIGNATURES REQUIRED</b>					
INSTRUCTOR/DEPARTMENT PRINTED NAME _____					
INSTRUCTOR/DEPARTMENT SIGNATURE _____ DATE _____					
DEAN'S SIGNATURE _____ DATE _____					
Comments/Reason for change: _____ _____ _____					
REGISTRAR COPY <span style="float: right;">Rev. 12/13</span>					

The **Change of Record form (COR)** is used for past-term student record changes and for class adds after grade rosters have been created during the current term (because the request must include a final grade). See example below:

 <b>Office of the Registrar</b> <small>University of Colorado Boulder</small>		<b>University of Colorado</b> <b>CHANGE OF RECORD FORM</b>			
STUDENT NAME (LAST) _____		(FIRST) _____		(MI) _____	
STUDENT NUMBER _____		<b>TERM</b> <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> FALL		YEAR _____	
STUDENT COLLEGE _____	<input type="checkbox"/> MAIN CAMPUS	<input type="checkbox"/> CHANGE THE OFFICIAL GRADE FROM _____ TO _____			
SUBJECT ABBR. _____	<input type="checkbox"/> CONTINUING ED	<input type="checkbox"/> CHANGE THE ATTEMPTED HOURS FROM _____ TO _____			
COURSE NO. _____	SECTION NO. _____	<input type="checkbox"/> RETROACTIVE ADD WITH GRADE TO _____ FOR _____ HOURS			
LAB SEC. _____	REC. SEC. _____	<input type="checkbox"/> RETROACTIVE DROP (REQUIRED: LAST DATE OF ATTENDANCE ____/____/____ OR <input type="checkbox"/> NEVER ATTENDED)			
		<input type="checkbox"/> EXPUNGE			
INSTRUCTIONS: Please print using a ball-point pen. This form is for changes to a student's enrollment record in a previous term only. For changes in the current term, please use the SPECIAL ACTION FORM. This form must be submitted intact (3 copies) by the instructor to the Dean of the student's college or school. The Dean will sign form, retain copies, and forward original to the Office of the Registrar, Regent 105, 20 UCB, Boulder, CO 80309.					
<b>APPROVAL SIGNATURES REQUIRED</b>					
INSTRUCTOR/DEPARTMENT PRINTED NAME _____					
INSTRUCTOR/DEPARTMENT SIGNATURE _____ DATE _____					
DEAN'S SIGNATURE _____ DATE _____					
Comments/Reason for change: _____ _____ _____					
REGISTRAR COPY <span style="float: right;">Rev. 11/12</span>					

Supplies of these forms are available from the Office of the Registrar. These must be kept secure.

## General Guidelines

- The Office of the Registrar only accepts the original (white) copy of the SAF/COR or a copy from the dean's office with a fresh signature and date, along with brief explanation of the situation.
- Contact our office if a transaction was not processed so we can research it. Possible reasons:
  1. Form was lost in the mail, misplaced or not submitted.
  2. Student has financial hold. Our office works with the Bursar's Office to have these holds temporarily lifted when appropriate.
  3. Student has an Admissions hold that prevents class adds. The Office of the Registrar cannot override an Admissions hold UNLESS a request to add a class is submitted by SAF to our office either:
    - during the semester the hold was placed – OR –
    - during the semester after the hold was placed IF the student already has other classes AND IF there is a comment by Admissions that approves a one-time lift for that particular semester.
  4. Form was returned to the originating dean's office/department due to an error or missing information. **Common reasons:**
    - Course does not exist for term indicated
    - Request to drop a class that isn't on the student's schedule
    - Section number not indicated for a multi-section class
    - Student has disciplinary hold
    - Academic hold – however, a temporary override will be set and the transaction processed
    - Required signatures are missing
    - Credit hours listed fall outside the range
- If a form is missing, we must receive a new form or a copy of the original form with the error noted. This can be mailed, hand delivered or faxed to our office. DO NOT email forms with student information as email is not a secure means of transmitting sensitive student data.
- Contact our office if you find a data entry error, and we will correct the problem immediately.
- Change of Record Forms are NOT accepted from the student. However, we can accept Special Action Forms delivered by students.

## Inaccurate or Incomplete Forms

If the Office of the Registrar cannot process an SAF or COR due to missing or incorrect information, we will call or email the academic unit for clarification, unless the form has many errors in which case it will be returned. Examples of common issues are listed above (see #4, **Common Reasons**).

In each case, we will determine if the department or the dean's office can best resolve the issue. Returned forms have an attached Correction Request Form that notes:

- Nature of the problem
- What is needed to resolve



- Date mailed
- Where to return

Our office logs each form returned to the academic unit and retains a copy of the Correction Request Form for tracking purposes. The student receives notification from [registrar@colorado.edu](mailto:registrar@colorado.edu) that the form was returned for correction or clarification. Academic units are asked to return the form within one week, as we often receive calls from students or department personnel asking why we didn't process the form.

## Official Signatures

The Office of the Registrar can validate campus dean's signatures against the signature stamp document on record. We cannot validate signatures for which no official signature stamp exists. If your school/college/program needs a signature stamp for a new signing authority, please contact our office.

## Add/Drop Scenarios

Students enrolled in online, Main Campus classes **are subject to Main Campus add/drop deadlines.**

**Students dropping all classes** in any term or never registering for fall/spring are considered withdrawn from CU. Students who withdraw must follow the [withdrawal procedures](#). This includes students who only had one class, as well as those who only registered for online classes if any of those were Main Campus classes.

**Students dropping one class but remaining in other classes** are not withdrawing but dropping classes. Students can drop individual classes through MyCUInfo until the 10-week deadline. After the 10-week deadline, students must contact their school/college/program to request approval. If approved, an SAF with the dean's signature must be submitted to the Office of the Registrar for processing.

Honor Code violations and class drops: If a student drops a class while under Honor Code violation review for that class and is found guilty, that class may be re-added to the student's record with a grade of F. If the student wants to re-enroll to try to complete the course for a higher grade, this option is at the discretion of the faculty.

Portal is down, but Campus Solutions is available: To level the playing field between on- and off-campus students who have varying degrees of access to advisors or departments, the Council of Associate Deans (CADs) decided to support a campuswide policy to not provide class add services on campus during a MyCUInfo outage. CADs modified this policy in June 2013 to say that if MyCUInfo is down while Campus Solutions remains available, students must not be administratively added for the first two hours. However, if the downtime exceeds two hours, the Office of the Registrar will notify departments to begin adding students into classes when requested.

NOTE: This policy only applies to adding classes. *Drops* may always be processed via online transactions during these time periods.

## Section 5 | Intra-University Transfers (IUTs)

### Processed by the Office of the Registrar

#### Fall/Spring IUTs

- Colleges/schools/programs must send IUT requests using the official IUT spreadsheet via the Large File Transfer system to [IUT@colorado.edu](mailto:IUT@colorado.edu) (not to individual staff members or any other Office of the Registrar email account). If you do not have this spreadsheet, send an email to [IUT@colorado.edu](mailto:IUT@colorado.edu) to request.
- **The deadline** to have the Office of the Registrar process current-term IUTs is **4:59 p.m. on the Wednesday before census date**.
- IUT processing takes a long time, so **please submit IUTs well ahead of the deadline** whenever possible. Please do not collect IUTs before submitting; instead please submit them daily or every couple days *before* a large number accumulates.
- If a spreadsheet request is inaccurate or incomplete, it will be returned for correction.

#### Summer IUTs

- Same as fall/spring above, except **the deadline is 4:59 p.m. the day before summer census date**.

### Processed by Academic Offices

- Colleges/schools/programs that process IUTs internally must have these completed by **5 p.m. on the drop deadline** for any IUTs effective for that term.
- For Summer IUTs, be sure to **effective date the new program using the first day of Maymester** for that specific term if you are processing the IUT during the summer semester.

## Section 6 | Certificates

Any academic certificate completed since Fall 2013 appears in the top block of the transcript like a degree and has a program/plan stack in Campus Solutions. Certificates completed prior to Fall 2013 appear within the term as transcript text and do not have a program/plan stack in CS.

To submit completed certificates for posting, the certificate liaison must fill out **all** fields on the official certificate notification spreadsheet and send it to [certificates@colorado.edu](mailto:certificates@colorado.edu). The Office of the Registrar processes certificates completed in previous terms within 3–5 business days and must wait to process those completed in the current term until after degrees post, although submissions are accepted at any time.

Only officially approved academic certificates are posted to the student record. Any requests to post unofficial, unapproved certificates will be reported to the Associate Vice Chancellor for Undergraduate Education or the Graduate School Dean. If unsure about the approval status of a certificate program, email [certificates@colorado.edu](mailto:certificates@colorado.edu) for verification. To get approval for a new certificate program, contact the Associate Vice Chancellor for Undergraduate Education or the Graduate School Dean.

## Section 7 | Intercampus Enrollment

Intercampus enrollment (formerly known as concurrent registration) enables CU Boulder students to take classes on another CU campus if their degree-required courses are not available at CU Boulder in that term. Students must take at least one class at UCB during the same term that they are registered on another CU campus.

*Home campus:* A CU Boulder student's home campus is Boulder.

*Host campus:* The other University of Colorado campus where the student is taking concurrent classes.

### Undergraduate Intercampus Enrollment

1. Students must read and complete the [Intercampus Enrollment Form and Policy](#).
  - The signature of the student's academic dean is required. This signifies that the student needs the course to complete their program and has met any prerequisites.
  - Undergrads enrolling in graduate classes must also obtain a signature from the Graduate School dean's office.
2. The student must submit the form to the CU Boulder Office of the Registrar no earlier than when registration begins on the host campus.
3. If space is available in the class, the Office of the Registrar will enroll students during the enrollment window that corresponds to their level or classification (e.g., freshman, sophomore, graduate); enrollment is not allowed before or after. This excludes the Anschutz campus, where students will be enrolled on the first day of classes.

### Adding/Dropping

1. Before the add/drop deadline, a student may add or drop a concurrently enrolled class at the home campus registrar's office.
2. After the deadline, a student must secure a host-campus class add form plus the appropriate signatures and turn the form in to the home-campus registrar's office.
  - For intercampus classes dropped after the deadline: A W grade will appear on the transcript, and the student will be assessed tuition and fees for the class.

### Graduate Intercampus Enrollment

Same as above except:

- Students in certain graduate programs are exempt from registering at their home campus. Check with the Office of the Registrar for exceptions to the home-campus registration requirement and limitation on credit hours at the host campus.
- Graduate students may also participate in the Reciprocal Exchange Program which allows CU Boulder graduate students to enroll at colleges and universities outside of the CU system. For more information go to the [Registration Programs](#) webpage.

## **Intercampus Registration**

A student who wants to take classes at another University of Colorado campus but not go through Intercampus Enrollment must apply for admission to that campus, follow its registration procedures and check with their academic dean's office for approval. Students in Arts and Sciences may not register at the Denver or Colorado Springs campus except in summer. Tuition must be paid to the other campus and is not included in CU Boulder financial aid without special arrangement and approval.

## Section 8 | Withdrawals

### New Students

#### Not Matriculated

- **Before term begins** – Student must notify Admissions who will process the cancellation on the application side and then notify the Office of the Registrar and other offices.

#### Matriculated

- **Before term begins** – All cancellations and rescinds are processed as follows: Student must notify Admissions (as well as other offices including Housing, their RAP advisor, Financial Aid, etc.), although Admissions will also send out notification to an email list which includes many of these offices. The Office of the Registrar processes these cancellations.

Fees and refunds:

- Student is not charged the New Student Fee.
- Deposit is not refunded unless term change was done.

- **After the term begins** – Student must notify the Office of the Registrar who will notify other offices.

Fees and refunds:

- If the student withdraws by the drop deadline, the New Student Fee is not charged. After the drop deadline, the new student fee and tuition are assessed with the B, C, D or E rebate.
- Deposit is not refunded.

### Continuing Students

Continuing students should use the online [withdrawal form](#) to submit a withdrawal request.

### Special Situations

#### Retroactive Withdrawals and Expunges

- **Past-term – University error: failed to process withdrawal and student failed classes due to non-attendance:** University personnel should send documentation of the error to the Office of the Registrar.
  - If the Office of the Registrar made the error, we will purge the student record (expunge the classes) and notify the dean's office.
  - If the error occurred in the academic unit, the student's dean's office must request an expunge on letterhead to the Office of the Registrar. All courses for the term are purged from the student's record. The Office of the Registrar notifies the Bursar's Office to update the student's bill, and eligible COF hours are reinstated.
- **Post-term – Student failed all classes due to non-attendance, never notified the university, requests retroactive withdrawal:** The request for a retroactive withdrawal should be sent to the student's dean's office who will determine the validity of the withdrawal request. Student's dean's office

solely approves or denies the request and, if approved, notifies the student and provides retroactive withdrawal request on letterhead to the Office of the Registrar. Grades are removed and changed to W grades. Students may submit a tuition dispute petition to the Bursar's Office. If the tuition dispute is approved, all W grades still remain on the student record.

### **Medical Withdrawals**

- The University of Colorado does not have a special medical withdrawal process. The reason for withdrawing is not indicated or differentiated on the academic record or transcript, no exceptions are made to the [Withdrawal Calendar](#) and withdrawals submitted for medical reasons are subject to university policy and deadlines. If a student submits their withdrawal form after the drop deadline, they will receive a W grade for each in-progress class. Students may withdraw by filling out the standard withdrawal form and indicating "medical" in the reason section of the form.
- Students withdrawing for medical reasons may submit the [Tuition Dispute](#) documentation to the Bursar's Office. Often this involves working with Victim's Assistance, Wardenburg, the Dean of Students, Student Affairs, their dean's office or personal medical providers. Wardenburg may mandate a withdrawal which overrides the dean's signature requirement and notifies the student's dean's office.
- **Past-term medical withdrawal for enrolled student:** A retroactive withdrawal for medical reasons must be submitted to the student's dean's office. Supporting documentation (from sources such as: Victim's Assistance, Wardenburg, the Dean of Students, Student Affairs or personal medical providers) must be submitted to the student's dean's office who then approves or denies the retroactive withdrawal. If the retroactive withdrawal is approved, the school/college sends a letter on college letterhead to the Office of Registrar for processing. Any refunds must be approved through the [Tuition Dispute](#) process.

### **Parent Withdrawals**

Parents may request a withdrawal for their student when for some reason the student is unable to submit the withdrawal form. In all cases, the parent must fill out a withdrawal form requesting their child be withdrawn for the semester and sign/date it (they must NOT have/use their student's logon credentials in ANY situation). If the student claims at a later date they should not have been withdrawn, the Office of the Registrar will process a reinstatement.

## Section 9 | Grading

### Help Documents

Grading instructions, videos, FAQs and current calendars are available on the [Faculty Grading](#) webpage.

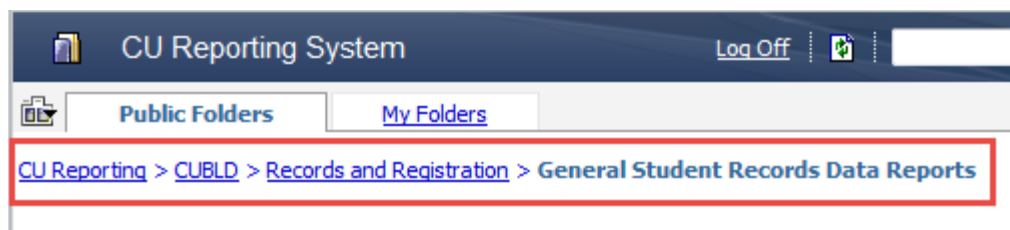
### Grade Liaisons

Grade liaisons are representatives in departments who help faculty get their grades posted on time in collaboration with the Office of the Registrar. Grade liaisons:

- Subscribe to the GRADE\_LIAISONS campus email list and keep up with notifications from the Office of the Registrar sent to that list (as well as to [Registrar Network](#)).
- Understand web grading procedures and deadlines well enough to support faculty when they need local assistance with web grading.
- Know where and how to get help from the Office of the Registrar when needed.
- Have read the help documents posted on the [Faculty Grading](#) webpage and refer faculty to these.
- Run the Grade Liaison Report in Cognos before grading deadlines each term to determine which faculty need local support or additional reminders.
- Help ensure the integrity of our institution by making sure faculty within their department post grades on time.

### Grade Liaison Report

Grade liaisons should have access to run a report in Cognos of outstanding grade rosters with department, instructor, number of students and other useful information. To run the report, log into Cognos and navigate to the General Student Records Data Reports folder:



and click the right arrow/triangle button:



NOTE: Cognos data is always 24 hours old.



## Web Grading Notifications

Faculty receive e-memos from the Office of the Registrar before the grading deadline to remind them of help resources and deadlines for their specific classes. After the deadline, the Vice Provost for Undergraduate Education emails faculty with missing grades and may also contact deans and department heads to expedite posting of late grades. All grading-related e-memos to faculty are also shared with the grade liaisons list and appear in Registrar Network.

## Past-Term Notifications

In addition, the Vice Provost for Undergraduate Education may contact deans, department heads and instructors to collect grades that are missing from past terms. Grade liaisons may not receive information about this beforehand.

## Late Grades

Late grades cause serious issues for students, academic units and administrative offices. During grading season the Office of the Registrar sends late-grade reports to grade liaisons with instructor, class and roster information.

Web grading does not close after the grading deadline. Instructors submit late grades in the web grading system via MyCUInfo. Instructions, videos, FAQs and current calendars are available on the [Faculty Grading](#) webpage.

## Grade Roster Corrections

Once a grade roster is posted in the web grading system, any corrections must be submitted outside of web grading.

For individual corrections, instructors may submit a Change of Record form with appropriate signatures. For grade rosters with a calculation error that affects a large number of grades (e.g., more than 10), instructors should submit a corrected roster as an Excel spreadsheet using the Large File Transfer system IF the submission occurs within two weeks of the grading deadline. After two weeks, an individual COR must be submitted for each student (this is per request of deans to ensure review of late whole/partial-roster corrections).

## How to Submit a Corrected Grade Roster

To submit your corrected electronic grade roster, follow these steps on the [Faculty Grading](#) webpage.

**WARNING: Grades must never be sent by email. Email is not a secure form of transmission, and grades are highly protected student data. Emailed grade rosters will not be accepted for any reason.**

## Student Added after Grade Rosters Created

No add for any student will be processed after grade rosters have been generated for the term UNLESS the late add is submitted on a completed Change of Record form **including the grade for the course**. Grade rosters are generally created 2-3 days prior to the first day of final exams. Check the [Office of the Registrar Academic Calendar](#) for current information.

## CORs During Grade Processing

The Office of the Registrar will make every attempt possible to process all CORs prior to the production of below 2.0/3.0 probation/suspension processing. We can generally complete this task if forms are not held until the end;

i.e., just before probation/suspension processing begins. However, we cannot guarantee that we will be able to process forms that arrive within three business days of this processing date.

## **Instructor Assignments**

Academic units lose the ability to change the instructor assigned to a class before grading opens. If the assigned instructor must be changed after this point, contact the Office of the Registrar.

## **Final Grade Cards**

Final Grade Cards from the Graduate School submitted before the start of the term will be posted before census date *after* the term begins.

## Section 10 | Commencement & Diplomas

The Office of the Registrar receives student graduation data from campus representatives, called graduation coordinators, and uses this information to submit the commencement program, to post degrees and to order diplomas.

### Graduation Coordinators

Each college/school/program has one or more graduation coordinators who serve as the primary contacts for submitting graduation information to the Office of the Registrar. Some of the data submitted includes:

- Graduation confirmed/honors lists
- Retro-degree memos
- Post-degree additional majors (A&S)
- Candidate lists for the commencement program (ROTC, Education)
- Outstanding graduates for the commencement program
- Thesis titles (Graduate School)

Each graduation cycle the Office of the Registrar shares the [Graduation Coordinators Calendar](#) with graduation coordinators. This includes important dates such as:

- Grad roster access begins
- Commencement program list due date
- Deadlines for students to apply online for graduation, or cancel or make changes to an existing graduation application
- Thesis titles due date for Ph.D. candidates
- Commencement program changes due date (approve or deny applications)
- List of outstanding graduates for the commencement program due date
- Graduation confirmed/honors lists due date
- Honors medals and diploma covers available for pickup
- Deadline for grad coordinators to make changes to grad roster
- Students can order transcripts with degrees posted
- Diplomas mailed from the printer

The Office of the Registrar schedules a meeting with the graduation coordinators at the end of each graduation cycle to discuss policies and practices and to implement and share new ideas.


## Section 11 | Department Guide to Processing Late Adds

Departments can add classes in Campus Solutions until grade rosters are created. Departments determine their own business process for approvals; the Office of the Registrar is not involved. This section describes how departments add classes **after census date**. Note: Census falls on the third Friday of the fall/spring term (see Academic Calendar for summer dates). Please become familiar with all of the following information before adding a class.

### Finance and Admissions Holds

If the student account has a B02 hold, the Bursar's Office can temporarily lift the hold to allow the class add. Departments should send their department information and the reason for the temporary lift to [bursar@colorado.edu](mailto:bursar@colorado.edu) from an official campus email address.

If the student has an Admissions hold, Office of the Registrar can process the class add only during the student's first enrolled term. Otherwise the student must resolve the hold through the Office of Admissions.

To check for holds, click on the  symbol on the top of the page near the SID. Click on the hold code (e.g., B02) to see the details of the hold. For holds other than B02, if you see "no add activity," the student must clear the hold before the class can be added.

### Room Capacity Limits

Enrollment numbers must not violate fire code. To check room capacity:

Navigate to: Curriculum Management > Class Roster and enter course information. Check under **Room Capacity** to view the room limit. Look next to Enrolled: to see how many students are currently enrolled. Then check for any withdrawn students in the roster, and subtract that number from the enrollment total.

If the Enrolled minus Withdrawn count is less than room capacity, you can process the class add. **Do not exceed room capacity when enrolling.**

### College Opportunity Fund (COF)

#### Determining COF Eligibility

To determine if a late add is eligible for COF, verify **ALL THREE** requirements below. If all three requirements are met, process the late add as usual – no special COF processing is required.

1. **Is the *student* eligible for COF?** Both A and B must be true:
  - A. The student is either a Resident or a Non-Resident who is paying resident tuition (see [Residency Status](#) below to learn how to find this information).
  - B. The student is an undergraduate.
  
2. **Is the *course* eligible for COF?** The course must be a Main Campus, undergraduate course (not Continuing Education).

3. **Is the reason for the late add allowed?** At least one of the following must be true:

- o Purged from the class waitlist but continued to attend the class
- o Section change – moving from one section of the same course to another
- o Level change – instructor/advisor recommended that the student move to another level of the course
- o Class was not offered at the beginning of the semester
- o Class starts later in the semester
- o Class is independent study, internship, practicum or teaching assistantship
- o At your discretion: Circumstances beyond the student’s control, such as an administrative error, etc.

**The following reasons for the late add DO NOT qualify for COF and thus require entry of the COFN code** ([see instructions below](#)):

- o Neglected to register for the class earlier in the semester
- o Couldn’t get into a class from the waitlist so added another class after the deadline
- o Thought they had added the class but failed to do so
- o Had a hold but failed to clear it in a timely manner; thus could not add the class earlier
- o Had a signed Special Action Form from the instructor but failed to turn it in earlier

If all the requirements for 1, 2 and 3 above are met, you may enroll the student in the course as usual. Otherwise, follow the instructions below.

### Processing COF-Ineligible Late Adds

If the **student** and **course** are eligible for COF but the late-add **reason** is not, you must enter the COFN code when you enroll the student. If the **student** or the **course** is **not** eligible for COF (e.g., graduate student or Cont Ed course) process the late-add normally without adding a COFN code.

### Entering the COFN Code

1. The only time you need to enter the COFN code is for a **late add** when the **student and course** are eligible for COF but the **reason** the class was added after census does not qualify for COF.
2. In Quick Enroll under the Other Class Info tab, select the Action Reason COFN.

The screenshot shows the 'Quick Enroll' interface. At the top, there are fields for 'Request ID: 0000000000', 'Career: UGRD', 'Institution: CUBLD', 'ID: [redacted]', and 'Term: 2013 Sum'. A 'Submit' button is on the right. Below this is a tabbed interface with 'Other Class Info' selected. Underneath, there are several tabs: 'Permission', 'Drop if Enroll', 'Ind Study Instructor', and 'Action Reason'. The 'Action Reason' tab is active, and a dropdown menu is open, showing 'COFN' selected. A red arrow points to the 'COFN' option in the dropdown.

3. If you processed a class add that met all the requirements in item 1 above but forgot to enter the COFN code, please contact [registrar@colorado.edu](mailto:registrar@colorado.edu) to have the Action Reason entered retroactively.

## Residency Status

To view a student's residency status, go to Campus Community > Student Services Ctr (AdminVw) and then click on the Term Summary Information link (select the term for which the student is requesting the late add) and look for the Residency Status. If the student is a Non-Resident, then you must look at Campus Community > Personal Information > Identification > Residency Data to see if a student has Tuition Residency Exception set to one of the following:

- Active Duty Permanent
- Active Duty Temporary
- ASSET 3yr. CO HS
- Canadian Military
- Colorado National Guard
- Dependents 10 year
- Hon. Disch. Deps. – 2 yr CO HS
- Hon. Dischgd Vet Pay In-State
- Economic Incentive
- Veteran's Choice Act
- West Region Grad
- New Faculty State School

If the student meets a Tuition Residency Exception, then the student is COF-eligible.

## COF Notes

- After grade rosters are created, class adds are not eligible for COF. No exceptions are made for classes added after census for fall and spring.
- Each department determines whether to keep documentation related to the COF eligibility for a late class add.
- If for some reason a department cannot process the late add and must submit it to the Office of the Registrar, the department should first make sure the student, course and reason are eligible and then submit the SAF with a COF addendum attached.
- All decisions are final. There are no appeals for late adds that are not eligible for COF.

## Additional Information

### Who Can Add What Classes?

- Departments can only add students into their own classes.
- Combined Section Classes – Academic units have different policies related to add authority on combined section classes. In some cases, one of the combined sections is a RAP, and thus the RAP should perform the add transaction. In some cases, only the sponsor should process the add for a combined section class. Because of different policies, the authority for performing the add transaction is up to each department.

### **Grading Basis**

- Before census, any grading basis available for that class may be selected when processing an add.
- After census, the grading basis may not be changed. Campus policy states that pass/fail and no credit options may not be elected after census date unless the student has the permission of their dean.

### **When to Use a Change of Record Form**

- A COR is required after grade rosters are created and must contain a grade because the student will not appear on the grade roster.

### **Handling Swaps & Section Changes**

- Swap (or section change) simply means dropping one section of a class and immediately adding another section of the same class.
- Department admins do not have access to process drops after the drop deadline; thus swaps must be processed by the Office of the Registrar. If a student comes to your department requesting a section change after the drop deadline, please submit the request on an SAF to the Office of the Registrar.

NOTE: The swap option available to students in the Student Center is different from the swap described above. Students should avoid using the “Swap” button in the Student Center, as it does not accomplish what they want and causes other issues for them.