



Registrar's Recorder

A LITTLE LIGHT READING FOR YOUR R&R

JANUARY 2013- VOLUME 1, ISSUE 2

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Advising Codes

For the Fall 2013 semester, Advising Codes will be set in



early February after Census. Be sure to check your e-mail regarding FA13 Advising Code information so we can make sure that codes are set for the correct populations of students. Advising Codes are set based on a student's primary major, but if you have a secondary major student you would like to meet with before registration, you can place an advising hold through ARIES. Advising Codes are automatically set for all New and Transfer students prior to their first semester.

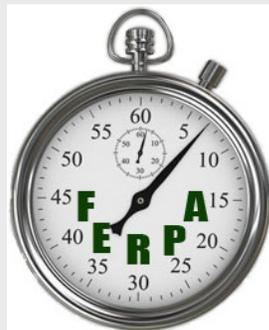
Important Dates

Classes Begin	January 22
\$50.00 Late Registration Fee Applied if adding first course on or after this date (Including Continuous Registration Students)	January 22
Employee Study Benefit Forms Due	January 22
Course Drop Deadline for Restricted Drop	January 25
Course Add without an override ends, and regular waitlist closes (Will still be visible to faculty and staff)	January 27
Begin period where <i>ADD RSTRIC</i> Override needed to register for any course	January 28
Undergraduate Contracts for completion of Major/Minor Due	February 1
End of Add Drop Period/Census	February 6
Advising Codes set for Fall 2013 (If applicable)	February 12
Spring Recess	March 16-24
Course withdrawal period ends	March 25
Repeat Delete Forms Due (Last day)	March 25
Summer Registration Begins <i>summer.colostate.edu</i>	March 26
Last Day to process University Withdrawal - CASA	May 10
Spring Grades due by 2pm	May 21

Late Registration Fee

Any student adding their first class on or after the first day of classes, will be assessed a one-time non-appealable late registration fee of \$50.00. This applies to every student besides employee study privilege students, including graduate students utilizing Continuous Registration.

FERPA Minute



Q A student wants me to write a letter of recommendation. Can I include personally identifiable non-directory information in the letter?

A Make sure that the student has asked for the letter in writing, and that you maintain a copy of the request and letter, as though it is a typical Educational Record under FERPA. Permission from the student is required to include any personally identifiable non-directory information such as: the names of courses taken, the grade received in a particular course, class rank, or GPA.



Undergraduate Planned Leave

Undergraduate Planned Leave is a status that allows undergraduate students to take a one-time, one semester leave for any regular fall or spring semester. Unlike simply "stopping-out," registering for a Planned Leave allows students to maintain eligibility for University enrollment without needing to pursue the full readmission process. A student's academic standing and enrollment status are used to determine eligibility for Planned Leave.

Examples for which students may need to take time away from CSU include: Internship, research, or study opportunities elsewhere in the U.S.; military service; mission/service; medical, family or financial reasons; physical inability to attend on campus classes; academic goal evaluation; career exploration or work.

The benefits to students on Planned Leave include: retaining current major(s)/minor(s), being allowed to register during the priority registration period appropriate to their class level, continuing to have access to CSU e-mail accounts, and receiving ongoing communication from campus.

For more information or to schedule a training on the details of Undergraduate Planned Leave, please contact the Registrar's Office at 970-491-4860.

Employee Study Privilege

**Deadline to turn in your forms:
January 22**

You know that the Registrar's Office and Human Resources work together to get your forms processed, and your privilege applied... but here's what happens behind the scenes after you turn your form in:

- Turn in your Form to the Registrar's Office, we process within one week, and send you an Informational e-mail.
- Forms are submitted to HR for processing after Census (February 6, 2013) for approval.
- It usually takes a month after approval for the financial credit to appear on your account.

When you need to talk to HR:

- Checking on how many credits you are eligible for, and how many will be approved.
- Finding out how many credits you have left.

For more information:

Human Resources - 970-491-6947
Registrar's Office - 970-491-4860

Remember ADD RSTRIC Override

An electronic **ADD RSTRIC** override will be necessary for every component of every course being added by a student during the Spring semester between January 28- February 6.

For other overrides, typically the error message and the override type should be paired, as the ALL override won't necessarily cover the particular error.

For more information, an **Override FAQ** is available in **ARIESweb A-Z**

Did you know?

Did you know the Registrar's Office does this?
Graduation – *Degree and Transfer, Degree Support, and Veterans Educational Benefits Office units*

We are responsible for double checking and conferring (award degrees) for all undergraduate students, as well as printing diplomas for every graduating student at CSU. Many of you may not know, but undergraduate students' Degree Audit (DARS) is actually their graduation contract, and is a useful tool for students and advisors to see where a student is on his/her track to graduation. The 'What If' tool allows students to customize their education to make sure that the program they are in is right for them, which ultimately helps students with timely graduation.



Hey Advisors!

Students love to challenge themselves, which frequently leads to a full semester where a student wants to take more credits than usual.

As a reminder, Department Head approval is required for undergraduate overloads for **21 or more credits**, due to the increase in tuition, and any graduate overload for **more than 18 credits** must be approved by the *Graduate School*.

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Veterans' Educational Benefits Office : 491-6340

General Classroom Scheduling : 491-1095



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