



# Registrar's Recorder

A LITTLE LITE READING FOR YOUR R&R

JULY 2013- VOLUME 1, ISSUE 4

## In This Issue:

- English Language Program Students
- Undergraduate Planned Leave
- Lawful Presence
- Veterans Educational Benefits
- Changes for Math/Comp Hold Releases

## Multiple Electronic Grade Changes

Using the 'Grade Change' link (ARIESweb), you can submit multiple grade changes simultaneously or submit single grade changes (within the current term) once the original grade has been rolled to academic history.

Submit All Edits

Select student from course: ART 212-002: Art History III

CSU ID	Name	Current Grade	New Grade	GI
		A	New Grade B	Instr
		A	New Grade Select Grade	Com
		B	New Grade	

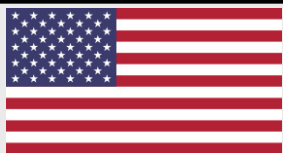
## Mandatory Orientation

Preview and Next Step Orientation dates are still available!

At these mandatory orientation sessions, students will have their registration holds removed and receive assistance registering for fall coursework.

For more information contact:

Orientation and Transition Programs at 970-491-6011 or [www.otp.colostate.edu](http://www.otp.colostate.edu)



## Lawful Presence

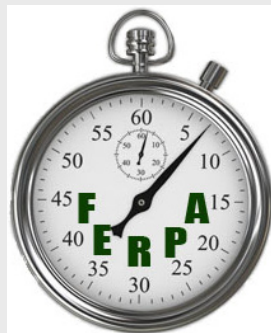
Students will no longer need to submit documentation verifying their lawful presence status. With the passing of the Colorado ASSET bill-qualified undocumented students will be able to qualify for in-state tuition.

**Coming Next Issue...**  
**RamSelect Training Sessions**

## Important Dates

Holiday - University Offices Closed	July 4
Second 4-Week Summer Term Ends	July 12
Third 4-Week Summer Term	July 15- August 9
Summer Repeat/Delete Deadline	July 28
8-Week Summer Term Ends	August 9
12-Week Summer Term Ends	August 9
Summer Grades Due	August 13 2:00 pm
Summer grades available on RAMweb	August 14
Last day to cancel Fall 2013 Registration with no assessed tuition or fees	August 25
Late Registration Fee assessed for adding first class or Continuous Registration	August 26
Fall 2013 Classes Begin	August 26
Course Add <i>without an override</i> ends, and regular waitlist closes (will be visible to faculty and staff)	September 1
Holiday - University Offices Closed	September 2
Begin period where electronic ADD RSTRIC Override is needed to register for any course	September 2
Undergraduate Contracts for Completion of Major or Minor due to Registrar's Office	September 6
End of Add Drop Period/Census	September 11
Last Day to withdraw with 75% refund	September 11
Last Day to withdraw with 25% refund	October 4
Course Withdrawal Period Ends	October 21
Fall 2013 Repeat/Delete Deadline	October 21

## FERPA Minute



**Q** Since FERPA lists that access to student education records by faculty and staff should only be used when the school official has a legitimate educational interest, does that mean I shouldn't need to access any records for students in other departments?

**A** The 'legitimate educational interest' exists if the school official needs to have access to the student records in order to do his or her job. While you may never need to access records outside of your department, there may be some instances where it is necessary to access a student record outside of your particular department.

# Undergraduate Planned Leave

Fall 2013 is the first term that undergraduate students have the opportunity to take planned leave. This one-time, one-semester leave (regular fall or spring term only) allows undergraduate students to take a semester away from CSU for opportunities/needs such as internships, research, service, medical, family, or financial situations. When the leave term ends students will be able to receive advising and register for courses without going through the full readmission process. While on leave students will have access to their CSU email, will retain their current major(s)/minor(s) and concentration(s), and are allowed to register during the period appropriate to their major/class level.

**95** undergraduate students are scheduled for planned leave this Fall and eligible students have until August 1st to apply!  
For more information and resources go to:  
<http://registrar.colostate.edu/planned-leave>

## Veteran's Educational Benefits Office

The Veteran's Benefits Office (VEBO) has recently added Rochelle Bratten to their team.

Rochelle graduated from CSU in 2005 (Department of Anthropology) and has been employed with Student Financial Services. Her primary focus with the VEBO team will be as coordinator for the active duty military tuition assistance program.

In March of 2013, Colorado State University entered into a Memorandum of Understanding with the Department of Defense to ensure our active military students using tuition assistance are provided quality educational opportunities.

CSU and VEBO welcome Rochelle to this new role !!!

## 2012-2013 REGISTRAR'S OFFICE HIGHLIGHTS

- **Undergraduate Planned Leave** for Fall 2013
- **ARIESweb Updates:**
  - **Electronic Grade Change Status** Report by both department (Department Reports) and by student (under student's record).
  - **Repeat/Delete listing** under each student's record.
  - **Multiple electronic grade change submission**
- An **updated version of FAMweb** provides access to important **tax documents** in addition to students' eBilling, grades for the last completed term, unofficial transcript and current weekly class schedule.
- The **Registration Date was added to the Class List for Instructors** on ARIESweb, allowing them to see when a student was added to the course.  
We appreciate all that you do CSU!!

We hope the 2013-2014 academic year will bring more accomplishments and collaboration as we all join to make CSU students successful!

**\*\*\*MATH/COMP HOLDS\*\*\***

By contacting the Registrar's Office, the student will be registered for a math/comp course and the hold will be removed. If the student drops or withdraws from the course, the student will be re-enrolled at the end of the term and will receive an "F".


An appeal will need to be completed for those students wishing to take the math or comp course at another institution.

<http://www.registrar.colostate.edu/registrars-forms>

## English Language Programs

The Registrar's Office has been working to integrate information into RAMweb and ARIESweb regarding students taking English Language Program (ELP) non-credit courses. Students, faculty, and staff can now see ELP courses from Fall 2012 forward listed on the unofficial transcript. The completed non-credit ELP coursework is separated into its own section similar to transfer coursework.

Beginning Fall 2013, registration and class schedules for ELP courses will also appear in RAMweb and ARIESweb. ELP non-credit courses will NOT appear on the official CSU Academic transcript.



**Summer Term**

Summer grades are due **August 13, 2013 by 2pm** via Grade Submission on ARIESweb. This applies to all courses from each of the 5 Summer Terms.  
Grades will be available on RAMweb on **August 14**.

gi\_bill@colostate.edu  
roomscheduling@colostate.edu  
ariesweb@colostate.edu



registrarsoffice@colostate.edu  
degreeoffice@colostate.edu



transferoffice@colostate.edu  
internationalevaluation@colostate.edu  
ramweb@colostate.edu



For previous editions, comments or suggestions, visit us on the web at [www.registrar.colostate.edu/newsletter](http://www.registrar.colostate.edu/newsletter)

**Main Office Number** : 491-4860

**Degree and Transfer Evaluation** : 491-7159

**Veteran's Educational Benefits Office** : 491-6340

**General Classroom Scheduling** : 491-1095



**Registrar's Office**  
1000 East Dr.  
Centennial Hall  
1063 Campus Delivery  
Fort Collins, CO 80523-1063