In This Issue:
- Electronic Transcripts
- Holds
- Who is the Registrar?
- INTO Information
- Duplication of Test Credit
- Grade Submission

Electronic Transcripts
Top Reasons to Order Electronic Transcripts via RAMweb:
- Less expensive than paper ($11 vs $20)
- Faster (Delivered within 2 hours to recipient’s email)
- Convenient (Students may order at 3am in their PJ’s)
- More Environmentally Friendly! (Less Paper)
- Highly Accessible (More former and current students are able to access their transcripts...)

May 2011: 2366 CSU Transcripts sent
vs
May 2012: 3417 CSU Transcripts sent

Did you know that holds are not specific to a term? Once a hold is in place, it must be removed by working with the appropriate office. Information in RAMweb directs students to the phone number for the hold type to receive assistance with removing the hold.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Course Withdrawal Deadline</td>
<td>October 15</td>
</tr>
<tr>
<td>Repeat/Delete Forms Due</td>
<td>October 15 (firm deadline)</td>
</tr>
<tr>
<td>Spring 2013 Registration</td>
<td>October 22</td>
</tr>
<tr>
<td>6am - PVM Students</td>
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<tr>
<td>7am - Graduate Students</td>
<td></td>
</tr>
<tr>
<td>12pm - 2nd Bachelors</td>
<td></td>
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<tr>
<td>October 23, 7:30am - Seniors</td>
<td></td>
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<tr>
<td>October 26, 7:30am - Juniors</td>
<td></td>
</tr>
<tr>
<td>November 2, 7:30am - Sophomores</td>
<td></td>
</tr>
<tr>
<td>November 9, 7:30am - Freshman</td>
<td></td>
</tr>
<tr>
<td>November 19, 7:30am - New Students</td>
<td></td>
</tr>
<tr>
<td>Fall Recess</td>
<td>November 19-23</td>
</tr>
<tr>
<td>Grade Submission Available</td>
<td>After Fall Recess</td>
</tr>
<tr>
<td>University Withdrawal Deadline - CASA</td>
<td>December 7</td>
</tr>
<tr>
<td>Finals Week</td>
<td>December 10-14</td>
</tr>
<tr>
<td>Commencements</td>
<td>December 14-15</td>
</tr>
<tr>
<td>Grade Submission Deadline</td>
<td>December 18, 2pm</td>
</tr>
<tr>
<td>Grades Available on RAMweb</td>
<td>December 19</td>
</tr>
<tr>
<td>Holiday - University Offices Closed</td>
<td>December 24-26</td>
</tr>
</tbody>
</table>

Electronic Transcripts

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FERPA Minute

Q Are my current students’ educational records the only records that I need to be careful about?
A All current and former students, which includes faculty and staff who took CSU classes, have educational records in ARIESweb that are protected under FERPA. Employees who have access to others’ records must engage in best practices by only accessing them for legitimate educational interest in performing his or her job duties.
Fall 2012 is the first semester welcoming INTO CSU students to Campus. The INTO Center, located in Spruce Hall, houses INTO staff who provide support for all INTO students. INTO students can be identified through ARIESweb by either their program of study or by the identifier at the top of the student’s record.

Faculty and staff with questions concerning INTO students’ registration and record information, CSU policies, and class scheduling should contact the Registrar’s Office INTO Coordinator Jenn Bissell at 491-2909 (jennifer.bissell@colostate.edu).

All other questions should be directed to the INTO Center: 492-4686 (into@colostate.edu).

### Duplication of Test Credit

The Registrar’s Office, under Provost Office guidance, implemented a new proactive procedure where students are notified if they have earned credit through Advanced Placement or International Baccalaureate testing and have signed up for duplicate credit. This allows students to choose to either drop the course creating duplicate credit, or to complete a form to remove the test credit from their record.

### Million Dollar Question

**Who is the Registrar?**

We’ve received many inquiries on this topic, and thought we should share.

Chris Seng is CSU’s Registrar. He’s worked at CSU since 1992 in Student Financial Services and then Enrollment Services Student Systems unit. He then served as Senior Associate Registrar for 4 years. Chris is a proud dad of three including a first-year college student.

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**Hey Advisors!**

With your newer students registering on their own, don’t forget that the **TILT website** has some great registration tutorials and resources for students.

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**Grade Submission**

**Reminders for Fall 2012**

**Grade Submission:**

- Grades are due December 18, 2012, at 2pm.
- On the grade input page, all students in each class appear on one page and the submit button is at the bottom of the page.
- Assigning grades of “U” or “F” will require the last date of attendance and an attendance comment.
- When importing “U” or “F” grades from RamCT Blackboard, the last date of attendance and the attendance comment must be entered on the ARIESweb grade input page.
- There is a 120-minute time limit to enter grades, be sure to save often.
- Grades will be available for students through RAMweb on December 19, 2012.

**If you are entering grades from outside the CSU campus, log into secure.colostate.edu**

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**Main Office Number:** 491-4860

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

**Veterans’ Educational Benefits Office:** 491-6340

**General Classroom Scheduling:** 491-1095

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Registrar’s Office
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Centennial Hall
1063 Campus Delivery
Fort Collins, CO 80523-1063