



Registrar's Recorder

A LITTLE LITE READING FOR YOUR R&R

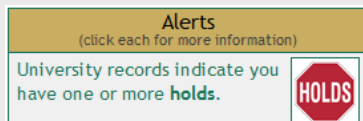
OCTOBER 2013 - VOLUME 1, ISSUE 5

In This Issue:

- Math/Comp Holds
- Undergraduate Planned Leave
- New Class Schedule
- Repeat/Delete Policy Change
- New Reporting Requirement
- Mid-Semester Courses

Math & Composition Holds

Math and composition holds have been placed on students who are reaching the 60 credit threshold and have not yet completed 3 credits of AUCC approved math or composition (AUCC 1A or AUCC 1B). These holds will be **effective October 22**, the day after the Fall 2013 course withdrawal deadline. Please have students call the Registrar's Office for removal of the hold.



Advising Codes

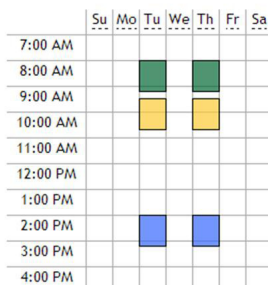
Advising codes are now placed on **all readmitted students**. This was initiated as a result of a request by the ACUA Subcommittee on Advising and approved through Enrollment Council. This process began for Spring 2014.

Undergraduate Planned Leave & Intent to Return

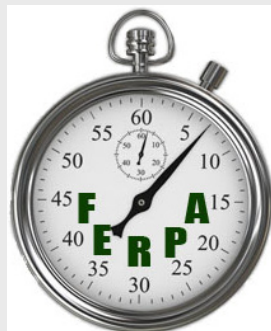
Students who are not currently registered because they missed the Fall 2013 planned leave deadline should fill out an Intent to Return application. **We anticipate moving the Spring 2014 planned leave deadline** closer to the beginning of the term to best meet the needs of the students. Watch the Registrar's Office website for details.

Important Dates

Spring 2014 Registration	October 28 PVM Graduate Students 2nd Bachelors October 29, 7:30am- Seniors November 1, 7:30am- Juniors November 8, 7:30am- Sophomores November 15, 7:30am- Freshmen December 2, 7:30am- New Students
Course Withdrawal Period Ends	October 21
Fall 2013 Repeat/Delete Deadline	October 21
Holiday - University Offices Closed	November 28-29
Finals Week	December 16-20
Fall Grades Due	Monday, December 23 by 5pm
Holiday - University Offices Closed	December 25-27
Holiday - University Offices Closed	January 1
Holiday - University Offices Closed	January 20
Spring 2014 Classes Begin	January 21



FERPA Minute



Q Are the employment records of a student employee governed by FERPA?

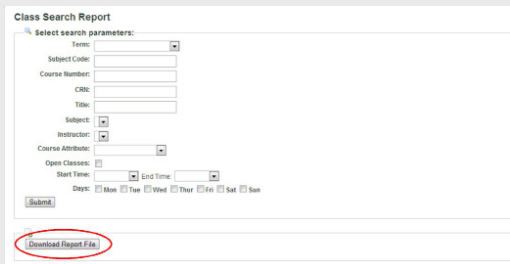
A Student employment records are part of education records only if the employment is dependent on the student's status as a student. Therefore, records of graduate teaching or research assistants, work-study students, etc., are education records and FERPA clearly applies. Access to and release of those records are governed by FERPA.

New Class Schedule

The University Technology Fee Advisory Board approved funding for a rewrite of the class schedule (available in both RAMweb and ARIESweb). Many students, advisors, and departmental staff submitted feedback concerning the rewrite.

We encourage you to explore the new class schedule search via ARIESweb. It was designed to be more modern and intuitive for the end user.

Departments will now access detailed schedule information via the Class Schedule Search Tool for an easy-to-use spreadsheet.



New Reporting Requirement

Changes by the U.S. Department of Education require reporting the instructional format for all course sections to State and Federal agencies. Data collection is now required for all graded and ungraded sections each term by instructors. To comply with this reporting requirement, beginning Fall 2013, all instructors will be required to report the instructional format for the sections they taught when grades are submitted at the end of the semester.

To report the instruction format of your section:

1. Log into ARIESweb.
2. Select the Grade and Section Instructional Format Submission link under "Instructor Tools"
3. Select the current term
4. Select the CRN of the section you are reporting
5. Select the appropriate section instructional format from the drop down box
6. For graded sections, continue through the grade submission process; for non-graded sections, click on submit at the bottom of the screen.

For more info regarding the new requirements, select ****New Reporting Requirements**** in ARIESweb under "Instructor Tools".

Fall 2013 Mid-Semester Courses

Registration for these courses opened October 1. Classes run October 14-December 15. The last day to add or drop is October 21.

MU100 - sec. 09, MWF 3:00-4:40pm
HIST101 - sect. 06, TR 5:00-7:30pm

Repeat/Delete Policy Change

The repeat/delete policy has changed from 3 courses/10 credits (whichever comes first) to **3 courses/12 credits**. Extending the credit limit to 12 credits will better accommodate students exercising the repeat/delete option with 4 or 5 credit science/math/engineering courses. This change was approved by Faculty Council in September. It will be made effective for Spring 2014 registration.

Fall Grades

Fall grades will be due **Monday, December 23, 2013, by 5pm** via ARIESweb. Grades will be available to students via RAMweb on December 24.

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For previous editions, comments or suggestions, visit us on the web at www.registrar.colostate.edu/newsletter

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