



Registrar's Recorder

OCTOBER 2014- VOLUME 3, ISSUE 1

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Course Withdrawals & Repeat/Deletes

Students can withdraw from a class via RAMweb until 11:59 p.m. Oct. 20 and turn in Repeat/Delete forms to the Registrar's Office until we close at 4:45 p.m. that same day. Students should confirm their withdrawal from a course by checking "My Weekly Class Schedule" in RAMweb and can view Repeat/Delete classes under the "View My Repeat/Delete Courses" link in the Records section of RAMweb. A [Repeat/Delete Appeal form](#) can be used if the student fails to request a repeat/delete by the 20th; it must be accompanied by an advisor letter. A [Registration Appeal](#) is needed to withdraw from an individual class after the 20th and should be accompanied by an instructor letter. These appeals may take 4-6 weeks to be reviewed. Note that appeals for reasons of extenuating circumstances or university error are more likely to be approved. As always, University withdrawals are available in CASA through the last day of classes, December 12.

Curriculum & Catalog Notes

Advisors and faculty may find their department's most current major and minor programs of study in the [General Catalog](#), which is current as of August 1. Note that the *Catalog* is a snapshot and changes annually.

Approval stages for changes to programs of study include department, college curriculum committee, Dean's office, University Curriculum Committee (UCC), and finally Faculty Council. To track approved changes, read the [UCC minutes](#), which publish program changes with effective dates, or [sign up for the Curriculum Listserv](#), to receive a weekly email link to the minutes.

DARS, the Degree Progress Report, represents the most current version of an Undergraduate program based on its effective date, so you can use it to verify that a student is meeting current requirements.

Important Dates

Withdrawal Deadline (Repeat/Delete Forms due)	October 20
Registration for Spring 2015	Oct. 27 - PVMS/Grad Students/2nd Bachelors Oct. 28 - Seniors Oct. 31 - Juniors Nov. 7 - Sophomores Nov. 14 - Freshmen Nov. 24 - New Students
Fall Recess	November 22-30
Thanksgiving holiday - University offices closed	November 27-28
Last day of class for Fall 2014	December 12
Last day to process a University withdrawal (CASA)	December 12
Final exams for Fall 2014	December 15-19
Commencement ceremonies	December 19-20
Final Grades due in ARIESweb	December 23, 2 p.m.
Final grades available on RAMweb	December 24
Holiday days - University offices closed	December 24-26 January 1
Last day to cancel registration (no tuition and fees assessed)	January 19
Martin Luther King Day holiday - University offices closed	January 19
Classes begin for Spring 2015 term	January 20
Employee Study Privilege application form deadline	January 20

FERPA Minute



Q: If a parent calls saying a student has given access on FAMweb or turned in a release to the Registrar or Student Financial Services, can I discuss student information with the parent?

A: No. To discuss student information with parents, each advising unit or department needs a [Student Permission to Release Academic Records](#) form on file for that student. The form gives students the option to restrict parent access to only certain records, so be sure the release covers the issue you're discussing.

Event Scheduling Site

VIRTUAL EMS IS AVAILABLE TO ALL FACULTY AND STAFF!

Want to reserve a General Assignment Classroom for an event (class review, guest speaker, meeting)? We are actively accepting requests for this Fall, and all faculty and staff can log into Virtual EMS using eID and password to submit requests for General Assignment Classrooms!

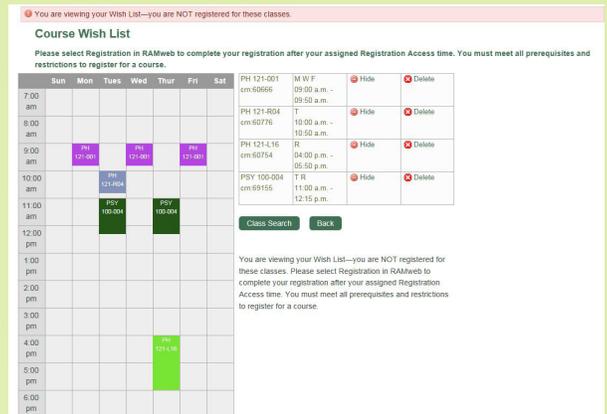
We also have a [new form](#) for student organizations that no longer requires a signature and can be submitted via email by a student organization officer.

The updated form and additional information (including brief video tutorials) are available on the [Classroom Scheduling section](#) of the Registrar's Office website. Questions? Email room-scheduling@colostate.edu.

NEW: Wish List Builder in RAMweb

We are rolling out a new student tool in RAMweb which allows students to choose classes they might want to take and put them into a schedule format. The new Wish List Builder will appear as a link under the "Registration" section of students' RAMweb homepages. After putting a class in the Wish List Builder - Search Courses screen, students should see basic information about the class appear (just as in the class schedule search). When the class appears, students can click to get more information, and all prerequisites and restrictions will show on one page. Students can then add the course to their Wish Builder Lists.

The Wish List Builder, available only in RAMweb, is intended to replace pencil and paper wish lists to help students plan classes. Students must still REGISTER for their courses through the normal process. Note: this project was funded by CSU students via UTFAB.



Employee Study Privilege Forms for Spring 2015

Our office is **currently accepting Employee Study Privilege application forms** for Spring 2015. We recommend that you submit your application well before the January 20, 2015 deadline for processing. [Information regarding this benefit](#) may be found on the Human Resources website.

Veterans Education Symposium Oct. 30-31: Register Now!

Join us for a national symposium on "Exploring the Value of Veterans" at the CSU Lory Student Center on Oct. 30 and 31. The purpose of the symposium is to celebrate veterans, discuss ways to address the value and challenges of veteran experiences, and identify collaborations with agencies that can assist veterans.

Registration for the symposium is FREE for the CSU community; the only cost is for meals if you would like to eat with other attendees. The symposium agenda includes speakers, breakout sessions led by experts from across the nation, a panel discussion with student veterans, and poster sessions detailing current research and available resources for veterans. The keynote speaker is Ret. Army Command Sergeant Major [D. Wayne Robinson](#), President & Chief Executive Officer of [Student Veterans of America](#) and a leading businessman experienced in helping veterans find opportunities for career advancement.



October 30 Symposium Schedule

Opening Session: 9:00-9:15 a.m.
(Dr. Blanche Huges)

Keynote Speaker: 9:15-9:50 a.m.
(D. Wayne Robinson)

"Millennials": 10:00-10:50 a.m.
(Dr. Steve Abt)

Student Veteran Panel: 12:30-1:20 p.m.

Breakout Sessions: 1:30-4:50 p.m.

October 31 Symposium Schedule

Breakout Sessions: 8:30-11:30 a.m.

Closing Session: 11:40-12:30 p.m.
(Dr. Henry Gardner and Dr. Tony Frank)

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Missed the last newsletter? [View previous editions on the Registrar's Office website!](#)

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