



# Registrar's Updates

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## Registration Overrides

**Who Can Do Overrides?** The Primary Instructor, or designated department personnel with approved security access.

**When Do We Use Overrides?** If a student receives an error message during registration indicating that they cannot register for the section.

**Where Can I Find Out More?** Log in to ARIESweb and then select the Override FAQ link.

**Spotlight on a Few of the Different Override Codes**  
**ALL** – The All override is to be used sparingly because it will override prerequisites, restrictions such as major or minor, special approvals such as instructor or department, and enrollment capacity. However, it **does not** override time conflicts. You must use the **TIME CONFL** (Time Conflict) override if you want to override a time conflict between two classes.

**INST** (Instructor Approval) – This override is unique to allowing enrollment in sections that have indicated “contact instructor for Registration” in the text on the class schedule, and is not effective for any other requirements. Generally, these courses require the student to check in with the instructor or department before enrolling. Internships are a good example.

**ENROL LMT** (Enrollment Limit) – This override specifically allows a student to bypass the capacity limit on the section.

**ADD RSTRIC** (Dept Approval – Restricted Add) – Beginning Monday of the second week of classes, courses may be added only with this override through the census date for the term. This allows the instructor to determine if the student can succeed in the course when adding after a week has passed.

## *Fall Important Dates*

Course Withdraw deadline	Oct. 17
Repeat/Delete deadline	Oct. 17
Last day of classes	Dec. 9
Finals week	Dec. 12-16
Grade dues @ 2:00 pm	Dec. 20
Grades available on RAMweb	Dec. 21



## Spring Registration Information

The Spring 2017 Class Schedule is now available online. Advising codes and Registration Access times have been placed on students' records. As of October 10<sup>th</sup>, Registration Ready is available for all students. Below are the access dates for each class level:

Vet Med, Grad, Special Groups	Oct. 24
Seniors	Oct. 25
Juniors	Oct. 28
Sophomores	Nov. 4
Freshman	Nov. 11
New Students	Nov. 21

Within each allotted week, individual access times are set by the total number of completed credits. Students can see their access time on RAMweb. Faculty and staff who have access to ARIESweb can see a students' access time there.

## Program of Study Change for Graduated Students

Currently, students that graduate from CSU are allowed to continue taking courses for one additional term before a hold is placed requiring them to apply to the University for a different program of study. Starting Spring 2017, the hold will no longer be used. Instead, students that graduate and then enroll for that one additional term will have their program of study updated to "Post Graduation Term". The code will be GRAD-UG or GRAD-GR based on the level of the program the student just completed. Students will still need to apply to the University if they wish to continue taking courses beyond that one additional term.

## RAMweb Success

The revamped RAMweb was launched July 25, 2016. The new design, which was voted on by the student body last year, was implemented to replace the existing design which was over 10 years old. As part of the new design, RAMweb is mobile first, meaning that it will adjust and fit well for any device (such as a smartphone or tablet). The new version of RAMweb was put to the test on the first day of classes when there were 220,000 page views with no major issues.

## Advisors!

**Do you have an advisee who will be attending the upcoming Semester at Sea voyage?**

Your student will be able to register for their Spring 2017 voyage classes on **October 13<sup>th</sup>**!

They will also be registering for their Fall 2017 classes while on board, so when you meet with your students, it may be worth discussing both voyage classes and their future term's schedule.

These students will also have Registration Access times that will look different. Don't be alarmed! They will return to their normal access times for Fall 2017 registration.

## Exception Form Reminders

We only require an exception form once. If you email the form to [RO\\_darsexceptions@colostate.edu](mailto:RO_darsexceptions@colostate.edu), there is no need to send the hard copy. We image the attachment included in the email directly to the student record for processing.

Please include only one exception form per email to ensure requests are added to the correct student record.

**DARS Substitution Exception Training Session** – Currently there are no active training sessions. To be added to a waiting list please contact Brenda Hoffman at [Brenda.Hoffman@colostate.edu](mailto:Brenda.Hoffman@colostate.edu) or 491-2216. Trainings are scheduled based on demand.

## Late Registration Reminders

Late Registration Change Requests should be used instead of the Registration Appeal for:

-Withdrawing from a Restricted Drop course through October 17.

-Increasing and decreasing credits on a variable credit course through the end of the term.

-Switching sections of a course through the end of the term.

-Adding a course past the add deadline through the end of the term.

## FERPA

### Minute



**Q:** Can universities release information about student athletes?

**A:** Athletes' height and weight may be disclosed. Also, video and photographic images of those students may be released unless it is the official CSU photo ID. Of course, if an athlete has chosen to block all of their information from being released that information cannot be disclosed.

[gi\\_bill@colostate.edu](mailto:gi_bill@colostate.edu) ✉  
[ariesweb@colostate.edu](mailto:ariesweb@colostate.edu) ✉  
[roomscheduling@colostate.edu](mailto:roomscheduling@colostate.edu) ✉

[registrarsoffice@colostate.edu](mailto:registrarsoffice@colostate.edu) ✉  
[degreeoffice@colostate.edu](mailto:degreeoffice@colostate.edu) ✉  
[diplomaoffice@colostate.edu](mailto:diplomaoffice@colostate.edu) ✉  
[ro\\_curriculum@colostate.edu](mailto:ro_curriculum@colostate.edu) ✉

[transferoffice@colostate.edu](mailto:transferoffice@colostate.edu) ✉  
[internationalevaluation@colostate.edu](mailto:internationalevaluation@colostate.edu) ✉  
[ramweb@colostate.edu](mailto:ramweb@colostate.edu) ✉

**Main Office Number:** 491-4860

**Degree and Transfer Evaluation:** 491-4860

**Veterans Educational Benefits:** 491-6340

**Academic Classroom Scheduling:** 491-1095



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