



Registrar's Updates

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New Online General Catalog

We are excited to announce the implementation of CSU's brand new online general catalog. The 2015-16 catalog will be available online in the beginning of August. It is searchable, hyperlinked to other university resources, and accessible to screen readers for our students with visual impairments. It will serve as a great resource for students, faculty, staff, and prospective students and their families. Please check out your department's page in the new online general catalog at www.catalog.colostate.edu in early August. We are excited about growth and enhancement of the catalog in future years and welcome your feedback.

Building the Summer 2016 Class Schedule

Calling all department schedulers who build schedules via the draft process! This new process will allow you to enter your draft schedule changes using a clean and modern website called the Campus Planning Interface (CPI).

This new process offers increased functionality for you to view, enter changes, and report on your department's classes! The full transition begins in September to build the Summer 2016 class schedule. Training sessions and other resources will be available, as well as the continued partnership with your contacts in Academic and Classroom Scheduling. Any questions can be directed to roomscheduling@colostate.edu, and further communications will be sent later this summer!

Important Dates

12-Week Summer Term	May 18-August 7
2nd 4-Week Summer Term	June 15-July 10
8-Week Summer Term	June 15-August 7
3rd 4-Week Summer Term	July 13-August 7
Repeat/Delete Deadline for Summer classes	July 26
All Summer Grades due at 2:00 p.m.	August 11
Last Day to Cancel Fall Registration for all classes (no assessed tuition & fees)	August 23
Fall 2015 Classes begin	August 24
Restricted Drop Deadline for certain classes	August 28
Add with Override period begins	August 31
Undergraduate Graduation Contracts due	September 7
Labor Day holiday -- University offices closed/no classes	September 7
Census (Add/Drop deadline, Student Option Satisfactory/Unsatisfactory and Audit Grading Forms due)	September 9

FERPA Minute

Q: If a law enforcement official contacts me asking for information on a student, can I provide it if I see their badge?

A: You can only provide them directory information. If they need more information they would need to submit a subpoena to the University. Another option would be if they have a signed Student Release that covers educational records. If they provide this document to you, you must also see their badge and should make a note of their name and badge number, as well as what entity they are employed by. Many background checkers will provide you with this information.



SYSTEMS UPDATES FROM THE REGISTRAR'S OFFICE

Processing Exceptions in DARS

The upgraded version of DARS now allows advisors to process substitutions for their students. For approval to use this feature, email katie.risheill@colostate.edu to sign up for one of the following training sessions:

Wednesday, July 15th, 9:00-11:00 a.m.
Wednesday, August 5th, 2:00-4:00 p.m.
Thursday, September 10th, 2:00-4:00 p.m.

Curriculum Management System

As you may be aware, CSU has been implementing a new curriculum management system. Beginning in Fall 2015 any changes to courses or programs will be done online through this exciting new system. There will be more information to come!

Registrar's Office New Walk-In Hours

Summer: 9:00 am to 4:30 pm
Fall and Spring: 9:00 am to 5:00 pm



Employee Study Privilege

Taking classes to further your education or improve your job skills? Full-time Classified Staff and Admin Pro employees receive up to nine credits per year (Summer through Spring) paid for by CSU. To use these benefits, you must fill out the Employee Study Privilege Form and submit it to the Registrar's Office no later than the end of the first day of the term. For Fall, this is Monday, August 24th. For more information or to download the form, go to <http://registrar.colostate.edu> under Faculty/Staff.

New for Fall 2015!

Waitlists are now available on all graduate and professional level courses. This addition will allow departments to more easily quantify demand for courses.

Remember, the Waitlist is placed on only one component of a multiple component course. For example, if there is a lecture and a lab, the waitlist will be available on only one of the components. If a student receives a notification that they can register, there will need to be an opening in the corresponding component.

New Grading Forms to be Available this Summer

In early July, the Registrar's Office will be implementing an upgrade to the ARIES Student Information System. This will allow instructors the option to use a new grade entry system. Both the present and the new grading forms will be available for the next academic year. Instructors will be contacted to let them know about the availability of the new grade entry option. The new grading format will:

- Allow for Canvas users to download an Excel spreadsheet and import it into the grading form.
- Give an easy and quick status of the grading, including when the grades have been rolled by our office.
- Show all sections assigned to the instructor that are open for grading.
- List the course dates for assistance with last day attended column.
- Provide easily understood warning notifications that assist with errors when grading.

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Miss the last update? View previous editions on the Registrar's Office website!

Main Office Number : 491-4860

Degree and Transfer Evaluation : 491-7159

Veterans Educational Benefits Office : 491-6340

Academic Classroom Scheduling : 491-1095



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