



Registrar's *Updates*

January 2016 – Volume 5, Issue 2

In This Issue:

- Employee Study Privilege
- Catalog Edit Cycle
- Important Dates
- FERPA Minute
- Late Registration Requests
- Semester at Sea
- International MOUs
- Transfer Student Center



Employee Study Privilege

There's still one term left to take advantage of the Employee Study Privilege Program for 2015-2016. If you are considering or are certain you will be using the study benefit in Spring 2016, be sure to submit a completed Employee Study Privilege application by the deadline. The deadline for submitting the application is January 19, 2016. For more information or to download the form, go to <http://registrar.colostate.edu/faculty-staff/employee-study-privilege/>.



Coming Soon: General Catalog Edit Cycle

For your planning purposes we want to remind you that the edit cycle for the 2016-2017 General Catalog will start in early Spring 2016. If you are involved in this process emails will come your way at that time. Want to see what the new online catalog looks like? Go to www.catalog.colostate.edu.

Spring Important Dates

| | |
|---|-------------|
| Last Day to add first course without \$50 late fee | Jan. 18 |
| Classes begin | Jan. 19 |
| Restricted drop deadline | Jan. 22 |
| Add without override ends | Jan. 24 |
| Add with override begins | Jan. 25 |
| Last day to drop or add courses, deadline for submitting Audit/Satisfactory/Unsatisfactory Grading Form | Feb. 3 |
| Spring Recess | March 12-20 |
| Course Withdrawal and Repeat/Delete Deadline | March 21 |

Summer Important Dates

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|---|----------|
| Summer Class Schedule available online | Jan. 4 |
| Summer registration begins for all students | March 22 |

FERPA

Minute



Q: If a student requests a copy of their educational records, does this include the notes about the student kept by a faculty or staff member and not in the student's file?

A: "Sole Possession" notes, or personal memory joggers, not kept in the student's file but kept in the sole possession of the maker are not considered part of the educational record under FERPA and, therefore, do not need to be included.

More about Late Registration Change Requests

Late Registration Change Requests can be used to allow students to register, drop, withdraw, or change credits after the Add/Drop date. The form and FAQs are located on ARIES A-Z under L. The instructor or department of the class should provide only completed forms to the student. Additionally, all overrides needed must be provided (i.e., Department Approval). The student should then sign the form and bring it with their photo ID to the Registrar's Office (for undergraduate students) or the Graduate School (for graduate students).

When to use this form:

- When a student needs to add a course or switch sections after the add deadline through the grades due deadline (2:00 pm the Tuesday after the term).
- When a student needs to drop or withdraw from a Restricted Drop course after the deadlines. Drops are provided until census, withdraws are given from then until the University withdraw deadline.
- When a student needs to change credits on a variable credit course after the add/drop deadline.
- When a student needs to change a course's level after add/drop (i.e. PSY 295 to PSY 495).

When you should not use the form:

- To allow a student to withdraw after the withdraw deadline for the course. Instead, please refer a student to submit a [Registration Appeal](#) .
- To drop a student from one course and add them to different course. Please refer the student to submit a [Registration Appeal](#)  instead.
- In lieu of a Department Approval Restricted Add override between the end of the first week of the term and census.

Please contact us at registrarsoffice@colostate.edu  if you have questions.

Semester at Sea

The Registrar's Office is working closely with Institute for Shipboard Education (ISE) staff to integrate the Semester at Sea (SaS) program into our processes and ARIES student information system. Beginning with the Fall 2016 semester, Colorado State University will be the academic partner with ISE for the SaS program. As the academic partner, all student registration and academic records will be part of the ARIES system. The courses these students take while on the voyage are part of the CSU catalog of courses. Students in the program will register for classes via RAMweb. SaS faculty will grade students in ARIESweb. Each student will have an official CSU transcript sent to their home institution at the completion of the voyage.

Integration of the program into ARIES is an 18 month project for staff from ISE, Information Systems, and the Registrar's Office. Major milestones include loading student application records to ARIES in early 2016, building an SaS class schedule by March 2016, registration by students for SaS courses in May 2016 and final grade entry at the end of the Fall 2016 voyage in December. For more information please contact registrarsoffice@colostate.edu  with your questions.

Prospective Transfer Students

Many prospective transfer students are anxious to know how their previous courses will transfer to CSU. Our University has an office set up specifically for these students. Associate Director Kathy Klein and her staff will be happy to assist the student with a tentative evaluation. The Transfer Student Center is located in the TILT Building. They can be called at 970-491-1858 or emailed at transferstudentcenter@colostate.edu .

MOUs with International Partnerships

If your department is interested in a Memorandum of Understanding (MOU) with an international partnership, please make contact with the International Transfer Evaluation Office as you begin to make your plans to ensure credit conversion and degree program applicability. To notify them, please email internationalevaluation@colostate.edu .

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ariesweb@colostate.edu 
roomscheduling@colostate.edu 

registrarsoffice@colostate.edu 
degreeoffice@colostate.edu 
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Main Office Number: 491-4860

Degree and Transfer Evaluation: 491-7159

Veterans Educational Benefits: 491-6340

Academic Classroom Scheduling: 491-1095



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