



# Registrar's Updates

April 2016 – Volume 5, Issue 3

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## Spring Important Dates



### Spring into the new look of RAMweb!

We are excited to announce a new design of RAMweb! It will go live near the beginning of June. Students voted on the design last year during the ASCSU elections.

The current RAMweb design is over ten years old and was due for change. As part of the new design, RAMweb users will find that it is Mobile First, meaning that it will adjust and fit well for any mobile device. It also is specific to the student so that they do not see links and information that do not pertain to them. Furthermore, the new design is more secure and user friendly.

The development should be completed by May 1<sup>st</sup> and undergo testing throughout May and early June. For questions or a demo, please contact [Terri Pecora](#).

Fall 2016 Registration	April 22 – Freshmen May 2 – New Students
Final Exams	May 9 – May 13
Commencement Ceremonies	May 13 – May 14
Spring 2016 Grades Due	May 17, 2 PM
Spring 2016 Grades Available on RAMweb	May 18
Semester at Sea Registration	May 19, 8 am
Memorial Day – University Holiday	May 30

## Summer Important Dates

First Day of Summer Term	May 16
Employee Study Privilege form Due for Summer 2016	May 16
Repeat/Delete Form Due for Summer 2016	July 25
First 4-Week Summer Term	May 16 – June 10
12-Week Summer Term	May 16 – Aug 5
Second 4-Week Summer Term	June 13 – July 8
8-Week Summer Term	June 13 – Aug 5
Third 4-Week Summer Term	July 11 – Aug 5

## FERPA Minute

**Q:** Are records for deceased students covered under FERPA?

**A:** Student records are covered for the lifetime of the student under FERPA; protection expires once that student has deceased. Morgan Library has an extensive public archive of historical student records. Next of kin may contact us to personally request the records of their family members.



## Faculty Grade Entry Updates:

### Browser Compatibility with Grade Submission

**Recommended:**  
Internet Explorer 11  
Mozilla Firefox 45

Starting with the Google Chrome release of 49.0.2623.87, this browser is no longer working with the new grade entry system accessed via the [Grade and Section Instructional Format Submission](#) link and following the “*Canvas users and those who want to import their grades from an Excel spreadsheet*” path.

After users enter their grades and click the Save button, the screen will change to gray and a spinning wheel will appear. The grades that have been entered are not saved to the student information system. The vendor for our student information system is aware of the issue and other institutions are experiencing the same problem. Please switch to one of the recommended browsers to enter grades.

### Grade Entry Demos

Come see a demonstration of the grade entry system before grades are due **May 17th!**

- April 27<sup>th</sup> Noon -1pm Centennial Hall Room 100A
- April 28<sup>th</sup> Noon – 1pm Centennial Hall Room 100A
- May 3<sup>rd</sup> 1pm-2pm Centennial Hall Room 100A
- May 6<sup>th</sup> 10am-11am Centennial Hall Room 100A

### Electronic Grade Changes

Grade change requests should be submitted electronically, for any grade earned beginning with the Fall 2007 term. Paper grade change request forms are accepted for extenuating circumstances when submitted in person to the Registrar’s Office with a photo ID.

## Attention Department Schedulers:

### The Spring 2017 Schedule Build is right around the corner...

Updates to your Spring 2017 class schedule can be entered into the Campus Planning Interface (CPI) following the schedule below:

**Round 1:** 4/25/2016 to 6/3/2016 (deadline for First Preference requests)

**Round 2:** 7/11/2016 to 8/12/2016

**Round 3:** 9/19/2016 to 9/30/2016

An overview of the process, instructions for accessing and working your draft, and training resources are online at

<http://registrar.colostate.edu/classroomscheduling/schedule-build-process/>. Feel free to contact us at [roomscheduling@colostate.edu](mailto:roomscheduling@colostate.edu) with any questions.

### 8 New Flipped General Assignment Classrooms available Spring 2017

We are excited to announce that in Spring 2017, eight new general assignment flipped classrooms will be available in the new Walnut building. The Walnut building is located in the Aggie Village North redevelopment between Lake and Prospect streets on the South side of campus. These classrooms will range in size from 19 to 60 seats and will be outfitted with portable, rolling furniture that can be reconfigured into student group study areas, yet can also accommodate a standard lecture format. There is technology support for these classrooms and assistance for faculty from TILT. If you are interested in teaching in one of these new rooms, please work with your department scheduler to request a Walnut room through the Spring 2017 Campus Planning Interface class schedule build process.

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