



# Registrar's Updates

July 2016 – Volume 5, Issue 4

## In This Issue:

- RAMweb Redesign
- Summer Updates
- Important Dates
- Spring 2017 Schedule Build
- FERPA Minute
- New Flipped Classrooms

## New RAMweb Coming Soon!

On July 25<sup>th</sup> the new version of RAMweb will go live. This version is user and mobile friendly, and is also student specific. Thanks to everyone who came to the open sessions to assist with testing and provide input. For questions, a demo, or to help out with testing, please contact Terri Pecora, Assistant Registrar of Development.

## REGISTRAR STAFF HIGHLIGHT

Matt Smith, Assistant Registrar of SIS Security & Reporting, presented a session on Banner Security at the annual Ellucian Live Conference in Denver in April. This is the ninth time Matt has presented at the conference – either on his own, in collaboration with other schools, or as a member of a panel of experts – on items such as Banner Security, Banner Document Management, and Electronic Transcripts. The conference was attended by over 8,500 higher education professionals from around the world.

## Important Dates

12-Week <b>Summer</b> Term	May 16-Aug 5
Second 4-Week <b>Summer</b> Term	June 13-July 8
8-Week <b>Summer</b> Term	June 13-Aug 5
Third 4-Week <b>Summer</b> Term	July 11-Aug 5
Repeat/Delete Form Due for <b>Summer</b> 2016	July 25
All <b>Summer</b> Grades due at 2:00 PM	Aug 9
Last Day to Cancel Fall Registration for all classes (no assessed tuition & fees)	Aug 21
Fall 2016 Classes begin	Aug 22
Fall Restricted Drop Deadline (for certain classes)	Aug 26
Fall 'Add with Override' period begins	Aug 29
Undergraduate Graduation Contracts due for Fall	Sept 2
Labor Day holiday (University offices closed/no classes)	Sept 5
Fall Census (Add/Drop deadline, Student Option pass/Fail and Audit Grading forms due)	Sept 7
Fall Course Withdrawal deadline (Repeat/Delete forms due)	Oct 17

## Attention Department Schedulers: Round 2 of the Spring 2017 Schedule Build is Underway

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

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

**Round 3:** 9/12/2016 to 9/23/2016

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.

**Q:** Does your student want you to share private information?

**A:** Have them complete the [Student Permission to Release Academic Records](#) form in order to remain FERPA compliant. Records related to academic advising may be kept on file for one year with the student's primary advisor. Remember to update it during advising sessions with your student. Students can also give permission to a named recipient for specific documents by submitting this form to the Office of the Registrar.

**FERPA**  
Minute



## WALNUT - AGGIE VILLAGE

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 redevelopment between Lake and Prospect streets on the South side of campus. Flipped classrooms are classrooms that are outfitted with portable, rolling furniture that can be reconfigured into student group study areas, yet can also accommodate a standard lecture format. All eight rooms will have standard Smart Room technology with data projectors, audio playback, laptop computer connections, and DVD players. This community will provide easy access to classes, labs, the Max, the Lake Street Parking Garage, and the entire campus. In addition to the many alternative transportation options, there will also be an underpass at Prospect and Centre.

If you are interested in teaching in one of these rooms, please contact your Department Scheduler. Department Schedulers can request these classrooms via the Spring 2017 class schedule build process.

**Walnut Building**

Room	Capacity	Seating
103	47	Movable Tables & Chairs
105	19	Rolling Tab-arm
108	36	Rolling Tab-arm
109	36	Movable Tables & Chairs
110	36	Movable Tables & Chairs
111	20	Rolling Tab-arm
115	26	Rolling Tab-arm
118	60	Rolling Tab-arm



## SUMMER TERM at CSU

Summer should be fun! Whether the course has already ended, just getting started, or right in the thick of things, there's still plenty of time before the summer term ends. Hope you are enjoying it!

### **REPEAT/DELETE DEADLINE FOR SUMMER**

The repeat/delete deadline for Summer 2016 is July 25, 2016 for all summer sessions.

### **IS THE SUMMER UNIVERSITY WITHDRAWAL PROCESS DIFFERENT FROM SPRING AND FALL?**

Yes, students process either a drop or withdraw from all courses in the summer session, depending on the drop or withdrawal deadlines for each course. In the fall and spring semesters, students must complete a university withdrawal to withdraw from all classes starting the first day of the term.

### **REGISTRATION APPEALS**

Past the drop or withdraw deadline? In most cases, summer registration appeals are due on August 9<sup>th</sup> by 2 pm.

### **SUMMER 2016 GRADE SUBMISSION**

A big THANK YOU goes to Erin Fox at Information Systems for making Google Chrome compatible with the new grade entry system! Summer 2016 grades, for all sessions, are due on August 9<sup>th</sup> by 2 pm. Instructors will click on the new Final Grade Entry link in ARIESweb and be taken directly to instructional format submission. Once they choose the format, they will see the grade entry link for the Canvas grade entry system. RamCT is no longer available for grade entry.

### **Natural Resources**

All six General Assignment classrooms in the Natural Resources building will be taken off-line for Spring 2017 to accommodate upcoming construction. All classes will be relocated to other General Assignment classrooms elsewhere on campus. Department schedulers will be notified of class relocations and the new rooms will be reflected on the Spring 2017 class schedule and in Round 2 of the CPI schedule build.

[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:** 491-7159  
**Veterans Educational Benefits:** 491-6340  
**Academic and Classroom Scheduling:** 491-1095



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