



Registrar's Updates

July 2017 – Volume 6, Issue 4

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Training Opportunities

The Registrar's Office has developed a series of trainings on complex topics. For course offerings and to register to attend, [CLICK HERE](#). Please keep checking this link as we plan on updating the schedule and offering more trainings throughout the summer.

CPI Training for Department Schedulers!

Curriculum, Catalog and Scheduling is hosting a training on the CPI and other general information related to classroom scheduling. If you are new to using the CPI, this training will be an opportunity to learn the basics of building your department's course schedule and how to utilize the functionality of this software to pull reports. We will also review other resources available to you to answer your most frequently asked questions. All Department Schedulers are encouraged to attend with their questions, even if you are not new. You will have an opportunity to work on your actual SP18 draft during this session. Training will be held on July 25 from 10:00-11:30 am in the Library. Please [register here](#) to reserve your space as seating is limited. If you have any questions, please email Rebecca.A.Richards@colostate.edu.

Exciting Opportunities

We have begun posting new career opportunities in the Registrar's Office, such as Degree Analyst, Customer Service Specialist, and Web Developer. Please share this with your colleagues and friends. As they are posted, you may access them on the [Human Resources](#) Jobs website.

Summer Important Dates

July 7 Last day of 2nd 4-week term and 1st 8-week term

July 10 First day of 3rd 4-week term

July 24 Summer Repeat/Delete Deadline

Aug. 4 Last day of Summer term

Aug. 8 Grades due @ 2:00 pm

Aug. 9 Grades available on RAMweb

For complete Summer Important Dates, visit <http://summer.colostate.edu/>.

Fall Important Dates

Aug. 20 Last Day to Cancel Registration

Aug. 21 Classes begin; \$50 Late registration fee for adding first class or Continuous Registration

Aug. 25 Restricted Drop Deadline

Aug. 27 Add without Override Deadline

Aug. 28 Add with Override Begins

Sept. 6 Census

For complete Fall Important Dates, visit our website at <http://registrar.colostate.edu/faculty-staff/important-dates/>.

New Catalog is Coming Soon

Look for the 2017-18 edition of the General Catalog online at www.catalog.colostate.edu after August 1, 2017. The 17-18 catalog includes all newly approved and updated courses, programs and certificates for the coming academic year. Students, families, faculty, and staff can search the catalog for information about University policies, admissions information, academic services and more. We welcome your feedback on the catalog at ro_catalogeditor@colostate.edu.

We Need Your Feedback!! - Do you use the "End of Term Reports" found in the "Other Reports" link (under General Tools) in ARIESweb? These reports include: Grade Distribution by College, Grade Distribution by Course Prefix, Grade Distribution by Course Section, Class Rank Tabulation based on Cum GPA by College, Class Rank Tabulation based on Term GPA, Class Rank Tabulation based on Cum GPA, Department Honors Report, College Honors Report, and the Class Rank by Cum GPA by College by Class. **Your answer matters!** If no one is using these reports, we will stop supporting them on ARIESweb. Submit your answer at registrarsoffice@colostate.edu as to whether you use them (please tell us which reports) or not and be entered for a drawing of some fabulous CSU swag.

New Registration System Tips

We hope you find the following tips useful:

- Helpful documentation and videos are at: <http://registrar.colostate.edu/registration/new-registration-system/>
- The View Linked button results will be in an unsorted list that will include sections that are full.
- Looking to print all of the sections offered this Fall for a particular course subject? Try the Class Schedule Report link in ARIESweb. Directions at the link above.
- When cross-listed sections (ex: GR/NR323 or the same course with sections cross-listed between allowing all students and those restricted to INTO or Key students) are full, the waitlist capacity is sometimes hidden from the status column in the Class Schedule results. The waitlist is still available to students with the Add button. The waitlist capacity can be viewed by clicking on the course title, then selecting the Enrollment/Waitlist tab.
- Waitlisted sections show in the Schedule area of Registration with a colorful background and a green checkmark. Make sure students are aware which sections they are registered for and which ones they are waitlisted for based on the Summary area of Registration. The Weekly Class Schedule, available from the homepage of RAMweb, will reflect just the registered courses if they want a quick reference with the weekly schedule grid.
- Linked sections, such as a lecture and lab, can be registered for using the initial results of the class schedule results page by selecting both sections individually to add to the Summary section before clicking the Submit button. Or, if the student finds the lecture or lab time they prefer and clicks the View Linked button, they will see the options that go with the initial section they selected and by clicking the Add All button both sections will be added to the Summary section.
- A seat is not saved for the student when they put the section in the Summary area of Registration. They are not attempting registration until they click the Submit button.



Featured Employee

Sharon Foreman, Senior International Transfer Evaluator and Degree Analyst, has worked in the Registrar's Office at CSU for over 16 years. Beginning as a Degree and Transfer Evaluator she was promoted to her current position three years ago. She has been nicknamed "Sherlock" because of her love of researching problems, such as whether a university is recognized by the country's Ministry of Education.

Sharon graduated from CSU in Fall 1993 with a BS in Communication Disorders. She earned a Master's degree in Communication Disorders with a specialty in Speech-Language Pathology at the University of Northern Colorado in August 1996. Afterwards, she went on to work in the medical field as a Speech-Language Pathologist until she came to our office.

Sharon is retiring August 31st. She and her husband plan to travel in the U.S. and Great Britain, beginning with a September trip to the Oregon coast and Northern California (hugging a giant Redwood tree is on her "bucket list"). When she is not traveling, Sharon will be working in her gardens, reading, quilting, volunteering, and maybe taking a trip or two up to Black Hawk with retired friends.



Academic Services Manager

Dawn Nottingham is our new Academic Services Manager. She comes to us from the Office of Financial Aid. With two years experience at CSU, she also has many years of experience in customer service and academics. Dawn lived in El Salvador and taught Sociology at La Universidad Luterana Salvadoreña. She takes the place of our retired Assistant Registrar, Jeannie Breiner, and can assist you with anything you would have contacted Jeannie about.

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