



# Registrar's Updates

April 2017 – Volume 6, Issue 3

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### A rose by any other name...

Name displays are changing in ARIESweb!

In an effort to support a more inclusive and welcoming environment, you'll notice a change in how names are displayed when looking up a student in ARIESweb! We want to make it easier to identify the names by which our students prefer to be called, so in the next few weeks you'll see the display of legal first name and preferred first name swapped.

In the example below, we see that Cam the Ram prefers to be called "Cam", which will display larger in gold. If, for some reason, you need to know Cam's legal first name, it will be displayed along with a middle name (if any), showing as "Legal First Name".

**Ram, Cam**

Legal First Name: **Cameron The**



### Hello CSU Employees!

Registration for Summer Session 2017 courses has begun! If you already have or are thinking about registering for an on-campus course this summer, be sure to submit your Employee Study Privilege application to the Registrar's Office at your earliest convenience. Before submitting your application, carefully review it to make sure it is complete, i.e., all required signatures are present and the applicable boxes and blanks in each and every section on pages 1 and 2 have been filled. Credit due to the Study Privilege will be applied to your account within 2-3 weeks after the Summer 2017 census date (June 21, 2017).

### Spring Important Dates

Last day of classes	May 5
Last day to request a University Withdrawal	May 5
Final Exams week	May 8-12
Commencement	May 12-13
Grade dues @ 2:00 pm	May 16
Grades available on RAMweb	May 17

### Summer Important Dates

Summer registration is underway and in high demand. Summer Semester has three 4-week terms, two 8-week terms, a 12-week term, and additional terms including weekends. This is the fourth year we are offering online sections for on-campus students. For complete Summer Important Dates, visit the Summer Session website at <http://summer.colostate.edu/>.

### Fall Registration Access Dates

Registration Access Dates/Times are based on the number of credits students have earned. The earliest date and time a class may register is on our [website](#). Students can see their individual access time on RAMweb.

### Makeover for our Appeal Forms

In working with the Vice Provost for Undergraduate Affairs, Dr. Kelly Long, we have recently updated the appeals forms housed on the Registrar's Office website. We ask you please update any hard copy forms with the new forms found under "appeals" at registrar.colostate.edu. We encourage you to review the forms and familiarize yourself with the updates.

### Graduation Contracts

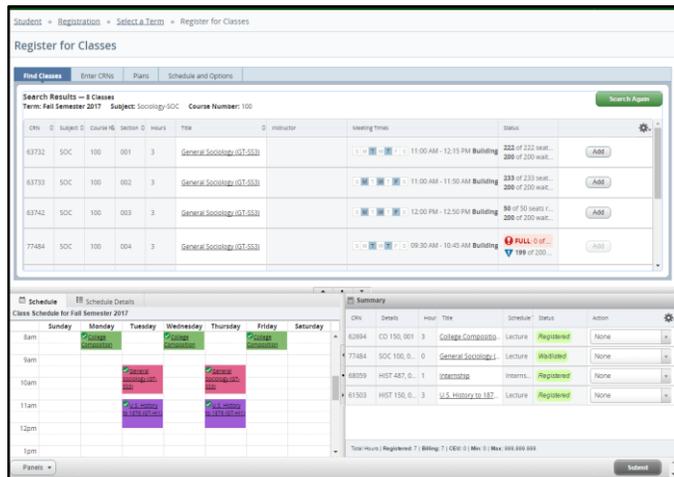
We are pleased to share that our recent pilot of the electronic process for graduation contracts was a success! Working with the Department of Human Development and Family Studies and our students with Real Estate Minors, we processed all graduation requirements electronically. We are currently working on outreach to departments regarding future transition and are excited to be eliminating the waste of over 71 reams of paper annually.

## Have you heard? CSU is getting a new look for Registration!

We are excited to announce that CSU will **introduce the latest version of registration** from our student information system (SIS) vendor beginning **May 1<sup>st</sup>**. The new version provides a modern shopping cart experience that allows students to search for classes and add them to their registration requests all on one screen, complete with a weekly class schedule view. One of our favorite features is the ability to search for sections of classes that apply to an All-University Core Curriculum category without the need to highlight all the course subject codes!

At a recent conference for the SIS, schools confirmed that students love the new look and adapt to it quickly. However, to ease the transition for students and advisors alike, we will be keeping the current registration available to allow students to choose which system they would like to use. We will discontinue using the old system before registration begins for Spring 2018.

Along with documentation and videos, we will be offering **hands-on demos in late April**. Please sign up at <http://www.signupgenius.com/go/904094daca2aa13-newcsu>.



## Do you have an advisee who will be participating in the upcoming Semester at Sea voyage?



Your student will be registering for their Fall 2017 voyage classes on **May 17<sup>th</sup>**!

They will also be able to register for their Spring 2018 classes while on board, so when you meet with your students, it may be worth discussing both voyage classes and their future term's schedule.

These students will also have Registration Access times that will look different from what you're used to. Don't be alarmed! They will return to their normal access times for Spring 2018 registration.



### Featured Employee

We would like you to meet Ilene Withers, Customer Service Specialist. She assists customers at the front counter and answers the office email.

Ilene grew up in rural western Nebraska and has lived in Texas and New Mexico, as well as Colorado. She got her first job in higher ed when she walked into her major department at Kearney State College in 1981 to tell them she was withdrawing from college due to getting married. They offered her a position as department secretary starting the next day. Since then, she has worked at Northeastern Junior College and came to CSU and the Registrar's Office over 16 years ago. Ilene has a passion for using her experience and ability to look at the "big picture" to assist students. She thinks of herself as working for the student while upholding University policy. "It makes my day when I can offer a solution to them when they thought there was none," she said in our interview.

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