Registrar's *Updates*

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Spring 2015 Advising Codes

What are advising codes?

These are 6-digit codes assigned to students by departmental request based on criteria such as major and class level or probation status. Advising codes for fall 2015 registration are assigned on February 10, 2015. **Let us know *soon* if your department needs to make a change!** Students must enter the advising code during the Registration Ready process (available March 16) before registering for courses.

How do students get their advising codes?

Advisors provide students with codes and can find advising codes one of two ways: by looking up a student in ARIESweb and checking the advising code in the Current Student Summary on the top left of the screen or by using the Advising Codes link under Staff Tools in ARIESweb to grab a list of all the students in the department that have an advising code.

Fun fact about advising codes:

Most advising codes are assigned to Undergraduate students, but a few Graduate programs do request advising codes. All new students have advising codes.

Important Dates

New Year holiday - University offices closed	January 1
Last day to cancel registration (no tuition and fees assessed)	January 19
Martin Luther King Day holiday - University offices closed	January 19
Last day to turn in Employee Study Privilege form for Spring 2015	January 20
Restricted Drop Deadline for certain courses (see Class Schedule for individual course dates)	January 23
Add with Override begins	January 26
Census (last day to add and drop in RAMweb; Student Option Pass/Fail/Audit Grading Form due)	February 4
Fall 2015 Class Schedule available on RAMweb	March 6
Registration Ready turned on for students in RAMweb for Fall 2015	March 16
Spring Break	March 16-20
Course withdrawal deadline (last day to withdraw from individual courses with a W)	March 23
Last day to turn in Repeat/Delete form	March 23

FERPA Minute

Q: What does a full confidentiality hold on a student's record mean, and what are the consequences for the student?

A: A full confidentiality hold means that no one at the University can discuss a student's record unless the student is there, in person, with a valid photo ID. The consequences are many: students cannot call to remove holds, talk to advisors, ask about their degree progress, or make any transactions over the phone. Students' degrees cannot be verified by employers or background check services. We recommend students carefully consider the implications of placing such a hold, particularly if they plan to move out of state. Another option for ensuring privacy without placing a full confidentiality hold is having the student select "Change My Directory Preferences" under the "Manage My Student Records" link in RAMweb and removing their address and/or phone number to keep out of the public online directory.
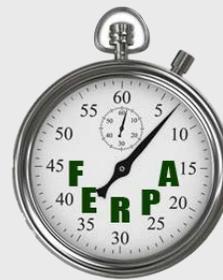
Registrar's Office PDI Sessions: You're Invited!

January 12, 11:00 a.m., LSC 304
"The New & Improved General Catalog"

    The process for creating, editing, and publishing the CSU General Catalog is currently a labor intensive, manual undertaking that is due for an upgrade to meet the needs of the CSU community. Join us as we welcome the General Catalog into the 21st century. The Registrar's Office is automating the publication process and integrating the catalog with the ARIES Student Information System.

January 12, 1:00 p.m., LSC 308
"Scheduling Emergency! How the EMS Scheduling System Can Ease Your Department Scheduling Woes"

    Most think of the EMS acronym as Emergency Medical Services, but in classroom scheduling here at CSU, it stands for Event Management Systems! While the need to schedule a space can constitute an emergency, the Virtual EMS scheduling system can help. Come to this PDI to learn more about how you can transform the scheduling of your department-controlled spaces. This session will also review how EMS will help bring innovation to the course-scheduling build process.

January 13, 10:45 a.m., LSC 304
"Planning Your Eight Semesters…Welcome To The New Course & Graduation Planner"

    The new Course & Graduation Planner tool is scheduled to be made available to students and advisors in December 2014. Please come learn what went into creating the Major Completion Maps, how to use the Course & Graduation Planner tool and what the plans for future utilization look like.

January 14, 11:00 a.m., LSC 312
"Degree Progress Audit & Transferology: R.O. Tools for Student Success"

    Within the past year changes have occurred to two systems utilized frequently by students and advisors on campus. Please come learn about new functionality available to both students and advisors as well as discussion on other FAQ's.

January 14, 3:15 p.m., LSC 376-78
"Translating Your Curriculum Into The 8 Semester Major Completion Map"

    With the upcoming Course and Graduation Planner, all majors are required to have an accompanying Major Completion Map. Please come learn the process and nuances associated with turning an approved program of study into an eight semester major map.

Veteran Symposium Notes

    The 1st Annual CSU Veteran Symposium, "Exploring the Value of Veterans," was held Oct. 30-31 with over 200 participants, including faculty, staff, students, employers, community advocates, and elected government officials. The event included over 30 breakout and general sessions on veterans in higher education. Participant and attendee evaluations indicate that the symposium was "extremely successful." The symposium highlight was keynote speaker D. Wayne Robinson, President and CEO Student Veterans of America, who has already committed himself and his organization to the 2nd annual CSU Veteran Symposium to be held in 2015.

Employee Study Privilege Application Forms

Our office is **currently accepting Employee Study Privilege application forms** for Spring 2015. We recommend that you submit your application form well before the January 20, 2015 deadline for processing. Information regarding this benefit may be found on the Human Resources website.

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Missed the last updates? View previous editions on the Registrar's Office website!

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