



# Registrar's Recorder

A LITTLE LITE READING FOR YOUR R&R

APRIL 2013- VOLUME 1, ISSUE 3

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## University Orientation Requirement

Beginning summer 2013, all new first-year and transfer undergraduate, resident instruction students will be **required to attend a University orientation** program. New students will have a registration hold until they attend a University orientation. Questions should be directed to Orientation and Transition Programs at 970-491-6011.

Click [here](#) for a quick reference document about the orientation requirement.

## Fall 2013 Course Changes

Please make any changes to Fall 2013 courses as soon as possible, but no later than April 8, when Fall registration begins. Changes can be submitted to the Registrar's Office Academic and Classroom Scheduling unit by e-mail at [roomscheduling@colostate.edu](mailto:roomscheduling@colostate.edu).

Students gearing up to graduate this spring may have questions! The commencement schedule, information regarding regalia, and more is available at [commencement.colostate.edu](http://commencement.colostate.edu). Students with questions about *graduating with distinction* can take a look at our website.

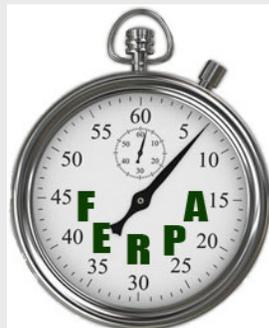
## Graduation



## Important Dates

Fall 2013 Registration	Start of registration by group: April 8- PVM, Graduate and 2nd Bachelor Students April 9- Seniors April 12- Juniors April 19- Sophomores April 26- Freshmen May 6- New Students
Final Exams	May 13-17
Commencements	May 17-18
Grades Due	May 21, 2:00 p.m.
Grades Available on RAMweb	May 22
Holiday - University Offices Closed	May 27
First 4-Week Summer Term	May 20- June 14
12-Week Summer Term	May 20- August 9
Holiday - University Offices Closed	July 4
Second 4-Week Summer Term	June 17- July 12
8-Week Summer Term	June 17- August 9
Third 4-Week Summer Term	July 15- August 9
Summer Grades Due	August 13, 2:00 p.m.

## FERPA Minute



**Q** So many of my students call to find out their grades after exams, so can I just post their grades on the wall outside my office? Are there any limitations?

**A** Since CSU has electronic means through Blackboard RamCT for students to view their grades, in near real-time, physically posting grades is not recommended. If you feel you must, the grades must be posted in a way that only the individual student and instructor know (no ID numbers, names, and not in alphabetical order).

## End of Term Processing Two diplomas or one?

After grades are due, the Registrar's Office processes GPA calculations, academic standing, and among other things, works diligently conferring students' degrees.

Many students will be graduating with two majors; do they get two diplomas or one?

For most students, the answer is one. If they meet minimum University requirements for graduation, they will be awarded a diploma for their primary major which will include their secondary major. In order to be eligible for two diplomas (showing each major separately), a student must:

- 1) Earn at least 150 credits and
- 2) Complete AUCC Category 4 in both majors.



Students can expect to receive their diploma(s) by mail (to the mailing address on file in RAMweb) 6-8 weeks after final grades are posted.

For more information about earning two diplomas, students can contact the Degree and Transfer Unit in the Registrar's Office at 970-491-7159.

## In Progress Grade Changes

A new report in ARIESweb allows users to view all Electronic Grade Changes that are actively in-progress. These are sorted by Department.

- 1) Log into ARIESweb.
- 2) Under StaffTools, click on the Department-Specific Data link.
- 3) Click on Department Reports.
- 4) The only criteria you need to select is your Department name from the drop down list. Click the Next button.
- 5) Click on the 'Grade Change Request Status' report.
- 6) This will open an Excel spreadsheet showing Electronic Grade Changes that are currently in-progress.

Note: Only the primary grade change approver is listed on the report, but that person may have designated a proxy to review grade changes for them in their absence.

If you have any questions on the Electronic Grade Change process, please contact the Registrar's Office, and don't forget to check out the Grade Change Resources in ARIES A-Z!

## Majors

As we all know, students often change majors. Here are some important reminders about major changes. Admissions processes major changes until students are enrolled (1st day of classes). Once students are attending classes, they may submit major change paperwork to the Registrar's Office. If a student needs to register for a course that has Major, Minor, or Concentration restrictions prior to the requested change being processed, they can contact the course instructor or department to request a Major, Minor, Concentration Override.



Summer 2013 at Colorado State University

## Summer Term

Summer 2013 registration opened March 26th. There are approximately 500 courses being offered over five Summer Terms. This is a great way to take advantage of smaller class sizes and provides a great opportunity to fulfill prerequisites and program requirements.

For more information, check out the Summer website at [summer.colostate.edu](http://summer.colostate.edu)

## Holds

As a reminder, best practices for holds: When departments apply holds, please communicate with the affected students regarding when a hold is/will be applied, why it is applied, and steps to remove the hold.



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For previous editions, comments or suggestions, visit us on the web at [www.registrar.colostate.edu/newsletter](http://www.registrar.colostate.edu/newsletter)

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