



Registrar's Recorder

JULY 2014- VOLUME 2, ISSUE 4

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Curriculum and Catalog

In April, the Curriculum and Catalog staff joined the Registrar's Office. We are in the process of purchasing a vendor-provided online catalog and curriculum workflow system and will combine resources during the one-and-a-half-year implementation cycle. The group continues to support the University Curriculum Committee and provide the same services it has in the past. Curriculum and Catalog's new location is Room 217, Student Services, and the new email address is ro_curriculum@mail.colostate.edu. Tom Hoehn, Fionna Bright, and Carrie Middleton continue to staff this unit. The work group is led by Andrea Russo, Assistant Registrar. Questions? Please feel free to contact Andrea directly at 491-7226.

Registrar's Office Phone Messaging

New phone messaging has been implemented at the Registrar's Office, and we welcome your feedback! If you or your students have trouble getting through to us, please let us know where you encounter difficulty. You can email registrarsoffice@colostate.edu with "Phones" in the subject line. Also, as with the old system, if you need to get through to someone quickly, you can press zero to bypass the messaging.

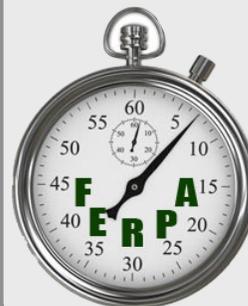
Summer 2014 Grade Submission

The final deadline for grade submission for Summer 2014 classes is Aug. 12th. We do roll grades to academic history every Thursday up to July 17 for any grades submitted throughout the summer. After the final grade roll on August 12th, if you have any outstanding grades for any Summer 2014 classes, you would need to use the Grade Change link instead of the Grade Submission link in ARIESweb.

Important Dates

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|---|------------------|
| 4th of July holiday - University offices closed | July 4 |
| 12-Week Summer Term | May 19-August 8 |
| 2nd 4-Week Summer Term | June 16-July 11 |
| 8-Week Summer Term | June 16-August 8 |
| 3rd 4-Week Summer Term | July 14-August 8 |
| Repeat/Delete Deadline for Summer classes | July 27 |
| Last Day to Cancel Fall Registration for all classes (no assessed tuition & fees) | August 24 |
| Fall 2014 Classes begin | August 25 |
| Restricted Drop Deadline for certain classes | August 29 |
| Add with Override period begins | August 30 |
| Labor Day holiday - University offices closed | September 1 |
| Undergraduate Graduation Contracts due | September 5 |
| Census (Add/Drop deadline, Student Option Pass/Fail and Audit Grading Forms due) | September 10 |
| Withdrawal Deadline (Repeat/Delete Forms due) | October 20 |

FERPA Minute



Q: What is the FERPA policy on how long colleges and departments must maintain student records?

A: FERPA has no specifications for record retention. The only stipulation set forth in FERPA is that, if students request access to their records, those records cannot be destroyed until they have been inspected and reviewed. However, AACRAO (the American Association of Collegiate Registrars and Admissions Officers) does publish guidelines regarding the differing lengths of time that different types of student records should be kept. The Registrar's Office is happy to provide you with those recommendations.

SYSTEMS UPDATES FROM THE REGISTRAR'S OFFICE

Processing Exceptions in DARS

The upgraded version of DARS now allows advisors to process substitutions for their students. For approval to use this feature, email katie.risheill@colostate.edu to sign up for one of the following training sessions:

July 9th, 2:00-4:00 p.m.

August 28th, 9:30-11:30 a.m.

September 24th, 2:00-4:00 p.m.

October 23rd, 2:00-4:00 p.m.

You can also submit exceptions using a form by going to ARIES A-Z and pulling the 'Exception Form – One Student' (which can be found under multiple links: D-DARS, E-Exception, S-Substitution, or W-Waiver). Please submit one form per email to ensure accurate processing. When filling out the form, be sure to provide the requirement name as it appears on the student's degree audit. Need to submit the same exception for multiple students? Use the 'Exception Form- List' in ARIES A-Z instead of the "One Student" form. For questions regarding processing exceptions, contact the Degree & Transfer Evaluation Unit of the Registrar's Office at (970) 491-7159 or ro_darsexceptions@colostate.edu

Event Scheduling Site Update

Our online event reservation request site, Virtual EMS, is open for business! The site is available for faculty and staff to submit requests for General Assignment Classrooms and schedule department classrooms for events. The site offers a more efficient method for scheduling events and can accept requests 24 hours a day, seven days a week! We are currently processing requests for summer, as well as evening and weekend hours for the Fall term. For more information on reservations and to view video tutorials, visit our website. Go online to explore Virtual EMS and bookmark the site!

Degree Within Reach

Degree Within Reach, a "reverse transfer" program laid out by the Colorado Department of Higher Education and legislated by Senate Bill 12-045, allows students who have transferred from a Colorado community college in 2012 or later to combine credits from that institution and CSU to apply towards an associate's degree. This means transfer students can complete the associate's degree they started at their community college while still working toward a bachelor's degree at CSU. Former students can also be eligible, even if they have left CSU without completing a 4-year degree. For more information, students and advisors can visit the Degree Within Reach website.



Veterans Education Symposium October 30-31: Save the Date!



The Registrar's Veterans Education Benefits Office, in collaboration with the CSU Center for Community Partnership's New Start Veterans Program and the CSU Adult Learner and Veteran Services Office is hosting a national symposium, *Exploring the Value of Veterans: Campus, Community, Career*, on October 30-31, 2014.

More than 1.2 million service members will exit the military in the next 5-7 years due to the continuing withdrawal from Afghanistan and downsizing of the U.S. military. Anticipating an influx of new veteran students, this symposium offers an opportunity to discuss the value and challenges of veterans' experiences, identify methods for addressing these challenges, and determine potential opportunities for collaboration with other agencies (public, private, and non-profit) to assist veterans in maximizing their potential. For more information or the call for proposals, please go the CSU Veterans webpage.

The symposium is planned as a one-and-a-half-day event beginning with a keynote address by D. Wayne Robinson, President and Executive Director, Student Veterans of America. The symposium will serve as a precursor for Veterans Week activities at CSU, which include the Veterans Day 5K on Nov. 8 and National Roll Call on Nov. 11.

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Miss the last newsletter? View previous editions on the Registrar's Office website!

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