



Registrar's Updates

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The 2015-2016 General Catalog and Online Curriculum System are Now Live

The 2015-2016 General Catalog is LIVE and can be found at www.catalog.colostate.edu. The new catalog is a searchable online resource allowing the university community including prospective students and their families easy access to programs of study, course descriptions, campus resources and policy information. The online catalog will be published annually around August 1.

In conjunction with the General Catalog, CSU has implemented a new online Curriculum Inventory Management system (CIM) for proposing and editing courses and programs of study. Course and program proposals submitted and approved through CIM will feed directly into the General Catalog with its next publication. Faculty and staff can access CIM by logging into ARIESweb. The Registrar's Office worked closely with the University Curriculum Committee (UCC) and the Provost Office to transform the paper curriculum process into this online system that allows for greater collaboration, transparency, and accuracy in curricular proposals. The Registrar's Office will provide support for use of the CIM system and will provide trainings on the new online forms. UCC Representatives will provide support on curriculum development. If you need assistance, please feel free to contact our office at ro_curriculum@mail.colostate.edu ✉.

Fall Important Dates

Course Withdrawal Period Ends	Oct. 19
<u>Repeat/Delete Deadline</u> ☞	Oct. 19
Fall Recess	Nov. 23-27
Last Day of Classes	Dec. 11
Final Exams	Dec. 14-18
<u>Commencement</u> ☞	Dec. 18-19
Grades due at 2:00 p.m.	Dec. 22

Spring Registration Dates

Spring 2016 Class Schedule Online	Oct. 2
Graduates, Professional, & 2 nd Bachelor Students Begin to Register*	Oct. 26
Seniors Begin to Register*	Oct. 27
Juniors Begin to Register*	Oct. 30
Sophomores Begin to Register*	Nov. 6
Freshmen Begin to Register*	Nov. 13

*Individual registration access times were assigned to students based on the number of credits they had earned by the beginning of the Fall 2015 term. New students will register after completing online or on-campus Ram Orientation.

FERPA

Minute



Q: One of my students asked me to write her a letter of recommendation for a Graduate program. Can I do so without a Student Permission to Release Academic Records ☞?

A: If your letter is based on personal observation or knowledge that is not obtained from the student's educational record then you do not need a release. If, however, you are including grades, GPA, etc. that have come from the student's record then, yes, you do need to obtain a student permission via email or a student release.

Celebrating 5 Years with China Strategic Partnership

CSU started our first cohort through the China Strategic Partnership in the Fall of 2010. At that time we partnered with China Agricultural University, East China Normal University, Hunan University, and Northwest Agriculture & Forestry University. In addition to these four universities, we now partner with Anhui Agricultural University, Anhui University, Beijing Normal University, Beijing Normal University – Zhu Hai Campus, Central China Normal University, Guizhou University, and Shanghai Normal University. We welcome 55 to 80 transfer students per year and have 10 to 20 students from Chinese high schools who chose to attend CSU. These students have been admitted to all of our colleges and, while they select a wide variety of majors, most have selected Business, Engineering, or Psychology.

New Grading Input Upgrade

In early July, the Registrar's Office implemented an upgrade to the ARIES Student Information System that includes a new final grade entry form. Both the current and the new grading forms will be available for this academic year.

As a reminder, fall term grade submission and instructional format reporting are due Tuesday, December 22nd at 2:00 p.m., via the grade submission link in ARIESweb. The new grade entry form will:

- Allow for Canvas users to download an Excel spreadsheet and import it into the grading form.
- Give an easy and quick status of the grading, including when the grades have been rolled to academic history by our office.
- Show all sections assigned to the instructor that are open for grading.
- List the course dates for assistance with last date of attendance column.
- Provide easily understood warning notifications that assist with errors when grading.

The Registrar's Office will be offering sessions during the fall term to provide a demonstration of the new grade entry system features:

Wednesday, Nov. 11th, 3-4pm, Centennial Hall 100A
Thursday, Nov. 19th, 1-2pm, Centennial Hall 100A
Friday, Dec. 11th, 10-11am, Centennial Hall 100A
Tuesday, Dec. 15th, 1-2pm, Centennial Hall 100A

Department Schedulers Using the CPI!

The new draft process using the **Campus Planning Interface (CPI)** is here! Summer 2016's first round of the schedule build is now underway, with Fall 2016 opening soon! Updates to your schedule can be entered into the CPI following the schedule below:

Summer:

Round 1: 9/7/2015 to 10/9/2015 (deadline for department first preference room requests)

Round 2: 11/2/2015 to 11/20/2015

Fall:

Round 1: 10/5/2015 to 11/13/2015 (deadline for department first preference room requests)

Round 2: 12/21/2015 to 1/22/2016

Round 3: 2/29/2016 to 3/11/2016

An overview of the new process, instructions for accessing and working your draft, and training resources (as well as our training and open lab schedule) are online at: <http://registrar.colostate.edu/classroomscheduling/schedule-build-process/>. Feel free to contact us at roomscheduling@colostate.edu with any questions you might have!

Late Registration Change Requests

There is a lot of confusion about when and how to use the Late Registration Change Request. The form can be found on [ARIESweb A-Z](#) under L. This page also has a very helpful Late Registration Change Request FAQ document on it. Please [contact](#) us with questions.

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Miss the last update? View previous editions on the [Registrar's Office](#) website!

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