



# Registrar's Updates

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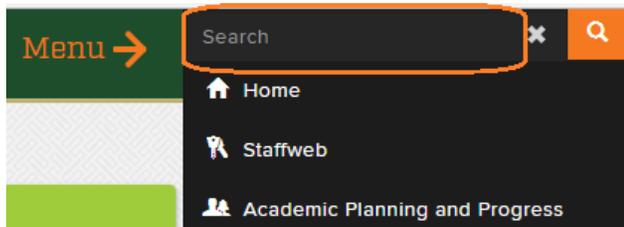
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## Search Feature is Added to RAMweb!

As RAMweb becomes a one stop shop for many features, it becomes harder to navigate the site. Consequently, we added a "Search" feature! Click on the hamburger menu icon located at the right top corner of RAMweb, and you will see the search box at the top of the menu.

We are manually tagging each page with search terms that we think students may use to look for content. If you search for a page but it is not listed in the results, please let us know what term you used and we will update our database!



## Interested in Taking a Class?

Looking for something to do this fall? How about taking advantage of the Employee Study Privilege (ESP) program to take a course for professional development or for personal enrichment? You do not need to be an admitted student. Check out the application and FAQs on the Human Resources website at <http://www.hrs.colostate.edu/benefits/study-privilege.html>.

The Office of the Registrar is currently accepting ESP applications for on-campus classes for Fall 2018. Applications will be accepted through August 20, 2018.

## Summer Important Dates

- |         |   |
|---------|---|
| July 6  | Last Day of 2 <sup>nd</sup> 4-week and 1 <sup>st</sup> 8-Week Terms                           |
| July 9  | Withdraw Deadline for 2 <sup>nd</sup> 8-week Term<br>First Day of 3 <sup>rd</sup> 4-week Term |
| July 11 | Add/Drop Deadline for 3 <sup>rd</sup> 4-week Term   |
| July 22 | Withdraw Deadline for 3 <sup>rd</sup> 4-week Term   |
| July 23 | Summer Repeat/Delete Deadline   |
| Aug. 3  | Last Day of Summer Term   |
| Aug. 7  | Summer Grades Due at 2:00 pm  |
| Aug. 8  | Summer Grades Available on RAMweb   |

## Fall Important Dates

- |         |   |
|---------|---|
| Aug. 16 | 12:00 pm is the Deadline for Planned Leave  |
| Aug. 19 | Last Day to Cancel Fall Registration  |
| Aug. 20 | Fall Classes Begin<br>\$50 Late Registration Fee for Adding First Class or Continuous Registration  |
| Aug. 24 | Restricted Drop Deadline  |
| Aug. 26 | Add without Override Deadline<br>Last Day for 0% Assessment for University Withdraw                 |
| Aug. 27 | Add with Override Begins  |
| Aug. 31 | Undergraduate Graduation Contracts Due  |
| Sept. 2 | Last Day for 25% Assessment for University Withdraw   |
| Sept. 5 | Add/Drop Deadline for Most Classes<br>Audit-Satisfactory/Unsatisfactory Grading Forms Due<br>Census |
| Sept. 9 | Last Day for 50% Assessment for University Withdraw   |

## Glen Vance Retires



Glen, a Veteran's Education Benefits Office School Certifying Official (SCO), has retired from CSU after 20 years with the University, almost all of which has been with the Office of the Registrar. During his tenure, Glen saw the number of veterans attending CSU quadruple to today's approximately 1200. Glen

was at CSU at the onset of the post 9/11 GI Bill which changed the scope of veteran's benefits for the user and the administrator creating the need for a staff of three SCO's here at CSU.

Glen has plenty of retirement projects in the works and will enjoy having more time for family and hobbies. We wish him the best.



### Facilities Rendering of New RO Reception Area

Thank you for your patience during our summer remodel. We hope to conclude on schedule and be back in our new space prior to the start of Fall 2018. Our newly remodeled space will offer two consultation rooms dedicated for semi-private student conversations. We will also have a new accessible front counter with combined customer service for general RO questions as well as veterans' benefit services. A focus of this remodel was also to provide additional security for staff and student records. Access to staff offices will now require a keycard or escort. We are excited to show off our new space during an open house in early August.

### Campus Planning Interface (CPI) Training

Curriculum, Catalog and Scheduling is hosting a training on the Campus Planning Interface (CPI) and other general information related to classroom scheduling. If you are new to using the CPI, this training will be an opportunity to learn the basics of building your department's course schedule. We will also review other resources available to you to answer your most frequently asked questions. All Department Schedulers are encouraged to attend, even if you are not new. You will have an opportunity to work on your actual Spring 19 draft during this session.

Training will be held Monday July 9<sup>th</sup> from 10:00-11:30am in Clark C143. Please RSVP to [Julia.Murphy@colostate.edu](mailto:Julia.Murphy@colostate.edu) to reserve your space as seating is limited.

### University Curriculum Committee (UCC) Deadlines

Completed proposals must be out of the College or SAU workflow in CIM by the following dates:

- Fall 18 experimental courses: 7/20/2018
- Spring 19 changing or deactivating existing courses: 9/14/2018
- Spring 19 new courses: 10/5/2018

A full list of UCC deadlines can be found at

<https://curriculum.colostate.edu/media/sites/130/2018/05/DEADLINES18-19.pdf>



### ARIES Upgrade Reminder

On October 1, 2018, faculty and staff who use ARIES administrative pages will see a significant change in how the pages look due to an upgrade. The functionality of each page is the same as Banner 8, though keyboard shortcuts are different. If terms like SFASRPO, SOAHOLD, and TWARBUS sound familiar, you are using the administrative pages and will be affected by this upgrade. What is changing?

- The (UI) – The most obvious change is that the User Interface (UI) has been improved. Pages have a much cleaner look and have been optimized for the web and mobile use.
- Single Sign-On – Banner 9 is compatible with Shibboleth, the single sign-on technology used at CSU.
- Technology – Banner 9 eliminates the need for a Java applet and can be accessed from any modern web browser. Significant upgrades in underlying architecture and server technology have also been implemented for Banner 9.

Watch for training session announcements in late summer/early fall.



### Featured Employee

Janet Stoneberg started in the Office of the Registrar in January 2006 after having worked in International Student and Scholar Services for one year. She has been in three units – Customer Service, Degree and Transfer, and Systems. She presently completes

student forms and processes the Employee Study Benefit, among other things. Janet has a degree in Secondary Education with a mathematics emphasis. She taught for a short while before working in insurance, as well as a math tutor, and being a stay-at-home mom. Later she worked in a dental office. She has lived in Connecticut, Pennsylvania, and Ohio before her husband was transferred to Windsor. Janet says it was her good fortune to get hired at CSU because it's a fantastic place to work.

Janet's favorite thing about working in the office are her coworkers. She says that they are supportive of one another but, more importantly, are united in their efforts to provide outstanding support to our campus community.

Outside of the office, Janet is the mother of three, two of which are CSU grads, and the proud grandmother of three amazing grandchildren. She loves spending time with them and hiking, biking, volunteering, and crafts.

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