Registrar's *Updates*

October 2018 – Volume 8, Issue 1

Important Dates

Oct. 15	Repeat/Delete Deadline End of Course Withdrawal Period
Oct. 22	Spring 2019 Registration Begins – Click Here for Class Access Times
Nov. 17-25	Fall Recess
Dec. 7	Classes End Last Day to Process a University Withdrawal
Dec. 10	Final Examination Week Begins
Dec. 14-15	Commencement Ceremonies
Dec. 18	Grade Entry Deadline at 2:00 p.m.
Dec. 19	Fall Grades Available on RAMweb

New ARIES Look!

As of **October 1, 2018**, access to the new version of the ARIES Administrative Pages is available in ARIESweb. This updated ARIES experience includes a modern interface, with the same business processes you are familiar with.

The current "old" version of ARIES will remain available side-by-side until **November 19th**, but we ask campus users to please use the "new" ARIES Administrative Pages exclusively beginning **October 15th**.

An email about this new ARIES experience was sent to users on October 3rd. If you have further questions, additional information about this upgrade and support contacts are available in FAQ's on ARIESweb under the ARIES Administrative Pages link.

Major Steps

The Office of the Registrar changed approximately 8400 undergraduate fields of study in Spring 2018. Undergraduate students who want to add, change, or drop a major, second major, minor, concentration, or certificate should initiate the process by legibly filling out and printing off the form from the Student Forms section on the Office of the Registrar's website. The student must also sign it with an original signature. When adding or changing they must then obtain a signature of approval from the new department. Once completed, it should be returned in person or by mail to the Office of the Registrar in Centennial Hall. Please allow about one week for processing once we receive it.

Continuous Registration Demystified

Continuous Registration (CR) can be added until census during Spring and Fall. Once the Add with Override period is in place, CR does not require an override. After census, students who want to add CR must obtain a Late Registration Change Request from their advisor and provide it to the Graduate School, 108 Student Services. Questions about CR should be directed to them at 970-491-6817 or gradschool@colostate.edu.

Course and Graduation Planner Implementation Terminated

You may have noticed that the tab and icon for this system have disappeared from the degree audit. After four years of working through the implementation of the Course and Graduation Planning system it was determined the system would not meet the needs of undergraduate students at Colorado State University. We had worked together with several groups of advisors and students and were unable to consistently create plans that would accurately validate with the Degree Progress Audit. Frequently, student plans would misinform (re: graduation requirements showing too many or too few credits needed). Due to the persistent inaccuracies we could no longer justify continuing the pursuit of this product. Once a dependable solution is made available we will investigate use at CSU.

Registrar's Reminders

The Repeat/Delete process is now online through RAMweb. Students can access it by clicking on the Menu in the upper right, then Registration, and, finally, Repeat/Delete.

If students have financial holds, the Office of the Registrar can drop or withdraw a student at their request. We cannot, however, add them to classes or change sections for them.

Graduating students' diplomas will be mailed to the mailing (not local or any other) address on RAMweb. They should make sure their address is changed by the end of the term to ensure correct delivery of this important document

Need Help with Late Registration?

Many times students need assistance with adding a course after its add deadline, changing sections after the course add deadline, or dropping/withdrawing a restricted drop class after the Restricted Drop date. At these times, they will have to ask the instructor or department for a Late Registration Change Request. We do not provide blank forms to the students as we have no way of verifying a staff member's signature. Instead, we ask that the instructor or department staff member print the latest version of the form from ARIESweb. It is located beneath the ARIES Information Links heading and can be accessed by clicking on ARIES A-Z and then, on the next page, L. Both the form and the FAQs are located at this site. The instructor should complete the form from the table through the department's signature. On the table, the Action, CRN, Course Subject and Number, and Section Number must be completed by the instructor. If the course is a variable credit course, it is required that the number of credits be written on the form. All necessary overrides must be entered into the system. Forms that are given to the student incomplete will either be sent back or more information from the instructor will be sought. Once the instructor/department has completed their portion of the form, they should return it to the student to bring to the Office of the Registrar.

ARIES Information Links
- ARIES A-Z
- Override FAQ
- Registration FAQ

They Need an Override, but Which One?

When a student approaches you to request an override, which of the 19 possible overrides do you enter? The most common ones are listed on the Override FAQ available through ARIESweb under the ARIES Information Links heading. Some important things to know about overrides are:

~Instructor Approval overrides only cover classes that state "Contact instructor for registration" on the Course Description tab of the Class Details box on the Class Schedule.

~Give a Time Conflict override instead of an All Restrictions when classes overlap. The instructor of either overlapping class can provide this override.

~Remember to give each component the necessary override when entering CRNs.

~When a student is registering for two sections of the same course (i.e. Group Study or repeating a course in a different Summer subterm) they need a Duplicate override.

~An X-Program override is needed when an online student wants to take an on-campus section. (No override is needed for a main campus student taking a CSU Online course.)

~An Enrollment Limit override will cause a student who recently received a waitlist notification to need the same override.

Restricted Drop Basics

Restricted Drop courses are those that have an early drop deadline and no withdraw period. In the Spring 2019 term, the Restricted Drop deadline is January 25, whereas the University drop date is February 6. Restricted drop courses have the same add deadline as other courses. If you wish to allow a student to drop or withdraw from a Restricted Drop course after the Restricted Drop deadline and before the University drop or withdraw deadlines, you may use a Late Registration Change Request. More information about this is to the left.

One of the more common Restricted Drop courses has been CO 150. The Composition Program has decided to remove the Restricted Drop status effective Spring 2019.

All add/drop/withdraw dates for each course are reflected on the Class Details page of the Class Schedule.

Featured Employee

Hayden Ahlbrandt has worked in the Office of the Registrar for three years. He spent his first two as a Customer Service Specialist and is now a Degree Analyst.

Prior to joining our office, he was a 2014 graduate from CSU, earning a degree in History. Upon graduation, he spent a year living abroad teaching English at a bilingual primary school in Madrid, Spain. Outside of work, Hayden loves to read, play beach volleyball, and travels frequently with his wife. He is a lifelong Ram fan who frequently attends CSU sporting events.

Hayden's favorite part of his job is the opportunity to work closely with the campus community and students to help them towards their graduation.

FERPA Minute

Q: An outside company contacted me to verify that one of our past students graduated and what their degree is in. What do I do?

A: While degree and major are considered public information at CSU, our policy is to direct all background checks to the National Student Clearinghouse at degreeverify.org. We subscribe to the Clearinghouse to provide enrollment and degree verifications. Current students can, however, obtain a free enrollment verification through the Clearinghouse on RAMweb.