

<b>Spring 2019 Important Dates</b>	
Jan. 21	Last Day to Cancel Registration
Jan. 22	Classes Begin
Jan. 25	Restricted Drop Deadline
Jan. 28	Add with Override Begins
Feb. 1	Undergraduate Graduation Contracts Due
Feb. 6	Registration Closes for Most Classes Audit-S/U Grading Forms Due Census
Feb. 13	Fall 2019 Advising Codes Set
March 16-24	Spring Recess
March 25	Repeat/Delete Deadline Course Withdrawal Deadline Fall 2019 Registration Ready Available
March 26	Summer Registration Opens

### 2<sup>nd</sup> BA/BS Transfer Evaluations

Transcript evaluations for Second Bachelor students will be completed at the request of the student. After confirming that less than 5% of Second Bachelor students complete their program, our process has changed. Upon receipt of transcripts, a degree analyst will contact the student to determine what credits should be added to their record. Oftentimes, students apply to a 2<sup>nd</sup> BA/BS program to complete a series of prerequisites for a master's degree or professional school. We will evaluate applicable prerequisite credits allowing students to complete the desired courses.

### Transfer Equivalency Re-evaluation Reminder

After reviewing the credits posted to a student record, if there is a warranted need for you to "re-evaluate" their course(s), the teaching department of that subject is able to do so. A Request for Transfer Course Equivalency Re-Evaluation Form is available on the [Office of the Registrar](#) website. After completing this form, please submit it to the [transferoffice@colostate.edu](mailto:transferoffice@colostate.edu) to have the student's record updated and a new equivalent provided. This process allows the equivalent to be updated for a particular student or all students, and can be applied to any course transferred in, elective (3++) or a direct equivalent. If you have any questions about this process, please contact a degree analyst at 970-491-4860.

### Change of Major, Second Major, Minor, Concentration, or Certificate for Undergraduate Students

As a reminder, both the department and student signatures are required before we can proceed with the requested change. If your student is not on campus, please have them send you an email from their school account approving the change. That email can be attached to the change of major form before it is submitted to our office. Please do not sign on behalf of your student. The University must be able to document that the student has agreed to the change of major. Forms that arrive without the necessary signatures will be returned to the department and can be resubmitted upon completion. Department signatures are not required for students to drop a major, minor, or concentration.

Census for Spring 2019 is February 6th. If you need a change of major form processed to be effective for the Spring 2019 term, please make sure it arrives in our office by February 1st to allow enough processing time before Census. Change of major forms that arrive later will be processed effective for the Summer and Fall 2019 terms.

### Preferred First Name in Campus Systems

Over the past year, you may have noticed a more accurate display of student and instructor names throughout campus systems. While some systems and processes require legal first name for official University business, the overall transition to display CSU community members' Preferred First Names within systems is in alignment with CSU's Principles of Community.

Some of the most recent updates to Preferred First Name display (alongside legal last name) include:

- *Students*: Preferred First Names as the primary name on ARIESweb, listed in reports, and on class rosters.
- *Instructors*: Preferred First Names in the Class Schedule, student registered course details, overrides, and grade change workflow.

We encourage the use of community members' Preferred First Names in everyday business practice, and as you build new systems or processes.

- Before communicating by email, phone, or in person, look up and use the person's Preferred First Name.
- If you're building a report or process that uses campus data systems, plan to use only Preferred First Name.

All community members can update their Preferred First Name by logging into the eID system. Students can also update their Preferred First Names inside RAMweb.

*Questions?* Additional details regarding Preferred First Name use can be found on the [Office of the Registrar's](#) website. If you have further questions, contact us at [RegistrarsOffice@colostate.edu](mailto:RegistrarsOffice@colostate.edu).

### CRN Reset Required!

A Course Reference Number (CRN) is a unique 5-digit code assigned to every course section that exists in the student registration system. Each 5-digit CRN begins with a number for the corresponding term. For example, Spring CRNs are between 10000 and 49999, Summer CRNs are between 50000 and 59999 and Fall CRNs are between 60000 and 99999. The CRNs roll forward from like term to like term (Fall to Fall, Spring to Spring and Summer to Summer). We have reached the maximum number of CRNs for the Spring term. The Spring 2019 to Spring 2020 section roll will take place on April 12, 2019. At that time, the Spring CRNs will reset to start at 10000. Please be aware that if you have communications that refer to specific CRNs, they will need to be updated to reflect the new CRN that will be assigned as part of the spring section roll process. Contact [roomscheduling@colostate.edu](mailto:roomscheduling@colostate.edu) with questions.

### New Course Deadlines

The University Curriculum Committee recently approved moving up two deadlines for Spring effective terms to ensure that the approved courses would be available to students prior to registration opening. All other deadlines remain the same. The revised UCC deadlines document is available on the Curriculum and Catalog [website](#). Please contact your [UCC Representative](#) or [curriculum@colostate.edu](mailto:curriculum@colostate.edu) with any questions.

Revisions to the following **Spring 2020 course deadlines** were approved by UCC on 11/30/18:

- **Changing or deactivating existing courses** changed from 9/13/19 to **5/31/19**.
- **New courses** changed from 10/4/19 to **5/31/19**.

### Spring 2019 ESP Applications Accepted Now

Spring Semester 2019 will soon begin. If you are considering or know you will be taking advantage of the Employee Study Privilege Program in Spring 2019, the deadline to submit an application to the Office of the Registrar for your on-campus course(s) is January 22, 2019. If you are not admitted to a program of study, it is highly recommended the ESP application be submitted ASAP to allow for registration before the term begins. The ESP application has been revised. Please use the current version found on the [Human Resources](#) website.

### Changes to Math/Comp Policy

In May, Faculty Council made the following changes to the AUCC Mathematics and Composition completion policy: "The F grade for students dropping or withdrawing from the courses fulfilling the AUCC Composition course or the Mathematics requirements is being deleted. This policy was enacted nearly 15 years ago to lessen the frequency at which students registered for the relevant courses and then dropped or withdrew (often without advisement from advisors, the offering departments), thus putting off taking them for yet another semester. With the efforts for student success and enhanced tools to notify students of their performance and status and the structure and monitoring added to the math courses, this punitive practice is no longer needed. These efforts and tools have reduced significantly the number of students registering for these with the intent to drop or withdraw."

You can read the amended [Mathematics](#) and [Composition](#) policies in the Catalog.



### Friendly Reminders

- All students should make sure their Mailing and Local addresses are updated through RAMweb. Local addresses are used in an emergency. If the Mailing address is not up-to-date the student may get a registration hold.
- We ask that the advising community encourage students using Veteran's benefits to submit for benefits as soon as possible to allow for processing time. It is currently taking the VA 30-45 days to process new incoming students.
- Planned Leave is available for two terms, which do NOT have to be consecutive. Students request this in RAMweb.
- The Incomplete policy states that after one year, a grade of "I" rolls to an "F" if it's from a traditionally graded class (letter grade). Grades of "I" in S/U classes roll to "U". Extensions are not given, but the professor can change the failing grade to a passing grade at any time.

Phones are answered between 9:00 am and 5:00 MST M-F.

Main Office Number: 491-4860

Degree and Transfer Evaluation: 491-4860

Veteran's Educational Benefits: 491-6340

Curriculum, Catalog & Scheduling: 491-4860



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