Upcoming Important Dates

July 29	Summer Repeat/Delete Deadline
Aug. 9	Last Day of Summer Term
Aug. 13	Summer Grades Due at 2:00 p.m.
Aug. 14	Summer Grades Available on RAMweb
Aug. 25	Last Day to Cancel Fall Classes
Aug. 26	First Day of Fall Classes $50 Late Fee Applies for Adding First Class or Continuous Registration
Aug. 30	Restricted Drop Deadline
Sept. 2	Add without Override Deadline
Sept. 3	Students must have ADD RSTRIC Override when Adding Courses
Sept. 11	Census Course Add/Drop Deadline Student Option S/U & Audit Grading Deadline

Grade Change Workflow

On June 2nd, the workflow system was upgraded to its newest version and has changed what users will experience from logging in through reviewing grade change requests. Upgrading to this new version of the workflow system helps the University stay current with releases from the vendor and provides an updated user interface while functionality remains the same. Please email ariesweb@colostate.edu with any questions about the recent upgrade.

2019-2020 General Catalog

Look for publication of the 2019-2020 CSU General Catalog on or about August 1st. The General Catalog can be found at catalog.colostate.edu. CSU publishes one catalog per year each August. The General Catalog includes important information regarding CSU policies, student services, approved courses and programs offered, and much more. Changes to courses or programs that occur after publication will not be represented in the current catalog. Students should refer to the online class schedule and their department advisors for the most current course and program offerings.

Fall 2019 and ESP Application

Fall 2019 is right around the corner so don't delay. The deadline for submitting an ESP application to the Office of the Registrar for **on-campus** course(s) is Monday, August 26, 2019. However, the ESP application can be submitted days or weeks in advance of this date to allow for processing time and the earliest registration time. The application and ESP Program information is found on the Human Resources website.

Spring 2020 Schedule Build

While the Academic and Classroom Scheduling team are busy finishing up processing changes to the Spring 2020 schedule from Round 1 of the build process (yes, 2020 is right around the corner!), we are hoping that academic departments and units are busy preparing to submit any further changes in Round 2 which opens on Monday, July 1st. The Campus Planning Interface (CPI) will stay open for submissions until Friday, August 2nd, but it is always a good idea to get changes entered as soon as possible so that they will be processed earlier after the round closes – drafts are processed in the order in which they are received. Don't forget to send us an email at roomscheduling@colostate.edu to let us know when you are done submitting changes. The goal, as always, is to make a rock-solid schedule available to students before they will start registering in October for Spring 2020! Thanks to all of our campus partners for all you do to help us reach this goal!

Joint Banner Project

The Joint Banner Project (JBP) is now well underway. This multi-year project has the primary goal of implementing the Banner Student Information System at CSU-Pueblo (CSU-P) by Fall 2021. It is also part of a larger initiative to align technology, resources, and other processes among the institutions within the CSU System.

Key stakeholders from the administrative offices of CSU and CSU-P have been working together as part of the JBP team to make recommendations for implementation based on the current requirements of Pueblo and the future needs of the CSU System. The Office of the Registrar has moved several staff members to a team room in the University Services Center building to allow them to be more focused on this endeavor.

One of the first recommendations has been to deploy Banner at CSU-P utilizing a hybrid Multi-entity processing (MEP) approach. MEP makes it possible for CSU-P data to exist in the same database but keep the data separated. This will allow for the consolidation of hardware and technical resources at Fort Collins. However, the JBP team will also be identifying areas where sharing of data and alignment of business processes might be possible, allowing for a more seamless experience for students.

Although this is just the beginning of the project, the JBP team has appreciated the time and expertise already provided by members of the Office of the Registrar and other campus partners. These requests for information and/or attendance at events will be ongoing, so we will continue to keep everyone apprised as the project progresses. If you would like more frequent information, the JBP team provides updates at a biweekly stakeholder meeting. Please contact Laura Feger to request an invite to this meeting at le.feger@colostate.edu.

Late Registration Change Request

If a student needs to add a course after the course add deadline, change sections after the course add deadline, or drop or withdraw a restricted drop class after the Restricted Drop date but before the University drop or withdraw deadlines, they will have to ask the instructor or department for a Late Registration Change Request. The form is on ARIESweb beneath the ARIES Information Links heading. Click on ARIES A-Z and then, on the next page, L. 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 needed overrides must be entered. Once the instructor or department representative has completed their portion of the form, they should return it to the student to bring to the Office of the Registrar with their photo ID.

Our Role in Study Abroad

Students who intend to study abroad are encouraged to contact the Education Abroad Office prior to studying abroad. The Getting Started page of their website features five steps to follow. Per #3, students are to complete the Transfer Credit Form and submit it to the Office of the Registrar for review. It is important that students furnish course descriptions as instructed in Step 3 on the form. These can be found on the host institution's website and printed off directly or copied into a single document and printed. Once they submit the Transfer Credit Form and course information to our office, they can expect to hear back from us within 10 business days. They will get an email to their student email account when the form is ready to be picked up at our front counter. The student should bring a photo ID to pick up the completed form(s). If they have questions about how their classes will transfer, we are happy to meet with them. As per Step 5 on the Transfer Credit Form, the student should then take the Transfer Credit Form to their major/minor advisors for approval. The student should make a copy of the completed form for their records. Then the completed form must be submitted to the Education Abroad Office. Once we receive the final official transcript after their return, it can take up to 60 business days (usually three weeks or less) to evaluate the coursework on the student's record. They will get an email when this has been completed.

ARIESweb vs. ARIES

When submitting an ARIES User Account Request form requesting access to the ARIES/Banner system you must select between ARIESweb and ARIES access. Following is a description of the two which may help you determine what access is needed.

ARIESweb (Faculty/Staff Portal)

ARIESweb will provide information such as class lists, application information, advisee lists, degree audits, and much more. For more on ARIESweb services, read the ARIESweb topics on ARIES A-Z.

Course instructors will set overrides in ARIESweb. Other staff, see ARIES below.

Login to ARIESweb and follow the instructions to gain access. This is a paperless process that requires supervisor approval. Email questions to ariesweb@colostate.edu.

ARIES

ARIES is the Banner student information system, and is requested with a paper form.

Most campus staff will use ARIESweb for student academic information and will *not* need access to the ARIES application.

Campus users will need ARIES access only for the following:
→Updating departmental advising holds
→Updating overrides if you are not an assigned course instructor
→SCAIT (Instructor Assignment)
→TWARBUS (requires a separate request form)
Email questions to donna.lary@colostate.edu.

VEBO Updates

The Veterans Education Benefits Office has undergone a number of changes over the past year. This has included new staff, new legislation, and a significant influx of new benefit users. Currently, we serve a population of roughly 1,400 students and despite many VA processing delays and challenges, we have drastically increased our office's efficiency through improved business practices and a collaborative team approach. These efforts have resulted in CSU being recognized as a top five ranked university for veterans, a marked increase in customer satisfaction, and becoming an institution that sets the standard for the veteran education benefits community.