



# Registrar's Updates

January 2020 – Volume 9, Issue 1

### Upcoming Important Dates

Jan. 20	Last day to Cancel Registration (no assessed tuition and fees)
Jan. 21	Classes Begin \$50 Late Registration fee for adding first class or Continuous Registration
Jan. 24	Restricted Drop Deadline
Jan. 26	Last day for 0% assessment of tuition and general fees for University Withdrawal Add without Override Ends
Jan. 27	Add with Override Begins
Jan. 31	Graduation Contracts (Undergraduate) due
Feb. 5	Census Regular Drop Deadline
March 14-22	Spring Recess
March 23	Repeat/Delete Requests Due Course withdrawal period ends
March 24	Summer Registration Begins

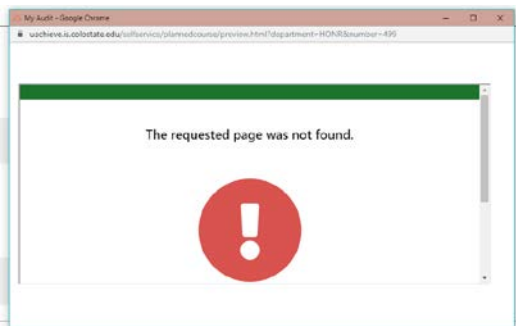


### REGISTRAR WINS FOR 2019

- 3,926 Degrees Conferred
- 66,800+ Exceptions Processed
- 17,395 Transcripts Ordered

### DEGREE PROGRESS AUDIT ERROR RESOLVED

For the past couple of months, the Degree Progress Audit has been showing the following error when clicking on the course links within the audit.



We are happy to announce that this has been fixed by the vendor!!! If you encounter any other errors with the audit, please let us know.

### Employee Study Privilege

Spring Semester 2020 is right around the corner, so if you're thinking about taking advantage of the Employee Study Privilege (ESP) Program, be sure to submit an application for your on-campus courses to the Office of the Registrar (CSU Online courses to CSU Online) by end of day Tuesday, January 21, 2020 . Before submitting your application, carefully review it to make sure it is complete, i.e. all required signatures are present and the applicable boxes and blanks in every section on pages 1 and 2 have been completed, so as not to delay your application.

Billing credit for the study privilege will be applied to your account within 3-4 weeks after the Spring 2020 census date (February 5, 2020). Because the study privilege will not be credited to your account until AFTER the February 10<sup>th</sup> payment due date, the payment deferral charge will be waived in February. Any remaining balance after the credit is applied to your account will be due March 2020. You can access the current ESP application form at <http://www.hrs.colostate.edu/benefits/form-employee-study-privilege-request.pdf> which also houses FAQ's about the program.



### FERPA Minute

**Can I reply to an email from a student who is using an email other than their CSU email?**

You can respond with general information to any email address. If you are including information about student records, you must require that they contact you via their CSU email address. The easiest way to see which email they have registered with the university is under "Email" on ARIESweb. If the student uses this address, you can discuss their record with them via email.

## STAFFING ANNOUNCEMENTS

The Office of the Registrar has been doing a lot of hiring, and we are proud to announce we are fully staffed!

- **Academic Services Manager** – *Laura Feger*. **Laura** has been working in the RO for two years. She started as a VEBO work study. Upon graduating from CSU, she moved into the Anschutz internship. Once that was over, she worked with the Joint Banner Project. She has finally settled in as the manager of the customer service team.
- **Office Support Specialist** – *Betsy Mortensen*. **Betsy** earned her BS from CSU in 2010 in Fish, Wildlife and Conservation Biology, and went on to Cambridge for a master's in environmental philosophy. She runs her nonprofit, Sustain Music & Nature, during the hours she's not at the RO, and she loves sewing and tackling 14'ers.
- **Degree Analysts** – *Krista Kirkpatrick & Blanca Soto*. **Krista** is a graduate of CSU with a BS in Psychology. They were previously a member of the Customer Service team, but they are excited to transition to the degree team. They enjoy playing tabletop RPGs and sewing in their free time. **Blanca** graduated from CSU in 2018 with a degree in Ethnic Studies and Apparel & Merchandising. Blanca is known for her Barista experience from Starbucks and enjoys long walks on the beach.
- **Customer Service Specialists** - *Clare Aeschbacher, Katie Lynch, Kiernan Angley*. **Clare** recently moved to Fort Collins after graduating from the University of Wisconsin – Madison in May. In their free time, they enjoy hiking, biking, and rock climbing. **Katie** graduated from CSU in Fall of 2016 with a degree in Business. In her free time, she enjoys being with her two cats and eating. **Kiernan** graduated CSU in 2012 with a degree in Business Administration and a minor in Theatre. He loves playing dress-up and pretend (despite his family's best efforts) and while he still has a lot to learn at the Office of the Registrar, he makes up for it with a surprising amount of information about elves.
- **Data Specialist** – *Lorna Hamill*. **Lorna** is a CSU alum and is happy to be back working for CSU again after working in the private sector for a few years. She's learning lots about student data and is eager to help as much as possible. She loves hanging out with her friends and family.

## MAJOR CHANGES

Major changes to reflect for the Spring 2020 semester need to be in our office by February 5, which is census. After February 5, the change it will be on the student's account for Summer and Fall 2020 only. Reminder that CSU requires department signature for adding and student signature for adding and dropping.



### Do you have an advisee who will be participating in the Fall 2020 Semester at Sea voyage?

Your student will be registering for their Fall 2020 voyage classes on May 12<sup>th</sup>! They will also be able to register for their Spring 2021 classes while on board. When you meet with your students, it may be worth discussing both voyage classes and their future term's schedule.

These students will also have Registration Access times that will look different from what you're used to. Don't be alarmed! They will return to their normal access times for Spring 2021 registration.

## FALL GRADE ENTRY!

THANK YOU SO MUCH to everyone who made fall grade entry run so smoothly. For Fall 2019, 177,443 grades were rolled to Academic History: only 94 grades were missing!!! AMAZING! Thank you again!

### Audit & Satisfactory/Unsatisfactory Grading

The Audit and Satisfactory/Unsatisfactory Grading forms have been updated *and* separated to minimize confusion. You can find the separated forms by following this link: <https://registrar.colostate.edu/academic-resources/audit-satisfactory-grading/>.

Customer Service Hours Monday - Friday

Academic Year: 9:00am-5:00pm

Summer: 9:00am-4:30pm

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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