

Important Dates	
Oct. 21	Repeat/Delete Request due
Oct. 21	Course withdrawal period ends (Last day to withdraw from individual courses with a W)
Oct. 28	Registration for Spring 2020 Begins – <a href="#">Spring 2020 Class Access Times</a>
Nov. 23 – Dec. 1	Fall Recess
Dec. 13	Classes End Last day to process a University Withdrawal (Withdraw from all courses)
Dec. 16 – 20	Final examinations week
Dec. 20 – 21	Commencement ceremonies
Dec. 23	Grades due @ 5pm
Dec. 24	Fall grades available on RAMweb

### FALL GRADE ENTRY DEADLINE

Due to the Winter break schedule, the deadline to enter grades for the Fall 2019 semester will be Monday, December 23<sup>rd</sup> at 5pm.

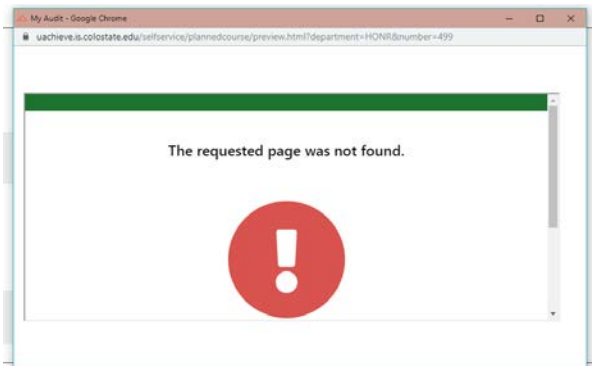


### SEMESTER AT SEA

Our fall Semester at Sea voyage embarked in early September! If you have any students on the World Odyssey, [follow their progress](#).

### DEGREE PROGRESS AUDIT ERROR

For the past couple of months, the Degree Progress Audit has been showing the following error when someone clicks on the course links that are provided within the audit.



Information systems is still working with the vendor. It turned out to be a rather complex coding issue, and we are hoping to get it fixed as soon as possible.

### REPEAT/DELETE REMINDER

Repeat/Delete requests are due on October 21<sup>st</sup>! Please remember, students request Repeat/Delete through their RAMweb by clicking on Menu > Registration > Repeat/Delete. Students can use Repeat/Delete for up to three courses (totaling no more than twelve credits). [The Registrar website has more information on Repeat/Delete](#)

### TUITION AND FEES

The university Tuition and Fee schedule is hosted on the Office of Financial Aid's website. Tuition and Fees for all students can be found here: <https://financialaid.colostate.edu/base-tuition/>. Information regarding charges for technology, special courses fees, and differential tuition is also published on the Financial Aid website and should be referenced for student inquiries. Questions regarding billing should also be directed to the Office of Financial Aid.



### WE'RE HIRING!

The Office of the Registrar is often hiring! Keep an eye out on CSU's job posting board if you are interested in joining our team! Many of our opportunities are also a great transition for students entering the workforce; please keep your recent graduates in mind and forward our postings to students who may want to continue their career with CSU.



### FERPA Minute

The Family Educational Rights and Privacy Act (FERPA) restricts access to student records. [Adjustments to CSU's interpretation of FERPA were approved, effective Fall 2019](#). Please note the adjustment to mailing address. It now falls under "Private Information," not "Public/Directory Information." Furthermore, FERPA now applies to incoming students as of **first day of class**, not when the enrollment deposit is submitted. We do all we can to protect student information. Even though information may be listed as directory, we are never obligated to provide information when requested. If you have any questions regarding FERPA, contact our office.

### OFFICE OF THE REGISTRAR TIPS AND TRICKS

- Graduation contracts, per university policy, need to be reviewed by the advisor by the 2<sup>nd</sup> Friday of the term.
- University Withdrawal is not appealable. If someone was registered for courses on the first day of class and drops them all, they have withdrawn from the university, and it will show on their record.
- If students need to know the specific drop/withdrawal dates for their courses, direct them to the “Registration Details” in their “Weekly Class Schedule.” It will provide the specific dates for their exact classes.
- Overrides are provided by instructor or department. The Office of the Registrar cannot provide students overrides into their courses. Please direct them to the instructor listed in the class schedule.
- Appeal forms are located on the Office of the Registrar’s website. For questions on which appeal should be used for a specific situation, please contact our office.
- Holds are removed by the entity that placed the hold, not the Office of the Registrar.
  - i.e., Even though the Sexual Assault Prevention hold blocks registration, the Health Network would have to remove it; the Office of the Registrar cannot.

**HOLDS**  
**Inactive eID**

Description	Stops
Sexual Assault Prev; 491-7121	Registration
Intent to Graduate; 491-4860	Registration Graduation

### CREDIT NOT ALLOWED

Students that have completed courses where credit for both courses (ex: CHEM107 and CHEM111 or PH 121 and PH141) is not allowed to count towards their degree program can have the most beneficial course apply to their degree. The degree audit is programed to pull in the best grade; if the student needs the other course apply to their audit, please contact your degree analyst and request the more applicable course be swapped in.



### THANK YOU, ILENE!

After nineteen years of service, Ilene Withers has retired from working as a Customer Service Specialist at the Office of the Registrar. Ilene’s innate ability to look at the “big picture” to assist students will be missed, and we are thankful she helped the rest of our Customer Service Team develop these skills. Ilene said she plans on spending retirement relaxing and writing the many novels she has wanted to start for quite some time.

**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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