



Registrar's Updates

January 2021 – Volume 10, Issue 1

Upcoming Important Dates

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|---------------|--|
| January 18 | Last Day to Cancel Registration (no assessed tuition & fees) |
| January 19 | Classes Begin \$50 Late Registration Fee for Adding First Class or Continuous Registration |
| January 22 | Restricted Drop Deadline |
| January 24 | Add without Override Deadline |
| January 25 | Add with Override Begins |
| January 29 | Graduation Contracts (Undergraduate) Due |
| January 31 | Last day for 0% assessment of tuition and general fees for University Withdrawal |
| February 3 | Census <ul style="list-style-type: none">Add/Drop DeadlineAudit Forms DueSatisfactory/Unsatisfactory Grading Forms Due |
| March 22 | Repeat/Delete Request Due |
| April 10 – 18 | Spring Recess After Spring Recess, classes will be moved to 100% remote learning. |

Semester at Sea Updates and Reminders

The Spring 2021 voyage of Semester at Sea has been canceled, but the [Fall 2021 voyage](#) offers an amazing global study abroad experience for students “exploring countries in Europe, Africa, and Asia”. Students who will be attending the Fall 2021 voyage will begin registering in the spring of 2021. If you have an advisee who will be participating, it may be worth discussing both Fall 2021 voyage classes and their Spring 2022 schedules since registration will open while they are on the ship. As a reminder, students who are participating in a Semester at Sea voyage will have a registration access time that will look different from what you are used to so they can register with their voyage cohort. Their access times will return to normal for Spring 2022 registration.



The Office of the Registrar and COVID-19

As you know, our campus community has been impacted by COVID-19 in many ways. The Office of the Registrar has been working tirelessly to support students, faculty, and staff throughout the COVID-19 pandemic. Here are some of the big ways we have done so:

- Rewrote FA20 and SP21 class schedules
- Developed S/U Grade request page
- Created S/U grade change processing tool
- Implemented Certified Electronic Diplomas
- Developed Student Symptom Tracker/Reporter
- Implemented Live Chat
- Improved versions of the Weekly Class Schedule
- Launched an online Seating Chart tool
- Accessibility improvements on RAMweb

We also published a [COVID webpage on our website](#). For university-wide information and updated academic policy changes, refer to [CSU's COVID page](#).

If you need to contact the Office of the Registrar, you can do so in the following ways:

- Phone: (970) 491-4860
- Live Chat: Available on the [Office of the Registrar website](#).
- Email: registrarsoffice@colostate.edu. Email volume is currently high; bear with us as there might be a delay in our response time.
- Zoom Consultations: Zoom consultations are available for students to schedule. Have them [email the office](#) directly to do so.

Dual Enrollment

CSU and Poudre School District (PSD) currently have a partnership where PSD high schoolers can take a Resident Instruction (RI) course at CSU. A student can apply to take any RI course! If the department approves the request and the student meets the necessary prerequisites, the student is added as a CSU student and registers for the approved class. For more information on the Dual Enrollment program, visit our [Dual Enrollment page](#), or [email Abby Hanouw](#).

Employee Study Privilege

The spring semester is right around the corner! If you are thinking about taking advantage of the Employee Study Privilege (ESP) Program, be sure to submit your ESP form for your on-campus courses to the Office of the Registrar by end of day Tuesday, January 19, 2021 (for CSU Online courses, submit a separate form to CSU Online). Before submitting your form, carefully review it to make sure it is complete. Ensure all required signatures are present and the applicable boxes and blank fields in every section on pages 1 and 2 have been completed, so as not to delay processing. To easily upload your ESP application, simply go to <https://registrar.colostate.edu/employee-study-privilege/>.

Billing credit for the study privilege will be applied to your account 3-4 weeks after Spring 2021 census (February 3, 2021). Because the study privilege may not be credited to your account until *after* the February 10th 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 10, 2021. You can access the current ESP form at <https://hr.colostate.edu/current-employees/benefits/other-benefit-programs/academic-privileges/>, which also houses FAQs about the program, or at <https://registrar.colostate.edu/employee-study-privilege/>. Note, employees registering at an undergraduate level who are classified as Colorado residents for tuition purposes must apply for and authorize the use of the Colorado Opportunity Fund (COF), except for undergraduate students registering for 600+ level courses. Those courses are not eligible for COF. Failure to authorize COF will result in an additional charge to your student account. For more information on COF, visit [the Office of Financial Aid's COF webpage](#).



Contact Tracing Seating Chart

To comply with public health regulations and increase the health and safety of our campus community, the Office of the Registrar (in close partnership with Facilities and ACNS) has created a seating chart system for all Spring 2021 classes with an in-person component. Instructors of an in-person class/lab/recitation will be able to view the socially distanced layout of the classroom they are teaching in within ARIESweb. They will be able to assign students to each seat via a drop-down menu in the system and update the charts as needed. Instructors can also assign specific Teaching Assistants to the courses (since they are not registered for the course).

If a student contracts COVID-19, the Contact Tracing Team will be able to use their side of this tool to determine close classroom contacts, allowing the campus community to be efficient in quarantining and testing. The Contact Tracing Team can also search by classroom and specific class.

Questions about the seating chart system can be directed to ariesweb@colostate.edu.

Login Count for 2020

| Application | # of Logins |
|-------------|-------------|
| RAMweb | 4,100,348 |
| RAMrecords | 79,563 |
| RAMmobile | 892,470 |
| FAMweb | 605,267 |
| ARIESweb | 252,481 |

Fall 2020 S/U Grading

For Fall 2020, students can still submit their S/U grading request through RAMweb. If they want to reverse back to the original grade, they can [email us](#) from their CSU email and include their CSUID, course info, specifying term, and that they want their original grade back.

Customer Service Hours Monday - Friday
Academic Year: 9:00am-5:00pm MT

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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