



Registrar's Updates

April 2021 – Volume 10, Issue 2

Upcoming Important Dates

April 5	Web Registration Begins Vet Med & Grad Student Registration
April 5-9	Ceremonial Walk on the Oval
April 6	Senior Registration Begins
April 10-18	Spring Recess After Spring Recess, classes will be moved to 100% remote learning
April 19	Junior Registration Begins
April 23	Sophomore Registration Begins
April 29	Freshman Registration Begins
May 7	Classes End <ul style="list-style-type: none">• Course Withdrawal Period Ends• Repeat/Delete Requests Due• Last day to process a University Withdrawal
May 10	New Student Registration Begins (Orientation Required)
May 10-14	Final Examinations Week
May 18	Spring Grades Due at 2:00 PM MT
May 19	Spring Grades Available on RAMweb

ACNS DUO Expansion to Microsoft Outlook

Anyone logging into the CSU network through the Pulse VPN from locations off campus have been required to use the DUO two-factor authentication process since 2018. Anyone who has a device registered with DUO will automatically receive email protection on June 1. Once you authenticate your account the first time, you will not be asked to do it again unless you log in from a different computer, use a different internet browser, or change your CSU password. The majority of the CSU community already using two-factor authentication have registered the DUO mobile app on their mobile phones. To ensure continued access to email, ACNS recommends registering an additional device, such as an office or home phone, a hardware token available from Ram Tech, or a trusted individual's phone number.

For more information and to register your device, visit [ACNS's DUO website](#).

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 updates on further policy adjustments due to the pandemic:

- S/U Grading will be available for the Spring and Summer 2021
- Course Withdrawal deadline has been extended to May 7th

Refer to our [COVID webpage on our website](#) for more Registrar specific information. 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 during this time, 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 short delay in our response time.

Graduation Contracts

The Degree and Transfer unit has five Degree Analysts (DA) who review graduation contracts for ALL undergraduate students. That means each analyst reviewed graduation contracts for about **720** students! It is important for advisors to carefully review each of their students, complete all contracts, leave detailed notes for DAs, and let your DA know if a student needs their graduation date extended. The deadline to review contracts is the 2nd Friday of the given term. This deadline ensures students are notified early enough in the term to make any adjustments needed to their schedule and ensure their graduation.

Employee Study Privilege

It is that time of year again! The summer term is right around the corner! If you are thinking about taking advantage of the Employee Study Privilege Program, be sure to submit your Employee Study Privilege form for your on-campus courses to the Office of the Registrar by the end of day on May 17, 2021. For CSU Online courses, you must 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 Employee Study Privilege form, simply go to <https://registrar.colostate.edu/employee-study-privilege/>. Please note, the Employee Study Privilege program benefit year commences Summer session and ends Spring semester. This means the number of credits you can take per year will refresh for Summer!

Billing credit for the study privilege will be applied to your account 3-4 weeks after the Summer 2021 census (June 23, 2021). Because the study privilege may not be credited to your account until *after* the July 10th payment due date, the payment deferral charge will be waived in July. Any remaining balance, after the credit is applied to your account, will be due August 10, 2021. You can access the current Employee Study Privilege 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](#).



FERPA Minute

Confidentiality

Students have two options if they are interested in limiting the release of their personal information. First, students can select what information is available in CSU's online directory. To do so, students will log into RAMweb, select Menu > Records > Manage Student Record > Directory Preferences. Students can elect to remove their mailing address and primary phone number from the search.

The second option is to request confidentiality of all directory information. If a student chooses to go this route, there are a few things to consider:

- The university will acknowledge that no record exists to outside requestors; if a future employer is interested in whether the student attended CSU, we must inform them that there is no record of the student's attendance.
- Students must communicate with university officials in person or via video chat with photo ID.
- Students will not be included in the commencement program, and they should not be in public lists posted by the department (graduation, Dean's List, etc.).
- Students with a confidentiality indicator are NOT anonymous in the classroom.

To utilize this option, students will fill out the Request For Confidentiality of Directory Information form and *must* turn it into our office in person (or on Zoom) with a photo ID. To remove the confidential hold, students will complete a new form in person at the Office of the Registrar. Students with a confidential hold on their account will have a flag at the top right of their ARIESweb page.

Confidential

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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