



Registrar's Updates

January 2022 – Volume 11, Issue 1

Upcoming Important Dates

January 13	Residence Halls Open
January 17	Last day to cancel registration (no assessed tuition & fees)
January 18	Classes begin
January 21	Restricted Drop Deadline
January 23	Add without Override Deadline
January 24	Add with Override Begins
January 28	Graduation Contracts (Undergraduate) due
February 2	Census University Add/Drop Deadline for most Classes Audit & Satisfactory/Unsatisfactory Grading Forms Due
March 8	Registration Ready Turned on for Summer 2022
March 11	Plan Ahead for Fall 2022 Begins
March 12-20	Spring Recess
March 21	Registration Ready Turned on for Fall 2022
March 22	Summer Registration Begins for all Students

Thank you, Instructors!

We would like to give a resounding THANK YOU to the instructors who entered Fall 2021 grades. We were able to roll 155,587 grades on time, which is 99.5% of the total grades for the university!

Semester at Sea, Spring 2022 & Fall 2022

CSU students attending the Spring 2022 voyage will be able to register for their Fall 2022 classes while on board, so wherever possible, we encourage you to discuss their future term's schedule. Just as a reminder, these students currently have Spring 2022 Registration Access times that look different from what you're used to. Don't be alarmed! They will return to their normal access times for Fall 2022 registration.

If you have advisees who are interested in attending the [Fall 2022 voyage, a European and Asian Adventure](#), registration for the voyage classes will begin in May 2022.

The Office of the Registrar and COVID-19

The Office of the Registrar is open for in-person service! We will continue to provide contact methods through the following ways to provide accessible service:

- Drop In Hours: Monday - Friday, 9 am to 5 pm MT
- Phone: (970) 491-4860
- Live Chat: Available on the [Office of the Registrar website](#) and for students [via RAMweb](#).
- Email: registrarsoffice@colostate.edu.
- Zoom Consultations: Zoom consultations are available for students to schedule. Have them [email the office](#) directly to do so.

Spring 2020, Fall 2020, Spring 2021, and Summer 2021 S/U grading options are still available. Students can still [email our office to request S/U grading](#) or a reversal of a previous request. This is only available for the terms listed above.

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](#).

Challenge Exam Updates

Due to the closure of the University Testing Center, the Office of the Registrar website will be hosting Challenge Exam related forms and will receive any completed applications or grade reports.

Information about Challenge Exams, and a copy of the student application form is available [on the Office of the Registrar website](#). Departmental grade report forms are available in ARIESweb in the Banner A-Z documentation repository under the letter "C" and the "Challenge Exam" topic.

Website Spotlight

The Office of the Registrar's website is full of helpful information. One page that can be helpful when evaluating courses or advising students is our [Historical Catalog page](#). This page holds searchable, PDF copies of our catalog dating back to 1993!

Employee Study Privilege

The spring semester is right around the corner! If you're 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 18, 2022. 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 for in-person courses, simply go to the [Registrar's ESP Webpage](#). Please note, the ESP benefit year commences every summer session and ends spring semester.

Billing credit for the study privilege will be applied to your account 3-4 weeks after Spring 2022 census (February 2, 2022). 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, 2022. You can access the current ESP form on [Human Resources' website](#) which also houses FAQs about the program or on the [Registrar's website](#). Employees registering at an undergraduate level who are classified as Colorado residents for tuition purposes must apply for and authorize the use of 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](#).



Changes are coming to the undergraduate major, minor, concentration, and certificate change process!

We are excited to offer campus an electronic solution for the undergraduate change of major/minor/concentration/certificate process. The **Academic Program Change** will be a tool which will replace the need for a paper/emailed form.

This tool is slated for release to campus **February 8, 2022**. Additional communications will be coming to share documentation location and additional information ahead of this release.

If you want to have a sneak peek at the tool that's coming, contact registrarsoffice@colostate.edu.

Goodbye, Donna Lary and Nancy Fujiwara!

The Office of the Registrar would like to congratulate Donna Lary and Nancy Fujiwara on their retirement! Thank you for your years of service in our systems unit and our classroom scheduling unit, respectively. Thank you on behalf of CSU students, faculty, and staff, for your years of hard work and dedication.



FERPA Minute

Since FERPA lists that access to student education records by faculty and staff should only be used when the school official has a legitimate educational interest, does that mean I shouldn't access any records for students in other departments?

The 'legitimate educational interest' exists if the school official needs to have access to the student records in order to do their job. While you may never need to access records outside of your department, there may be some instances where it is necessary to access a student record outside of your particular department.

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



Office of the Registrar
1000 Libbie Coy Way
Centennial Hall
1063 Campus Delivery
Fort Collins, CO 80523-1063

registrarsoffice@colostate.edu ✉

ariesweb@colostate.edu ✉

degreeoffice@colostate.edu ✉

diplomaoffice@colostate.edu ✉

gi_bill@colostate.edu ✉

international_evaluation@colostate.edu ✉

ramweb@colostate.edu ✉

ro_curriculum@colostate.edu ✉

roomscheduling@colostate.edu ✉

transferooffice@colostate.edu ✉