



Registrar's Updates

April 2022 – Volume 11, Issue 2

Upcoming Important Dates

April 4	Fall 2022 Web Registration begins Vet Med & Grad Student Registration
April 5	Senior Registration Begins
April 8	Junior Registration Begins
April 15	Course Withdrawal Deadline Repeat/Delete Deadline Sophomore Registration Begins
April 22	Freshman Registration Begins
May 2	New Student Registration Begins (Orientation Required)
May 6	Spring Classes End Last day to process a University Withdrawal
May 9-13	Final Examinations
May 13-15	Commencement Ceremonies
May 16	Summer Classes Begin
May 18	Spring 2022 Grades Available on RAMweb
June 22	Summer Census

New Course Withdrawal Deadline

CSU's Faculty Council approved new timing for the course withdrawal deadline. The new deadline is three-quarters of the way through a class. Previously, it was the mid-point of the semester. Data shows later course withdrawal dates are positively associated with student persistence and reduce the rate of failing grades. The course withdrawal deadline for full semester courses for Spring 2022 is April 15 and November 11 for Fall 2022 full semester courses.

Now that the deadline is at the end of the 12th week, the course withdrawal date will overlap with some students' Registration Access Times. Registration holds on the students' account could negatively impact students' ability to withdraw from a class. If a student needs to withdraw from a class before the deadline and has a registration hold, the student can contact the [Office of the Registrar](#) to be withdrawn from the class.

For more information on the new course withdrawal deadline and the reasoning behind the change, refer to page 18 of the [Faculty Council Minutes](#).

Contacting the Office of the Registrar

The Office of the Registrar is open for in-person service! We will continue to offer assistance through the following methods 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.

2022-2023 General Catalog Revisions

If you are a catalog editor for your department or unit, you should be receiving an email with links to your pages.

The deadline for ALL edits to be returned to the Catalog Editor for publication in the 2022-2023 General Catalog is April 15, 2022. In order to have your changes published in the catalog, we ask that you submit your changes as quickly as possible so the next editors on your page have ample time to submit their content updates.

Do you have an advisee who will be attending the Fall 2022 Semester at Sea voyage?

[Fall 2022 Semester at Sea](#) course registration will begin on **May 24th**. Students attending the Fall 2022 voyage will be able to register for their Spring 2023 classes while on board, so when you meet with your students, it may be worth discussing both voyage classes and their Spring 2023 schedule.

These students will also have Registration Access times that will look different from what you're used to seeing in ARIESweb. Don't be alarmed! They will return to their normal access times for Spring 2023 registration.

Employee Study Privilege

The summer 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 Monday, May 16, 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, go to the [Registrar's Employee Study Privilege webpage](#). 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 Summer 2022 census (June 22, 2022). Because the study privilege may not be credited to your account until *after* the July 11th 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, 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](#).

Repeat/Delete Changing to Repeat/Repair

In order to better illustrate the policy behind Repeat/Delete (R/D), the name is changing to Repeat/Repair (R/R). This highlights that the student's GPA is hopefully repaired while the original course and grade does not get removed from the student's record.

New Talent in the Office of the Registrar

We are excited to announce that we have recently onboarded three new members to our team. Enjoy a few cool facts about each of them to get to know them!

- **Emily Barclay – Academic Planning Software Analyst.** Emily enjoys sending physical greeting cards and bargain hunting at secondhand shops and thrift stores. She is also a podcast fanatic! Feel free to reach out to her via Teams to give or receive great podcast recommendations.
- **Melesa Gonzales – Customer Service Specialist.** Melesa enjoys sports, training and coaching, and decorating. In her free time, you can find her either cooking or doing all sorts of DIY projects. She has been coined a “cat with nine lives” because she's been resuscitated twice!
- **Taru Hansen – Junior Web Developer.** Taru graduated high school in a group of seven students, and his hometown has a population of 141. He's been to eight different countries, none of which were Canada or Mexico, and he has seen the Atlantic and Pacific oceans from both sides.

If you know of someone who would be a great RO employee, we are currently looking for a new [Degree Analyst](#)! The deadline for application is April 15.

Academic Program Change Tool Update

Since we launched the Academic Program Change tool in early February, we have successfully processed 812 academic program changes! Thank you to all advisors who are utilizing the tool to update majors, minors, concentrations, and certificates.

We have had 182 request expirations as students only have two weeks to approve the initial change initiated by the advisor. When you are starting off the Academic Program Change process, please encourage your students to log into RAMweb and approve as soon as they get the notification email so they do not miss the two week deadline.

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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