



Registrar's Updates

July 2022 – Volume 11, Issue 3

Upcoming Important Dates

July 31	Repeat/Repair Deadline for Summer 2022
August 5	Summer Classes End
August 9	Summer Grades Due
August 10	Summer Grades Available on RAMweb
August 18	Residence Halls Open
August 21	Last day to Cancel Registration (no assessed tuition & fees) without requiring a University Withdrawal (UW)
August 22	Fall Classes Begin \$50 Late Registration fee for Adding first class or Continuous Registration Employee Study Privilege form due
August 26	Restricted Drop Deadline
August 28	Add without Override Deadline
August 29	Add with Override Begins
September 2	Graduation Contracts (UG) Due
September 4	Last day for 0% assessment of tuition and general fees for UW
September 7	Census – Add/Drop Deadline for Most Classes Audit & Satisfactory/Unsatisfactory Grading Forms Due
September 11	Last day for 25% assessment of tuition and general fees for UW
September 18	Last day for 50% assessment of tuition and general fees for UW
September 19	100% assessment of tuition and general fees

Do you have an advisee who will be attending the Fall 2022 or Spring 2023 Semester at Sea voyage?

Students attending the [Fall 2022 voyage](#) will be able to register for their Spring 2023 classes while on board.

The [Spring 2023 voyage](#) offers an amazing global study abroad experience for students “exploring countries in Asia and Europe”. Students who will be attending the Spring 2023 voyage will begin registering this fall. If you have an advisee who will be participating, when you meet with them, it may be worth discussing both Spring 2023 voyage classes and their Summer/Fall 2023 schedules since registration will open while they are on the ship.

2022-2023 General Catalog

The 2022-2023 General Catalog will be published in August before the start of classes. Thank you to all catalog editors! Here are some helpful tips:

- The General Catalog is online only, and it is published once a year. It will include all new courses and programs approved during the previous academic year. It will not reflect interim updates that may take place during the period between publications.
- All updates to program requirements and existing courses must go through the University Curriculum Committee (UCC) approval process before the updates are published in the Catalog.
- For new courses approved for Spring 2023 after August 1, 2022, refer to the Spring 2023 class schedule. Experimental courses for the 2022-23 academic year can also be found in the [class schedule](#).
- The next Catalog review cycle will begin in Spring of 2023. If your department/unit needs to update your catalog editing roles, contact ro_catalogeditor@colostate.edu.

CourseLeaf CLSS

The Office of the Registrar is excited to announce a new software tool for course scheduling coming to CSU! CourseLeaf CLSS is joining the current lineup of CourseLeaf systems currently used by CSU (CAT, CIM). We are excited about this addition and feel it will bring us to new horizons in course scheduling. CLSS gives the power to centralize and easily manage the course schedule across departments while maximizing class placement to drive student success. CLSS visualization tools help break down the course schedule into manageable pieces. They will help departments easily see how courses are distributed throughout the hours of the day and days of the week, provide color-coded views to draw attention to potential conflicts and course distribution to create balanced schedules, and show multiple terms in different years side-by-side. CLSS will support data informed decisions by providing customized reporting to pull data about space utilization, peak scheduling times, and scheduling conflicts to see where there may be room for improvement.

Employee Study Privilege

The Fall 2022 [Employee Study Privilege](#) deadline is Monday, August 22, 2022. Submit your form for on-campus courses to the Office of the Registrar; for CSU Online courses, submit a separate form to CSU Online. Before submitting your form, carefully review it to make sure it is complete. 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 Fall census (September 7, 2022). Because the study privilege may not be credited to your account until *after* the September 11th payment due date, the payment deferral charge will be waived in September. Any remaining balance after the credit is applied to your account will be due October 10, 2022. 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](#).

Talent in the Office of the Registrar

We are excited to announce that we have filled three positions! Enjoy a few cool facts to get to know the people filling them!

- **Kiernan Angley – Student Information System Analyst.** Former customer service specialist, Kiernan is excited to move to a new unit in the RO. Outside of work, Kiernan is currently working on recording an audiobook, and is a director and member of an equestrian performance jousting troupe!
- **Katherine Sykes – Veterans Benefits Processing Manager.** Katherine enjoys designing and playing games, making old-fashioned soap, and learning languages. Kathie is very allergic to peanuts, and she usually has a sharable pot of coffee going. Passions include accessibility, neurodivergences, and tech.
- **Susan Horan – CourseLeaf Systems Analyst.** Susan is excited to step into this new role responsible for the management of CourseLeaf products and will be collaborating with campus partners to publish the General Catalog. Susan loves all things related to history and pop culture. In college, she was an intern with the JFK Assassination Records Collection at the National Archives.

VA Education Benefits 101

Although a relatively small part of the student population (compared to all students), our VA Education Benefits users have some unique challenges. Many new benefits-using students don't know that they must apply for their benefits on the VA's webpage – sometimes even if the VA sent them a letter saying they are eligible. Why? Because sometimes the letter was from a different office within the VA than the Education Benefits office. The VA is big.

Another delay for students receiving their VA funding happens when they wait for the month when school starts to submit their certification requests. VA doesn't tell us who wants to use their benefits in any given semester; it's up to the students to tell us. The sooner we have their request, the sooner it's processed and sent to the VA. Also, if students are taking classes that are beyond what their program of study requires, they will have to pay for some classes out of pocket. It's important that we have their request early, especially if they need to change their schedule.

Links to the certification request form and other important steps are located on the [Registrar's website](#).

Customer Service Hours Monday - Friday
Academic Year: 9:00am-5:00pm MT
Summer: 9:00am-4:30pm MT

Main Office Number: 491-4860

Degree and Transfer Evaluation: 491-4860

Veteran's Education Benefits: 491-6340

Curriculum, Catalog & Scheduling: 491-4860



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