



Registrar's Updates

January 2023 – Volume 12, Issue 1

Upcoming Important Dates

January 3	Summer Plan Ahead Begins & Class Schedule Available on RAMweb
January 12	Residence Halls Open
January 16	Last Day to Cancel Registration (no assessed tuition & fees) without requiring a University Withdrawal
January 17	Classes Begin
January 20	Restricted Drop Deadline
January 22	Add without Override Deadline
January 22	Last day for 0% assessment of tuition and general fees for University Withdrawal
January 23	Add with Override Begins
January 27	Graduation Contracts (UG) due
January 29	Last day for 25% assessment of tuition and fees for University Withdrawal
February 1	Census <ul style="list-style-type: none"> Add/Drop Deadline After this date a Late Registration Change Request form may be submitted requiring a \$50 Late Registration Fee Courses added after this date will not be COF eligible Audit & Satisfactory/Unsatisfactory grading forms due
February 5	Last day for 50% assessment of tuition and general fees for University Withdrawal
February 6	Start 100% assessment of tuition and general fees for University Withdrawal. Runs through the last day of classes.

What Happens if I Miss the Grade Deadline?

If a grade isn't entered by the deadline, the student will be provided a grade of NG (not graded). This will appear on their transcripts and result in the student needing to order updated transcripts when the grade is entered. The only way to update an NG grade is to submit a grade change in ARIESweb.

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!

- Lisa Potter – Academic Services Manager.** Lisa was born and raised in a very small Tennessee town. She moved to Western Kentucky where she lived for 20 years before moving to Northern Colorado. She has a BS in Psychology and over five years of professional experience supporting students in a university environment. She thrives in communities where collaboration is encouraged, acts of service are advocated, and inclusion is considered a fundamental right. She is grateful to be a member of a great university community and looks forward to supporting CSU's values, principles of community, and continued growth.
- Kristina Nordwall – School Certifying Official.** Kristina is a CSU graduate returning after 5 years of working at DU. She loves reading and hopes to finish writing a novel soon. She is allergic to anything with "nut" in the name but credits her allergies with giving her a love of cooking.
- Jennifer Buchfink – School Certifying Official.** Formerly the Special Programs Coordinator in the Registrar's Classroom Scheduling unit, Jenn is thrilled to move into the VEBO unit to help support students who receive Veteran's Educational Benefits. She enjoys singing in the car, Bollywood dance, paddleboarding, and traveling to new places with friends.

Curriculum Management (CIM) Proposal PDI Training

The Office of the Registrar is pleased to hold a Curriculum Management (CIM) Proposal training during the Professional Development Institute. The training, held January 9th at 11:00am in LSC 308/10, will cover best practices for submitting curriculum proposals accurately and efficiently. This training is designed for any faculty, advisors, and administrative staff involved or interested in the curriculum submission process at CSU.

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 17, 2023. 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 2023 census (February 1, 2023). 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, 2023. 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](#)



I to F Policy

A grade of Incomplete ("I") can be awarded to a student who demonstrates it is not possible to complete course requirements due to circumstances beyond the student's control. When instructors give an "I" grade, they will specify, in writing, what the student needs to complete to receive a grade for the class, and the student has a year to complete the course from the time the "I" grade is given. If the student completes the course in a year, the instructor can enter a new grade through ARIESweb using the "Grade Change" link under "Instructor Tools". If a new grade is not entered after a year, the grade will automatically update to a grade of F. If that happens before the instructor can enter the new grade, the instructor can still utilize the "Grade Change" link to update the student's grade to the grade they deserve. More information on I grades can be found in the [CSU Catalog](#).

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

Students attending the [Spring 2023 voyage](#) will be able to register for their Fall 2023 classes while on board. These students have Registration Access times for Spring 2023 that look different from what you are used to seeing in ARIESweb. Don't be alarmed! They will return to their normal access times for Fall 2023 registration.



FERPA Minute

CSUID & Email

Under FERPA, CSUID number is considered private information, and it can only be released with student permission. To avoid inadvertent release to a passerby, CSUID should never be included in an email's subject line. If someone sends you an email with their CSUID or another student's CSUID in the subject line, be sure to remove it when replying or forwarding.

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



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 ✉