REGISTRAR'S UPDATES

Upcoming Important Dates

April 3	Fall 2023 Registration Begins Vet Med & Graduate Student Registration
April 4	Senior Registration Begins
April 7	Junior Registration Begins
April 14	Spring 2023 Individual Course Withdrawal & Repeat/Repair Deadline; Sophomore Registration Begins
April 21	Freshman Registration Begins
May 1	New Student Registration Begins (Orientation Required)
May 5	Spring Courses End; Last Day to Process a University Withdrawal
May 8 - 12	Final Examinations
May 12 - 14	Commencement Ceremonies
May 15	Summer Classes Begin
May 16 - 2pm	Spring 2023 Grades Due
May 17	Spring 2023 Grades available on RAMweb
June 21	Summer Census

It's Electric!

We have been busy transitioning some of our forms to electronic versions to assist the user is submitting accurate and complete forms. We updated three forms and have launched a new one.

- Late Registration Change Request Form - We utilized the Dynamic Forms software to create an electronic request that will allow the department/instructor to initiate, complete their required section, and then route, via workflow, to the student. Once the student completes their portion of the form, it will be routed to the appropriate office (Registrar, Graduate School, or CSU Online). We are only supporting the electronic request.
- Audit Grading Form - Now found in ARIES A-Z and initiated by the instructor of the course the student is interested in auditing.
- S/U Grading Form - Now found in ARIES A-Z and initiated by the student's advisor.
- DARS Access Request Form - This new form is found under Advisor Tools and enables supervisors to formally request Degree Progress Audit access for their employees as necessary.

Talent in the Office of the Registrar

We are excited to announce we have filled one open position! Enjoy a few facts to get to know our new staff member:

- Torin Kaletsky (he/him) – Curriculum, Catalog and Academic Planning Specialist. Torin has been at CSU for five years. He has a B.S. in Natural Resource Conservation and an M.S. in Exercise Science. He had a long and wonderful career in campus recreation managing the fitness program and is excited to be on the RO team. He is passionate about equity and loves working with others who share the same values.

FERPA Minute

Our FERPA bookmarks have received a revamp! If your department did not receive updated bookmarks or you did and need more, email or stop by the Office of the Registrar and we'll be happy to provide as many as you need.

RO Notifications

The Office of the Registrar regularly provides notifications and updates on grade submission deadlines, necessary concentrations, this newsletter and more. If you are not getting these notifications and would like to, email the Office of the Registrar and we will be happy to ensure you are added to our communication channels.

Reverse Transfer

In partnership with CDHE, the Office of the Registrar has begun our yearly reverse transfer process. Reverse Transfer provides eligible students the opportunity to have their CSU coursework sent to the Colorado community college from which they transferred. The community college will then determine whether the student has the requirements for an associate's degree. Students are eligible to opt into having their records reviewed if they meet the following criteria:

- Completed 15 credit hours at a community college in Colorado
- Completed a total of 70 credit hours or more, including community college and four-year coursework
- Transferred to CSU since Summer 2012
- Have no request that data be withheld at either university
- Have not earned an associate's or bachelor's degree

We began reaching out to students mid-March and will conclude our email outreach schedule at the end of April. If a student you know is interested and received our email, have them use the "opt in" link to have their information sent to the community college they previously attended to initiate the process.

Shoutouts!

The Veterans Education Benefits unit would like to send a special shoutout to Heather Bean, Royce Lahman, and Lois Frederick-McIntosh for their help in meeting our goal of making sure our students had their certifications and tuition & fees bills submitted to the VA before the VA's older system came down on 2/24/23. Katherine Sykes, the Veterans Benefits Processing Manager, would also like to celebrate the fantastic work of Kristina Nordwall, Jennifer Buchfink, Jerry Becker, and Hannah Knox and thank you all for the additional hours worked to make sure our service to our students would not be disrupted during the VA's still-ongoing transition.

Pronouns and Gender Identity

Students now have the option to share their pronouns and gender identity in RAMweb! The availability for students to provide this optional data point is in keeping with Colorado State University's Principles of Community, and will give CSU better data as we work to support our students and community.

Efforts are ongoing to make the pronouns shared in RAMweb available in ARIESweb and department reports. Gender identity will be treated with a higher level of privacy, reducing the availability to only business processes where it's required. Additional information about how students can share this information if they wish is available on the Office of the Registrar website.

Updates to the Academic Program Change Tool

We made a few updates to the Academic Program Change Tool to improve the user experience.

- Advisors can now submit up to 50 students for the same major, minor, concentration, or certificate at the same time by using the "Multiple Academic Program Change Request" link under Advisor Tools in ARIESweb.
- An "Academic Program Change Advisor Dashboard" can now be accessed from the Multiple Academic Program Change Request or pending individual student requests.
- Students will see a notification in RAMweb when there is a pending Academic Program Change for them to review and will receive a reminder email 7 days before the request expires.
- Advisors can now add concentrations to incoming students, who have an existing major, through the Academic Program Change Tool.

If you have any questions about updates to the tool, feel free to reach out, and we'll be happy to help you!