REGISTRAR'S UPDATES

Upcoming Important Dates

January 9	Summer Plan Ahead Begins
January 15	Last Day to Cancel Registration (no assessed tuition and fees) without requiring a Semester Withdrawal
January 16	Classes Begin
January 19	Restricted Drop Deadline
January 21	Add without Override Deadline
January 21	Last day for 0% assessment of tuition and general fees for Semester Withdrawal
January 22	Add with Override Begins
January 26	Graduation Contracts (UG) due
January 28	Last day for 25% assessment of tuition and general fees for Semester Withdrawal
January 31	Census • Add/Drop Deadline • After this date, an electronic 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 4	Last day for 50% assessment of tuition and general fees for Semester Withdrawal
February 5	Start 100% assessment of tuition and general fees for Semester Withdrawal
March 9 - March 17	Spring Recess

NEW CourseLeaf Section Scheduler

CourseLeaf Section Scheduler (CLSS) is going live in January for the Fall 2024 class schedule build. We are thrilled to announce that CLSS, our new academic scheduling software, will join CAT and CIM in our CourseLeaf suite of systems. Training for department schedulers begins on January 10th. Department schedulers must attend training in January to access CLSS.

CLSS has many novel features, including the ability to visualize schedules at a glance, drawing attention to course conflicts, course distribution, and creating balanced schedules. CLSS will streamline efforts, save time, and pass more autonomy to departments and department schedulers. A special shout-out to the implementation team and DoIT for all their time and effort on this project! Keep your ears open for more updates during this exciting time!

I do declare!

Getting to know the Undergraduate Academic Program Change Tool

Join the Office of the Registrar Systems Support Team in an overview of the Academic Program Change tool used to declare Undergraduate majors, minors, concentrations, and certificates. Learn more about the steps to submit an Academic Program Change for the students you advise, see what the approval process looks like on RAMweb, and explore the current reports available for tracking.

WEDNESDAY, JANUARY 10, 2024

10:00 AM - 10:50 AM

Register to attend virtually on Teams or In Person in Natural Resources Building Room 142

Do you have an advisee who will be attending the Spring 2024 Semester at Sea voyage?

Students attending the Spring 2024 voyage will be able to register for their Fall 2024 classes while on board. These students have Registration Access times for Spring 2024 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 2024 registration.

Legacy CeDiplomas

Legacy CeDiplomas are now available for purchase for students who graduated prior to Fall of 2019. All students who graduated Fall 2019 or later are automatically provided one free of charge. The CeDiploma is a digital credential that can be validated through the University's website to provide absolute confidence in the credential's authenticity.

Students may reach out to diplomaoffice@colostate.edu with any questions.

Department Mailings

A friendly reminder that when interacting with students on campus, please use their preferred names reflected in ARIESweb and in class lists. To ensure student privacy when sending paper mailings, we advise to not include first name. Often students avoid updating addresses and these mailings can be received to a home address that may not be aware of the student's current name in use on campus. To avoid causing concern for the student you can address to the "Last Name family", to "Mx. Last Name", or you can choose to avoid including a name altogether.

Honoring student privacy can have a huge impact on their personal lives and overall experience at CSU.

Employee Study Privilege

Spring Semester 2024 is right around the corner... so if you're thinking about taking advantage of the Employee Study Privilege (ESP) Program, be sure to submit your ESP form for on-campus courses to the Office of the Registrar (for CSU Online courses, submit a separate form to CSU Online) by end of day Tuesday, January 16, 2024. Before submitting your form, carefully review it to make sure it is complete, i.e., all required signatures are present, and the applicable boxes and blank fields in every section on pages 1 and 2 (especially residency information) have been completed, so as not to delay processing. To easily upload your ESP application, simply go to https://registrar.colostate.edu/employee-study-privilege/. Please note, Employee Study Privilege Program benefit year commences every Summer session and ending Spring semester.

Billing credit for the study privilege will be applied to your account within 3-4 weeks after the Spring 2024 census date (January 31, 2024). 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, 2024. You can access the current ESP form on the HR website or the RO ESP Page which also houses FAQs about the program. Please also note, employees registering at an undergraduate level, who are classified as Colorado residents for tuition purposes, must apply for and authorize the use of COF, with the exception of undergraduate students registering for 600+ level courses which are not eligible for COF. Failure to authorize COF will result in an additional charge to your student account. For more information, please visit https://financialaid.colostate.edu/cof/.

Reminder – Updated Academic Standing Language

Moving forward, you will see the latest version of academic standing language in ARIESweb:

- Academic Watch (PA) (formerly known as P1/Probation 1)
- Academic Dismissal Warning (PB) (formerly known as P2/Probation 2)

Our academic standing language related to students in good standing, or those who were dismissed remains the same.

AUCC 1C Appeals and DD 214s

Please have students redact their SSNs from their DD214 before submitting the document to their advisor and the Office of the Registrar. **Email is not a secure form of communication unless it is encrypted.**