



REGISTRAR'S UPDATES

Upcoming Important Dates

January 6	Summer Plan Ahead Begins
January 20	Last Day to Cancel Registration (no assessed tuition and fees) without requiring a Semester Withdrawal
January 21	Classes Begin
January 24	Restricted Drop Deadline
January 26	Add without Override Deadline
January 26	Last day for 0% assessment of tuition and general fees for Semester Withdrawal
January 27	Add with Override Begins
January 31	Graduation Contracts (UG) due
February 2	Last day for 25% assessment of tuition and general fees for Semester Withdrawal
February 5	<p>Census</p> <ul style="list-style-type: none"> • 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 9	Last day for 50% assessment of tuition and general fees for Semester Withdrawal
February 10	Start 100% assessment of tuition and general fees for Semester Withdrawal
March 15 - March 23	Spring Recess

Lifelong Learner Oracle Update



In order for a Lifelong Learner to access the online portion of a course, the instructor/ department sponsors the learner so they can get a NetID.

A new job code has been added in Oracle so Lifelong Learners will not be required to complete annual cybersecurity training through the Department of IT. When setting up a Lifelong Learner in the system, the department HR staff should use the job classification "000015.Life-Long Learner" in Oracle.

After that has been created, the Lifelong Learner can visit the [NetID website](#) to activate their NetID. The instructor will then need to add them to Canvas manually so that the student can then access their course materials.

Do you have an advisee who will be attending the Spring 2025 Semester at Sea voyage?



Students attending the [Spring 2025 voyage](#) will be able to register for their Fall 2025 classes while on board. These students have Registration Access times for Spring 2025 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 2025 registration.

NEW Interactive "Not Registered Yet" Dashboard Now Available in ARIESweb

We are excited to announce a new interactive Power BI dashboard, now available in ARIESweb, that enhances the existing "Not Registered" reports. This updated tool provides users with the ability to "slice" the data, allowing for customized views of student populations relevant to your needs.

Key Features of the Dashboard

- **Interactive Data Slicers:** Narrow down data by categories such as College, Department, Program, Race, Ethnicity, Recommended for Support, First-Generation status, and more.
- **Broader Student Population:** The dashboard includes additional sub-populations, such as CSU Online, Graduate and Professional, and post/second-bachelor students, providing a more comprehensive view than previous report versions.
- **Enhanced Student Details:** The results section now displays more information about each student, offering deeper insights for planning and outreach.

Important Note on Data Sensitivity

Please remember that much of the information in this dashboard is protected under FERPA. Access and share data only with individuals who have a legitimate educational interest.

Accessing the Dashboard

You can find the new dashboard, titled **Not Registered Yet**, by logging into ARIESweb and navigating to the **Department-Specific Data** section. For important information regarding the dashboard's features, refer to the help document accessible via the tooltip next to the dashboard link.

Supporting Student Success

We hope this enhanced tool helps you in encouraging students to register for the upcoming semester.

If you have any questions or suggestions for improvements, please don't hesitate to contact us at registraroffice@colostate.edu.

Thank you for your dedication to student success!

Employee Study Privilege

Spring Semester 2025 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 your 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 21, 2025. 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 years commence every Summer session and end Spring semester.

Billing credit for the study privilege will be applied to your account within 3-4 weeks after the Spring 2025 census date (February 5, 2025). 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, 2025. You can access the current ESP form at <https://hr.colostate.edu/current-employees/benefits/other-benefit-programs/academic-privileges/>, which also houses FAQs about the program or at <https://registrar.colostate.edu/employee-study-privilege/>. 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 that 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/>.

Please note, book charges and special course fees are not covered by the ESP benefit and that the employee must pay for those items out of pocket.

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



Main Office Number: 970-491-4860
• Records and Registration
• Degree and Transfer Evaluation
• Curriculum, Catalog & Scheduling

Veteran's Education Benefits: 970-491-6340

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