



Graduate School & Office of the Registrar Joint Training

Fall 2024
September 17, 10:00 - 11:30 AM

Agenda

- Webpages, Resources, and Guides
- Service Indicators
- Quick Enroll
 - Add/Drop/Swap
- Forms
 - Online SAF
 - SWAP
 - SAF-COR
 - Leave of Absence
 - Intercampus Enrollment
- Program/Plan Changes



Rebecca Jones (Becky)

Assistant Registrar for Client Services

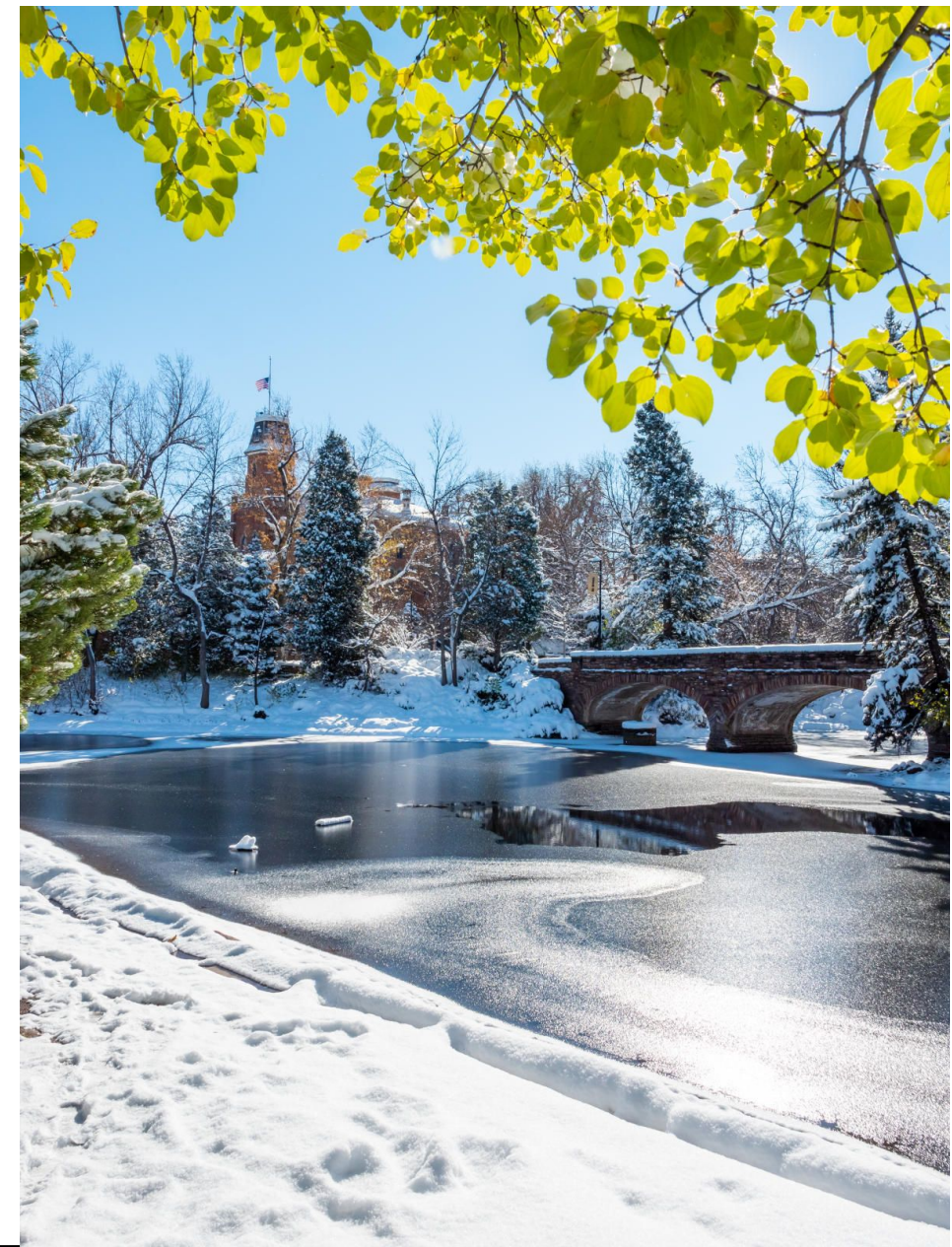
Client Services Overview



- Ashley Hildebrandt - Call Center Manager
- Drew Hemmert - Front Desk Manager
- Alejandra Quiroz Beltran - Transcript Lead
- Mostafa Wardak - Withdrawal Coordinator

Webpages

- colorado.edu/registrar
- Calendars ([students](#)/[faculty](#))
- [Grading page/Calendar PDFs](#)
- [Training and Support](#)



Processing Guides in Sharepoint

- [Enrollment Guides](#)
- **Purpose:** Support timely and consistent sharing of procedures.
- **Page includes:** processing guide for Quick Enroll, several “how-to” PDFs to assist you with supporting student enrollment
- Email feedback to registrar@colorado.edu.

Referral Guide

- **Purpose:** Support campus constituents by referring to the correct office **the first time.**
- [Referral Guide](#)
 - Find topic in Column A then referral/office information along that row.
- [Buff Info](#)

Campus Solutions Overview: Set Preferences

- Campus Solutions, **Navigator**
 > **Set Up SACR** > **User Defaults**
- Tab1
 - Academic Institution = CUBLD
 - Option to add Career/Program/Plan
- Tab4
 - Check Carry ID

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Communication Speed Keys

User ID HILD000250 Hildebrandt,Ashley

☒ Carry ID

Output Destination

Transcript Type

Flexible Transcript Type



Advisement Report Type

SEVIS Default

School Code

Program Number

Printer Name [Explain](#)

 Save  Notify

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Communication Speed Keys

Registration Changes in System

- Adding
- Dropping
- Swapping
- Editing Waitlist
- Editing Hours

Add: Check Student Eligibility

- Check that student is **active**.
- **Completed** or **Discontinued** students **are not eligible**

CUBLD - CU Boulder	Program	ARSCG	College Arts & Sciences GRAD
GRAD - Graduate	Student Career Nbr	1	
ARSCG - College Arts & Sciences GRAD		Completed Program	as of 06/07/2024
ARSCG - College Arts & Sciences GRAD	Admit Term	2241	Spring 2024
	Expected Graduation	2241	Spring 2024
	Approved Load	Full-Time	
	Load Determination	Base On Units	
	Level Determination	Default	
	Plan	PHIL-MA	Philosophy
	Requirement Term	2241	Spring 2024

Add: Check Student Eligibility

- Check for fire code
- Email academicscheduling@colorado.edu for fire code policies.

Class Roster

Spring 2023 CU Boulder | Boulder 16-Wk Session/Full Sem | CU Boulder | Undergraduate



PHYS 1110 - 100 (19363)

General Physics 1 (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructor Email Addresses	Dates
MoWeFr 9:05AM- 9:55AM	DUAN G1B30	342	Daniel Bolton	daniel.bolton@colorado.edu	01/17/2023 - 05/04/2023



Accessibility Requirements

*Enrollment Status

Enrolled





Enrollment Capacity 280

Enrolled 186

Dropped 15

Waitlisted 3

Enrolled Students

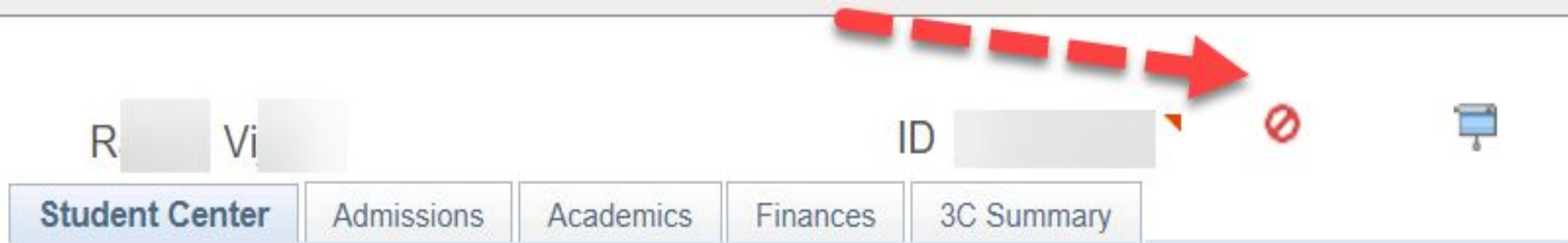
Personalize | Find |  

First  1-186 of 186  Last

Service Indicators

- Review the hold for details:
 - In Student Services Center, click on the prohibition sign.

Student Services Ctr (AdminVw)



R Vi ID

Student Center Admissions Academics Finances 3C Summary

Service Indicators

- Pay attention to the start date, and click on code for details.

Display Effect Institution Refresh

[+ Add Service Indicator](#)

Service Indicator Summary									
Personalize Find View All									
First 1-3 of 3 Last									
Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
A01	Missing Credentials for Enroll	Missing High School Transcript	CUBLD	0000	Begin Term			09/15/2024	
B02	You must pay past due balance	Past Due \$1500 or more	CUBLD	0000	Begin Term			09/11/2024	
R2L	Required - Online Orientation	Required - Online Orientation	CUBLD	2247	2024 Fall			07/18/2024	


Service Indicators

- Read description for details and contact information.

*Institution CU Boulder



*Service Indicator Code You must pay past due balance

*Reason Past Due \$1500 or more

 Description

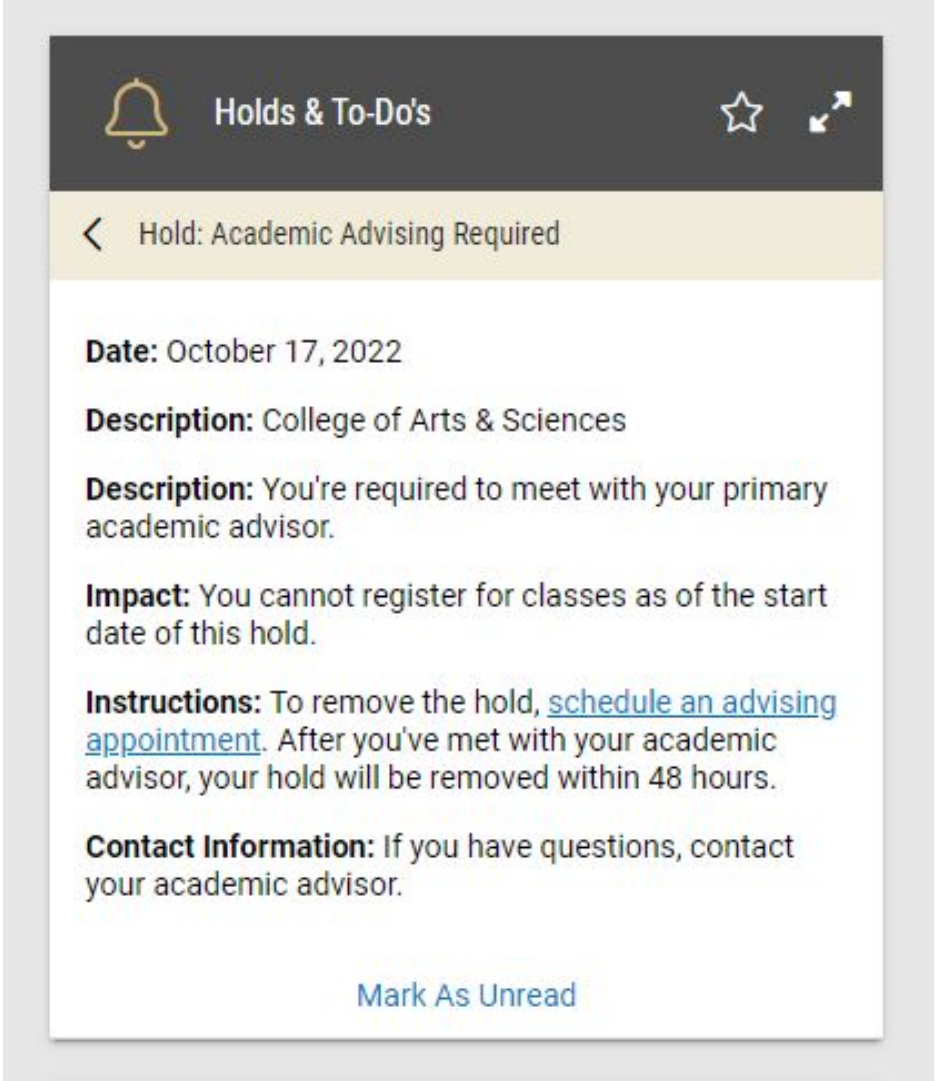
Service Indicators

- Scroll down to review impacts.
- Remember to view all to see ALL impacts.

Services Impacted		Personalize Find View All  				First	1-3 of 3	Last
Impact	Description	Basis - Date	Basis - Term	Te	Category			
1 AENR	Allow drop only, no add actvty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
2 DIPL	Prevent Diploma Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
3 TRAN	Prevent Transcript Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Service Indicators

- Students can also see this information and should refer to their Buff Portal.
- Please have students follow the instructions on the hold.



The screenshot displays a mobile application interface for a student's 'Holds & To-Do's'. At the top, there is a dark header with a bell icon, the text 'Holds & To-Do's', a star icon, and a share icon. Below this is a yellow bar with a back arrow and the text 'Hold: Academic Advising Required'. The main content area is white and contains the following information: 'Date: October 17, 2022', 'Description: College of Arts & Sciences', 'Description: You're required to meet with your primary academic advisor.', 'Impact: You cannot register for classes as of the start date of this hold.', 'Instructions: To remove the hold, [schedule an advising appointment](#). After you've met with your academic advisor, your hold will be removed within 48 hours.', and 'Contact Information: If you have questions, contact your academic advisor.' At the bottom right of the white area is a blue link that says 'Mark As Unread'.

Quick Enroll - Add

- Quick Enroll Action = Enroll

Quick Enrollment

Request ID 0000000000

ID

Career UGRD

Institution CUBLD

Term 2024 Fall

Submit

Class Enrollment										Units and Grade		Other Class Info		General Overrides		Class Overrides			
		*Action			Class Nbr				Section				Related 1		Related 2				
				Enroll			20949		 APPM 2360		110		Pending						

Quick Enroll - Add

- Add a recitation or laboratory

Quick Enrollment




Request ID 0000000000

ID





Career UGRD

Institution CUBLD

Term 2024 Fall



Submit

Class Enrollment								
Units and Grade			Other Class Info		General Overrides		Class Overrides	
*Action			Class Nbr			Section		Related 1
		Enroll	20928		APPM 2350	140	Pending	20940 

Quick Enroll - Add

- Add General overrides
- Contact bursar@colorado.edu to request a temporary lift for enrollment.
- Time Conflict, Career, Requisites

Quick Enrollment

Request ID 0000000000 ID

Career UGRD Institution CUBLD Term 2024 Fall

Class Enrollment		Units and Grade	Other Class In	General Overrides		Class Overrides			Career	Service Indicator	Requisites
		Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation				
<input type="button" value="+"/>	<input type="button" value="-"/>	APPM 2350	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Quick Enroll - Add

- Add CLass Overrides
- Closed Class, Class Permission, Waitlist Okay

Quick Enrollment

Request ID 0000000000

Career UGRD Institution CUBLD Term 2024 Fall

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides				
			Closed Class	Class Links	Class Units	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
<input type="button" value="+"/>	<input type="button" value="-"/>	MCDB 1152	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos

Quick Enroll Errors

- **Requisites not met for Class, not enrolled** = requisites
- **Time Scheduling Conflict for class X and Y, not enrolled** = (if approved) time conflict override
- **Already Enrolled in Class, Add not processed** = submit Special Action Form
- **Unit Limit Exceeded for Appointment Period** = submit Change of Record Form w/ college signature
- **Department Consent Required** = class permission override OR [add permissions](#)

Manage Waitlists

- Quick Enroll Action = Change Waitlist Position

Quick Enrollment

Request ID 0000000000

ID

⛔

★

🖨

Career UGRD

Institution CUBLD

Term 2024 Fall

Submit

Class Enrollment										Units and Grade		Other Class Info		General Overrides		Class Overrides		🔍	
		*Action			Class Nbr				Section				Related 1		Related 2				
+ -		Change Wait List Position ▾			19278		🔍 AREN 1316		001		Pending								

Manage Waitlists

- Other Class Info Tab = WL Pos

Quick Enrollment


Request ID 0000000000 ID

Career UGRD Institution CUBLD Term 2024 Fall

Class Enrollment							Units and Grade		Other Class Info		General Overrides		Class Overrides		<input type="button" value="Menu"/>	
				Permission		Ind Study Instructor		Action Reason		WL Pos						
<input data-bbox="122 1015 173 1053" type="button" value="+"/>	<input data-bbox="239 1015 290 1053" type="button" value="-"/>	AREN 1316						<input data-bbox="1773 1015 1997 1065" type="text"/>		<input data-bbox="2237 1015 2379 1065" type="text" value="1"/>						

Quick Enroll - Add/Drop if Enrolled

- Quick Enroll Action = Enroll + “Waitlist Okay” override
- Use Drop if Enrolled when waitlisting a student. Enter the enrolled class the student wants dropped if they’re enrolled from the waitlist.



	RD Grade	Permission	Drop if Enroll	Ind Study Instructor	Action Reason	
	PHYS 7840		<input type="text"/>		<input type="text"/>	PHYS 7840

Swap

- Quick Enroll Action = Swap Courses
- Utilize before drop without a W grade deadline. SAFs after.

Quick Enrollment

Request ID 0000000000

ID

Career UGRD

Institution CUBLD

Term 2024 Fall

Submit

Class Enrollment									
Units and Grade		Other Class Info		General Overrides		Class Overrides			
	*Action	Class Nbr	Change To		Section		Related 1	Related 2	
<div>+ -</div>	Swap Courses	20953	20954	APPM 2360	151	Pending	40867		

Change Variable Credit Hours

- Quick Enroll Action = Normal Maintenance

Quick Enrollment

Request ID 0000000000 ID

Career GRAD Institution CUBLD Term 2024 Fall

Quick Enrollment									
Class Enrollment		Units and Grade		Other Class Info		General Overrides		Class Overrides	
		*Action		Class Nbr		Section		Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	Normal Maintenance <input type="button" value="v"/>		33041	<input type="button" value="m"/> PHYS 7840	901	Pending		

Change Variable Credit Hours

- Units and Grade Tab = Unit Taken

Quick Enrollment

Request ID 0000000000

ID

Career GRAD

Institution CUBLD

Term 2024 Fall



Submit

Quick Enrollment										
Class Enrollment		Units and Grade		Other Class Info		General Overrides		Class Overrides		
			Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
+	-	PHYS 7840	3.00	1.00	LTR				No	

Change to Pass/Fail

- Quick Enroll Action = Normal Maintenance
- P/F may not apply. Check with Grad School policies.

Quick Enrollment

Request ID 0000000000 ID

Career GRAD Institution CUBLD Term 2024 Fall

Quick Enrollment								
Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides			
		*Action	Class Nbr		Section		Related 1	Related 2
<input type="button" value="+"/>	<input type="button" value="-"/>	Normal Maintenance <input type="button" value="v"/>	33041	<input type="button" value="m"/> PHYS 7840	901	Pending		

Pass/Fail

- Units and Grade Tab = Grade Base

Quick Enrollment

Request ID 0000000000 ID

Career GRAD Institution CUBLD Term 2024 Fall


Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides					
		Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade	
<input type="button" value="+"/>	<input type="button" value="-"/>	PHYS 7840	3.00	1.00	PF4 <input type="button" value="🔍"/>	<input type="text"/>	<input type="button" value="🔍"/>	No		

Go to [View Enrollment Access](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#) [Calculate Tuition](#) [Study List](#)




Drop

- Quick Enroll Action = Drop
- Only use before drop without a W grade deadline
- Use overrides as needed

Quick Enrollment

Request ID 0000000000 ID   

Career UGRD Institution CUBLD Term 2024 Fall Submit

Class Enrollment									
		Units and Grade	Other Class Info	General Overrides		Class Overrides			
		*Action	Class Nbr			Section		Related 1	Related 2
		Drop 	31351		EBIO 1230	035	Pending		

Class Permissions

- If possible, assign Class Permissions so students can register via Buff Portal.

<https://www.colorado.edu/registrar/faculty-staff/enrollment/processing/permission>

Changes Students Can Make

- [Registration Webpage](#) for steps
- Drop if Enrolled
- Section changes (by add deadline)
- Swaps
- Grading basis (10-week deadline)
- Variable units (same as drop deadline)
- Dropping (10-week deadline)

Quick Enroll - Post Drop Deadline

- Swap - ONLY RO
- Drop - use class permissions
- ADD - until class roster created
- CORs and final grades
- Pass/fail - through 10th week
 - COR college



Online SAF

- Online SAF form is used for current semesters and for requests that departments cannot process:
 - Swap a class after drop with no penalty deadline
 - Re-add a student who has a W grade
 - Change a class's credit hours
 - Override the same course or unit load limits
 - Drop without penalty with college approval

<https://www.colorado.edu/registrar/faculty-staff/enrollment/forms/online-saf>



Deadlines

- [Enrollment Access & Administrative Deadlines Webpage](#)
 - If completing an action after the deadline, submit a **special action form (SAF) or change of record form (COR)**
- If completing [Enrollment Processing](#), refer to “Dept Processing Manual”.
 - **ALWAYS** contact students when you make changes to enrollment
- Late Registration Fee
- CORs with grade required after grade rosters are completed

FERPA



- Check for security passphrase



Cori Fagan

*Assistant Director of Student Services,
Graduate School*

Graduate School Overview



- **Student Services Team**
 - Ginny McNellis, Assistant Dean
 - Cori Fagan, Assistant Director
 - Alexa Holland-Plum, Student Services Professional

<https://www.colorado.edu/graduateschool/>

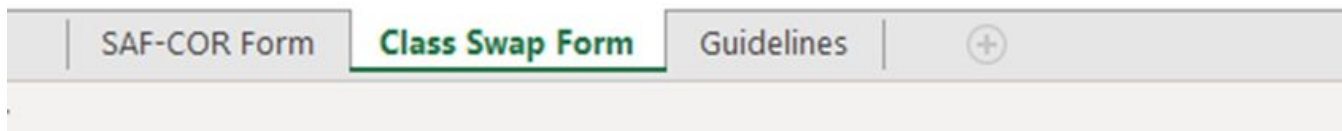
SAF-COR & SWAP

- Forms are not student-facing
- [Administrative Forms Information and Links](#)
- Changes after posted deadlines require a student petition to explain circumstances
- Changes after posted deadlines require internal approval by instructor/advisor as appropriate
- Email form, petition, and documentation to graduate.school@colorado.edu



SAF-COR & SWAP Spreadsheet

- SWAP and SAF-COR tabs found on spreadsheet
- Use the SAF-COR (past and current semesters) and SWAP (current semesters only, limited to specific actions) to request necessary changes to the student record for past semesters and changes that require college/school approval (Graduate School)



SAF-COR Spreadsheet



Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Class Swaps: College or School Approval

While the Office of the Registrar's front desk and in-person services are temporarily unavailable in accordance with campus guidelines due to COVID-19, we will accept special action/change of record requests submitted through this spreadsheet. Once the campus has resumed normal operations, please visit our office in person for the appropriate form.

Instructions

- Use this spreadsheet to submit a swap, drop forward, drop back or section change.
- Notify ISSS (iss@colorado.edu) of any request that will change an international student's enrollment status.
- Departments/Instructors:** Enter accurate information in every field in each row. Once complete, enter your name and date on the "Department approver" line, then email this spreadsheet to your college or school for approval.
- College/School:** Once approved, enter your name and the date on the "College/school approver" line, then email this spreadsheet to registrar@colorado.edu.

Department approver: _____

Date submitted: _____

College/school approver: _____

Date submitted: _____

					Drop				Add										
Student ID	Last Name	First Name	College or School	Term Code (see guidelines tab)	Course Subject (Drop)	Course No. (Drop)	Course Section No. (Drop)	Lab/Rec. No. (Drop)	Course Subject (Add)	Course No. (Add)	Course Section No. (Add)	Lab/Rec. No. (Add)	Credit Hours	Override 1	Override 2	Override 3	Grading Option	Campus	Notes
234567891	Template	Shirley	ARSC	2227	ENGL	1010	100		ENGL	1010	200		3	Wait List Okay	Time Conflict	Unit Load	Pass/Fail	Continuing Ed.	

SAF-COR

- Approval lines

Instructions

- Use this spreadsheet to submit a swap, drop forward, drop back or section change.
- Notify ISSS (iss@colorado.edu) of any request that will change an international student's enrollment status.
- **Departments/Instructors:** Enter accurate information in every field in each row. Once complete, enter your name and date on the "Department approver" line, then email this spreadsheet to your college or school for approval.
- **College/School:** Once approved, enter your name and the date on the "College/school approver" line, then email this spreadsheet to registrar@colorado.edu.

Department approver: Department Approver Name Here

Date submitted: 9/2/2024

College/school approver: Graduate School Approval

Date submitted: 9/5/2024

SAF-COR

- Student Information

Student ID	Last Name	First Name	College or School
234567891	Template	Shirley	CMCI

SAF-COR

- Term and Action Dropdown lists

Term Code (see guidelines tab)	Action	Subject
2227	Credit Hour Change	ENGL
	Add	
	Retroactive Add w/Grade	
	Drop	
	Retroactive Drop w/W Grade	
	Credit Hour Changes	
	Change Grade Mode	
	Change Grade	
	Drop w/No Record (Expunge)	

SAF-COR

- Course Information

Subject	Course No.	Section No.	Lab/Rec. No.	Credit Hours
ENGL	1010	001	100	3

SAF-COR

- Additional Information

Override 1	Override 2	Override 3	Grading Option	Campus	Old Grade	New Grade	Notes
Wait List Okay	Time Conflict		Pass/Fail	Continuing Ed.			change from 3 to 5 dissertation hours
Closed Class							
Wait List Okay							
Unit Load							
Time Conflict							
Requisites							
Appointment							

Class SWAP Form

- SWAP is used for courses with systematic relationships:
 - Swap between two sections of the same course
 - Swap between double-listed or cross-listed courses (e.g. HIST 4XXX/5XXX, HIST 5500/CLAS 5500)
 - Drop from higher level to a lower level or vice versa (e.g. MATH 2010 to MATH 1010)
- If no relation between courses exist, use SAF-COR tab with a 'drop w/no record' and an 'add'



SWAP Form

- Form Information

Drop				Add										
Course Subject (Drop)	Course No. (Drop)	Course Section No. (Drop)	Lab/Rec. No. (Drop)	Course Subject (Add)	Course No. (Add)	Course Section No. (Add)	Lab/Rec. No. (Add)	Credit Hours	Override 1	Override 2	Override 3	Grading Option	Campus	Notes
ENGL	1010	100		ENGL	1010	200		3	Wait List Okay	Time Conflict	Unit Load	Pass/Fail	Continuing Ed.	

Considerations for Graduate Students



- Full Time Status Requirement
 - International students
 - Students on appointment
 - Certain types of aid, or deferring loans (half-time status *typically* required)
- Students on Appointment
 - Dropping with a W after the drop deadline will result in tuition charge
- Pass/Fail and No-Credit
 - Neither can be used toward a degree
 - N/C courses are not covered by an appointment

Leave of Absence (LOA)

- Graduate students must receive a grade every fall and spring semester (W and I grades count) or apply for LOA to return without reapplying to their program
 - Registration is not required for summer semester
- Post-comp doctoral students and students with GPA below 3.0 are not automatically eligible for LOA; please reach out to gradinfo@colorado.edu to discuss an exception if you have a student needing leave
- <https://www.colorado.edu/registrar/students/withdraw/leave-of-absence>



LOA (continued)

- Incoming students are not eligible for LOA; work with Admissions on a deferral
- BAM students moving to graduate status are not eligible for LOA; work with Graduate School to update start term
- Graduate students must be withdrawn/not registered for the semester
- Deadline: LOA forms may be submitted up to the last day of classes for a term
- Students may retain CU Gold Health Insurance Plan (SHIP) and graduate housing for *ONE* semester only while on LOA
- For an extension to a LOA, encourage student to submit a new form

LOA Form

About You

Student ID*	First Name*	Last Name*
<div></div>	Cori	FAGAN
Email*	Phone*	
cori.fagan@colorado.edu	<div></div>	
Address Line 1*		
<div></div>		
Address Line 2		
<div></div>		
City*	State*	Zip Code*
<div></div>	<div></div>	<div></div>
Career	Major	Plan Code
GRAD	<div></div>	<div></div>

LOA Form

Leave of Absence Information

Term leaving

☐ Spring 2024 *

☐ Summer 2024 *

☐ Fall 2024 *

Term returning

☐ Fall * ☐ Spring * ☐ Summer *

Year *

Comments

☐ I would like to retain my CU Gold Student Health Insurance Plan (SHIP) through Wardenburg while I am on leave.

Supporting Documentation

Attach a letter of petition if required for requesting a leave of absence. This is not typically required, but may be necessary for post-comprehensive doctoral students, students with a cumulative GPA below 3.0, or to request other exceptions. (A petition is not necessary if "parental leave" or "field research" is selected on the form). Contact the [Graduate School](#) with any questions.

Petition (0)

Attach Leave of Absense Petition

Attach Petition

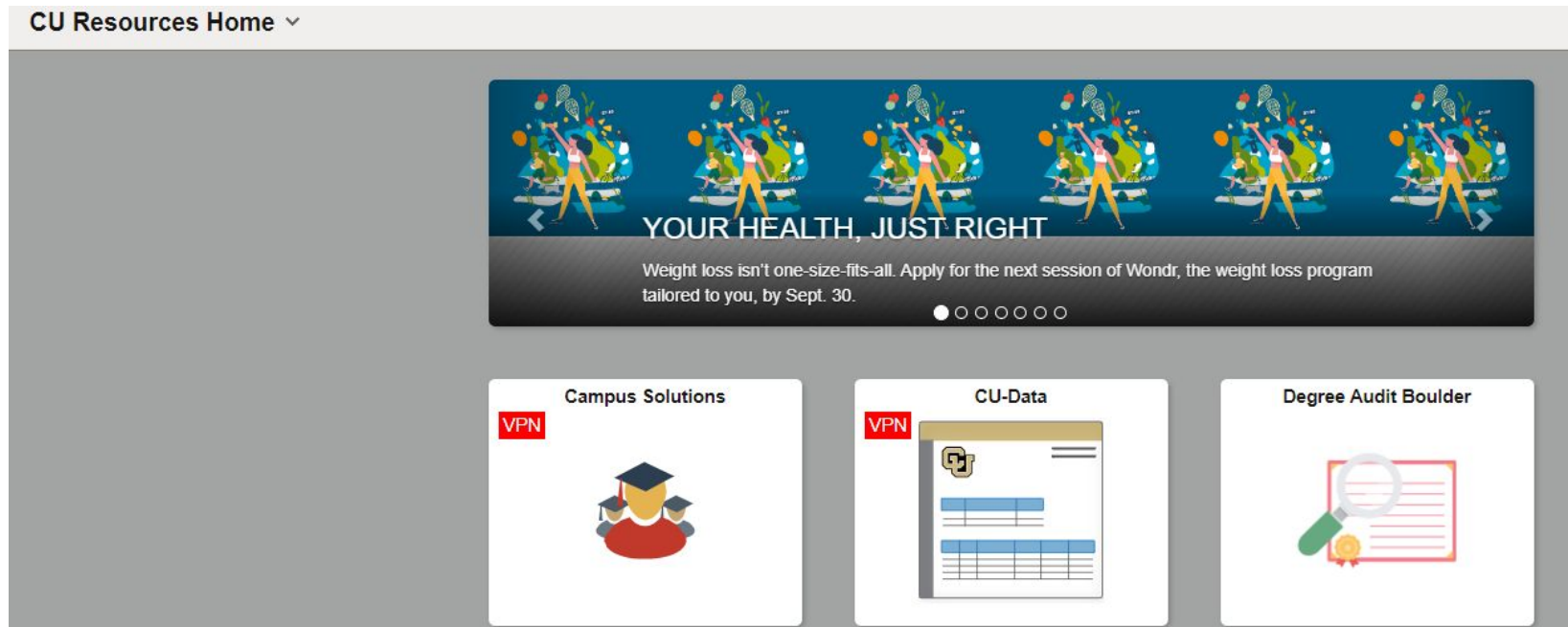
LOA Form

Reason(s)

- ☐ COVID-19 related
- ☐ Academic difficulty or grade concerns *
- ☐ Academic interests changed
- ☐ Concerns with academic or instructional quality
- ☐ CU Boulder is not a good fit 4
- ☐ Disability concern 1
- ☐ Do not feel welcome at CU Boulder 4
- ☐ Do not like living in Boulder 4
- ☐ Experienced assault at CU Boulder 2
- ☐ Experienced discrimination or harassment at CU Boulder 2
- ☐ Family concerns
- ☐ Family is moving
- ☐ Feeling homesick
- ☐ Field research
- ☐ Financial reasons or concerns
- ☐ Internship
- ☐ Major I want is not offered
- ☐ Medical concerns 1
- ☐ Military reasons
- ☐ Parental leave
- ☐ Problem living in residence halls 3
- ☐ Psychological concerns 1, 4
- ☐ Social concerns 4
- ☐ Stress or emotional concerns 1, 4
- ☐ Taking a break or deciding what I want to do
- ☐ Transferring to another college or university
- ☐ Traveling or recreation
- ☐ Volunteering or mission trip
- ☐ Other

LOA Workflow and Program Review

- Log into OnBase



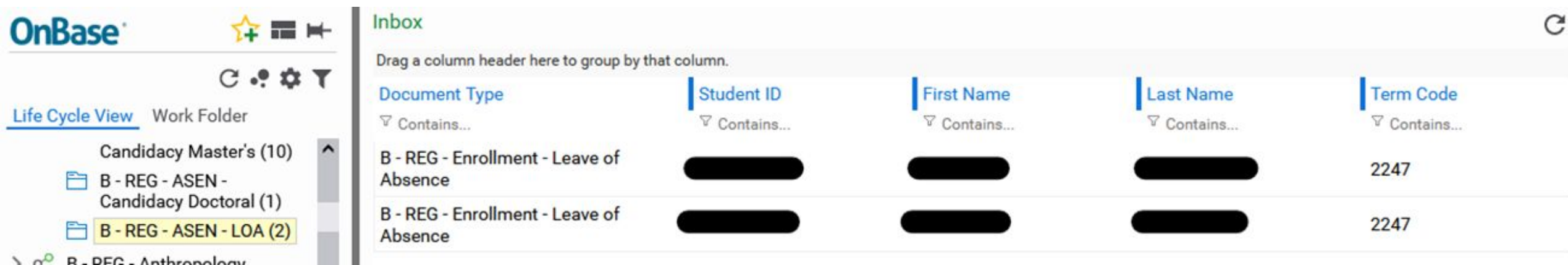
LOA Workflow and Program Review

- Navigate to your documents

The image shows a software interface for document management. On the left, a sidebar titled 'Document Retrieval' contains a search bar labeled 'Document Types' with the placeholder text 'Type to filter'. Below the search bar is a dropdown menu currently showing 'B - ADM - Applications'. The main area on the right is also titled 'Document Retrieval' and contains a list of options: 'Document Retrieval' (highlighted in blue), 'Custom Queries', 'New Form', 'Import Document', 'Batch Indexing', and 'Documents Checked Out'. Below these options are sections for 'Workflow' with 'Open Workflow' (highlighted in yellow) and 'WorkView' with 'Open WorkView'. On the far right, a list of documents is displayed, including 'Candidacy Master's (10)', 'B - REG - ASEN - Candidacy Doctoral (1)', 'B - REG - ASEN - LOA (2)' (highlighted in yellow), and 'B - REG - Anthropology'.

LOA Workflow and Program Review

- Find your students



The screenshot shows the OnBase software interface. On the left is a sidebar with a folder tree under 'Life Cycle View' and 'Work Folder'. The main area is titled 'Inbox' and contains a table of student records. The table has five columns: 'Document Type', 'Student ID', 'First Name', 'Last Name', and 'Term Code'. Each column has a dropdown arrow and the text 'Contains...'. The table contains two rows of data, both for 'B - REG - Enrollment - Leave of Absence' documents from term '2247'. The student names are redacted with black bars.

Document Type	Student ID	First Name	Last Name	Term Code
B - REG - Enrollment - Leave of Absence				2247
B - REG - Enrollment - Leave of Absence				2247

LOA Workflow and Program Review

- Comments to Students

Submit

Department

Major

Approval Status

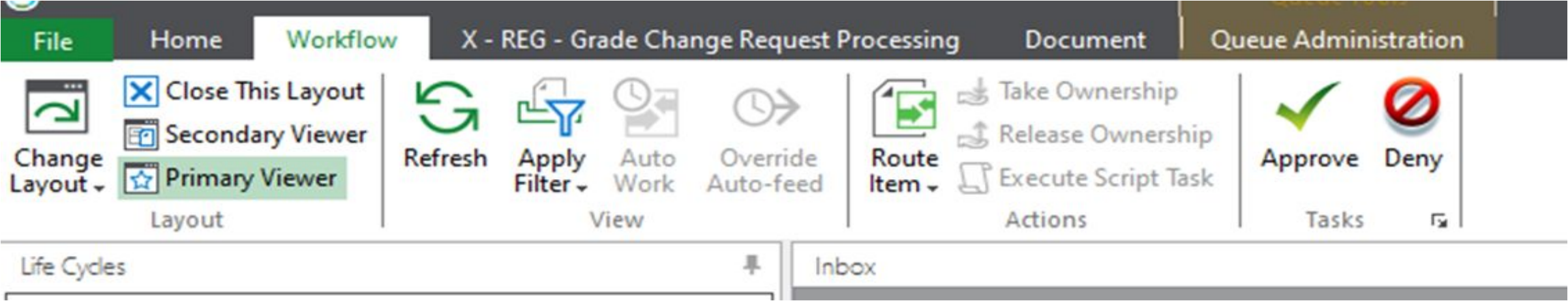
APPROVED

Approver

Comments (This comment will be sent to the student)

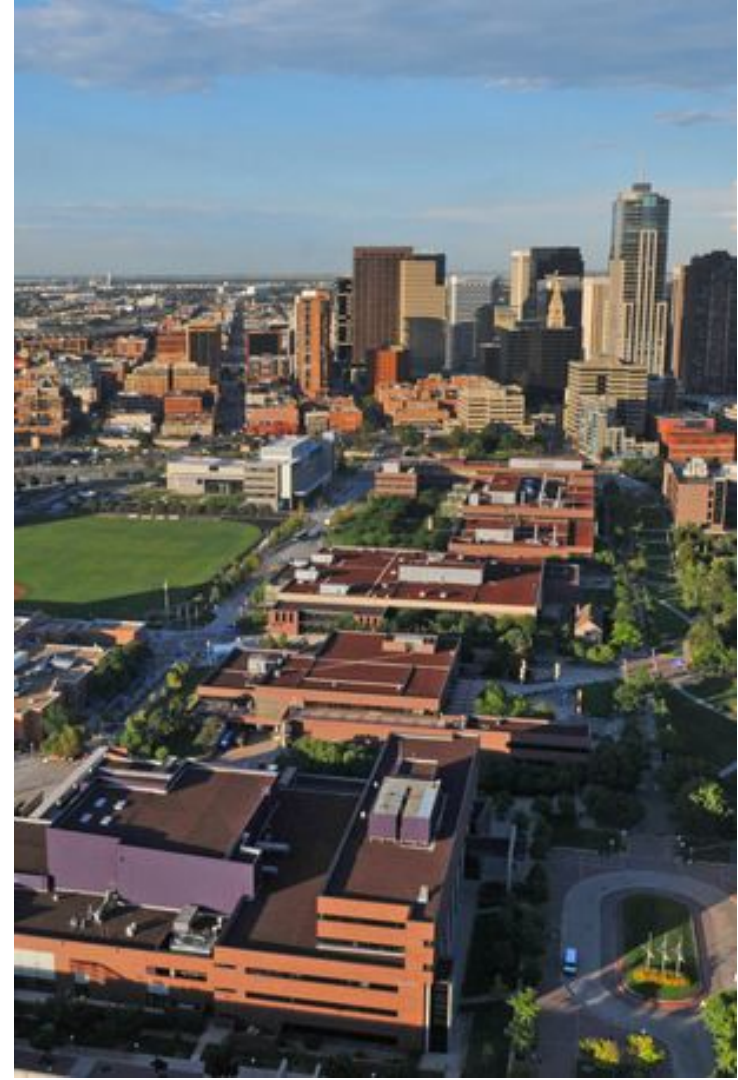
LOA Workflow and Program Review

Approve or Deny



Intercampus Enrollment

- Allows students to take a course on another CU campus
 - Submit after 4/1 for fall, 10/1 for spring, and 3/1 for summer
 - Must be submitted before the add/drop deadline for the host campus
 - May be used on a space available basis
- Tuition is assessed at the home campus tuition rate; tuition waivers apply
- Does not count towards Transfer of Credit limit



https://www.colorado.edu/registrar/students/registration/registration-programs#intercampus_enrollment-707

Intercampus Enrollment



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Intercampus Enrollment Form and Policy

The intercampus enrollment program allows degree-seeking students to take classes at other University of Colorado campuses.

Personal Information

First name

Last name

Phone

Email

Student ID number

Home campus

Course Information

Campus offering the class

Applicable term & year

Course subject

Course number

Section

Number of Units

Course subject

Course number

Section

Number of Units

Home campus dean's signature

Date

Policies and Restrictions

Intercampus Enrollment

- Home Campus Enrollment Exceptions

Students in the Following Graduate Programs Are Exempt from the Home Campus Enrollment Requirement

Program	Campus
Applied Mathematics, PhD	Boulder, Denver
Architecture & Planning, PhD	Boulder, Denver
Civil Engineering, PhD	Boulder, Denver
Computer Science, MS & PhD	Boulder, Denver
Education Administration	Denver
Electrical Engineering	Boulder, Colorado Springs, Denver
Geography, MA	Boulder, Colorado Springs
Master of Engineering	Boulder, Colorado Springs, Denver
Mechanical Engineering	Boulder, Denver
Psychology	Boulder, Colorado Springs
Public Affairs	Colorado Springs, Denver

Intercampus Enrollment

- This form only requires Grad School approval. Students should email graduate.school@colorado.edu.

Student Signature

I have read and understand the policies stated above.

Student's signature _____

Date

Return the completed form, with all required signatures, to your home campus registrar's office

Graduate School Contacts



First point of contact

gradinfo@colorado.edu

Registration forms/staff
questions

graduate.school@colorado.edu



Rebecca Jones (Becky)

Assistant Registrar for Client Services

Plan Changes (for GRAD Admin)

- [Graduate Program Change Form](#) & [Webpage](#)
- Seek ISSS approval!
- Email form/questions to iut@colorado.edu
- Deadlines (excludes Master's along the way):
 - Fall/Spring - Census
 - Summer - B session drop deadline

Plan Changes (for GRAD Admin)

- Adding master's or PhD within department
 - Or adding select interdisciplinary programs
- Removing master's or PhD within department
- Changes from traditional to professional degrees
- Requirement term changes
- Adding/removing subplans

Plan Changes (for GRAD Admin)

- Students changing GRAD program should apply to new program through Admissions
 - Use GRAD program change form to remove former GRAD program

RO Contact

Our main emails!

- Registrar@colorado.edu
- tuitclass@colorado.edu
- reg-specialprograms@colorado.edu

Phone:

303-492-6970





Questions?



Thank you!

colorado.edu/graduateschool
colorado.edu/registrar