IMPORTANT WEBSITES
eID: www.eid.colostate.edu
RAMweb: www.ramweb.colostate.edu
CSU OnlinePlus: www.online.colostate.edu
RamCT Logon: www.ramct.colostate.edu
RamCT Help: www.help.ramct.colostate.edu
Registrar’s Office: www.registrar.colostate.edu
Student Financial Services: www.sfs.colostate.edu
FESA Website: www.soe.cahs.colostate.edu/CE/FESA

CSU ID NUMBER
Your CSU ID number is a unique identifier assigned to each Colorado State student. Your CSU ID is a nine-digit number beginning with 8. The University does not use SSNs to identify students. If you do not know your CSU ID, contact the Registrar’s Office at (970) 491-7148.

EID (ELECTRONIC IDENTITY)
Your electronic identity (eID) will be used for the duration of your enrollment at Colorado State. Your eID (eName and ePassword) is required for access to RAMweb and RamCT. It provides security to your records, so do not share it with others. You should establish your eID before registering for any courses.

1) eID website: www.eid.colostate.edu
2) Click “Register for your eID”
3) Enter your CSU ID, last name and date of birth
4) Enter your desired eName, ePassword and email address.

STUDENT ACCOUNT HOLDS
Academic and administrative offices can place HOLDS on your registration which prevent registering or changing your registration schedule. HOLDS are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial HOLD, which will prevent adds, drops and withdrawals for a registered student. Each HOLD and the office phone number (including office locations) are listed on RAMweb. You must clear each HOLD with the office involved. Clear your HOLDS before you attempt to register.

If you attempt to register with a HOLD on your account, Enrollment Services staff will not process your registration. You will be contacted by Enrollment Services and notified of the steps needed to clear the HOLD.

If a HOLD is placed on your registration after you have registered, your registration will not be automatically canceled. However, you will not have registration access to adjust your schedule or to register for subsequent terms until the HOLDS are cleared. HOLDS do not extend other deadlines. HOLDs must be cleared prior to deadlines or adds and drops will not be authorized. HOLDs also prevent dropping or withdrawing from a class.

ADDRESS CHANGES
It is important to maintain a current mailing address with the University. Registration information, bills and other important information are sent to this address (an optional billing address is available to send bills to another address). To change your mailing or billing address, access RAMweb. The University also requires that each enrolled student provide an e-mail address. Students may use either the e-mail service of their choice or the free e-mail service the University provides. If you have any questions, please contact the Records and Registration Office in Room 100, Administration Annex or call (970) 491-7148.
STUDENTS’ EDUCATIONAL RECORDS
Students have certain rights concerning their “education records” under the Family Education Rights and Privacy Act, as amended, 20 U.S. 1232g et.seq. (FERPA).

These include:
1) The right to inspect and review the student’s educational records within 45 days of the date the University receives a request for access. Students should submit to the Registrar’s Office Enrollment Services, or in the case of graduate studies, to the Graduate School, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All enrolled and former students may have access to their educational records maintained within the University. Those individuals and agencies having access to a student’s records include “school officials,” defined below, with legitimate educational interests; parents claiming a student as a dependent on their federal income tax; scholarship and other financial aid organizations supporting the student; organizations conducting studies for, or on the behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or to improve instruction; organizations carrying out accrediting functions of programs offered by the University; appropriate person(s) in an emergency; and any party designated by judicial order or subpoena, provided that, except for subpoenas and order issued for law enforcement purposes, the University first notifies the student of the order or subpoena. Any other individual or organization must have a student’s written consent to view or have access to the educational record. A student may receive one copy of each item of information contained in the educational record at a cost of $.25 per page.
2) The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3) The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except that FERPA authorizes disclosure without consent. An exception exists for public release of “directory information” unless the student has placed a written request that such information be withheld in the Registrar’s Office by the end of the second week of classes. Colorado State defines “directory information” as a student’s name, current mailing and e-mail address, telephone
listing, major field of study, class, dates of attendance, anticipated date/term of graduation and expected award(s), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographic or video images and honors and degrees awarded.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

PERSONALLY IDENTIFIABLE (PRIVATE) INFORMATION

Personally identifiable or private information includes age, date and place of birth. It also includes grades, GPA, personal ID number, Social Security Number, class schedule, residency and class rank. None of these items may be released without the student’s permission.

DIRECTORY (PUBLIC) INFORMATION

Current address and phone, major, class level, dates of attendance, anticipated graduation date and expected award, degrees awarded and honors awarded are all considered directory (public) information. This information may be released on request unless the student has signed a FERPA Release Form restricting all or some of it.

A student is required to sign this form to withhold public information. It is available at the Registrar’s Office, Room 100 Administration Annex, (970) 491-7148. If a student later wants this information released when requested, he/she will need to go to the Registrar’s Office to sign a release.