

ADDITIONAL REGISTRATION INFORMATION

ADDING COURSES

The deadline to add a course using the Web registration system is Feb 3. After this date courses must be added in person at the Admissions and Records Office with approval signatures from the professor and dean.

CONCURRENT REGISTRATION

A student may enroll for not more than 2 courses or 6 semester hours in the fall and spring (whichever is greater) or 3 hours in the summer at another CU campus with the approval of the academic dean. Tuition and fees will be assessed at the student's *home campus* rate. Students must be enrolled at the *home campus* and classified as degree students. Concurrent registrations will only be approved for courses that are required for graduation and are not available at the *home campus*.

Concurrent Registration forms are available in the Admissions and Records Office. Concurrent registration deadlines are the same as regular registration deadlines.

Students who register at more than one campus of the University must apply, be admitted and pay tuition and fees to each campus for the number of credits carried at each campus.

CREDIT CHANGES

To change credit for variable credit courses you are registered in, complete a *Credit Change* form at the Admissions and Records Office. Deadlines and rules for changing are the same as for DROP/ADD. Exceptions are noted below.

PLEASE NOTE: After Feb 3, courses in the College of Letters, Arts, and Sciences, the Graduate School of Public Affairs and the College of Business require dean's approval for credit change.

If you are receiving Financial Aid or Veterans' benefits, you must obtain applicable approval signatures.

DROPPING A COURSE

The deadline to drop a course is Feb 3. Before Feb 3, you must use the web registration system. After this date, changes must be initiated at the Admissions and Records Office with approval signatures from the professor, the Financial Aid Office (if you have scholarships, grants, loans or work-study), and the Veterans' Affairs Office (if you have scholarships, grants, loans or work-study).

Note: Special academic & financial deadlines apply to short courses (those fewer than 8 weeks in the summer, 16 weeks in the fall and spring). Check with Admissions and Records or see page 117 for details.

After Feb 3 and through Apr 2, instructor approval to drop a course will be based on the instructor's course drop policy at the date of the drop. If the instructor judges that the situation does not meet the course drop policy, the drop will not be approved.

After Apr 2, no drops are allowed without special permission of the dean of the college or school offering the course.

-IMPORTANT-

NO REFUND for courses dropped after Feb 3, if you have at least one course remaining in your schedule. If you are dropping ALL of your courses, the University considers you to be WITHDRAWING. See WITHDRAWING in this section for more information.

NO-CREDIT ENROLLMENT

Students wishing to enroll for no credit must pay regular tuition. To register for no credit, the student should complete a *Credit Change* form at Admissions and Records. Deadlines and rules for changing are the same as for DROP/ADD. Exceptions follow.

PLEASE NOTE: Business and graduate level courses in the School of Public Affairs, Nursing and Health Sciences courses will not be approved for *no credit*. Letters, Arts and Sciences courses require dean's approval for changes to occur after Feb 3.

PASS/FAIL ENROLLMENT

Pass/Fail regulations vary according to the school or college offering the course and the student's college. Please check with your advising office for the limits that may exist for taking courses in a given term and/or the maximum which may count toward graduation.

To enroll Pass/Fail, register in the course following normal registration procedures. Once you are enrolled, complete a *Pass/Fail Registration* form at the Admissions and Records Office. The deadline for pass/fail registrations is Feb 3.

Please Note These Exceptions:

- ▶ With the exception of BUAD 301, 302, and 303, business students need permission of the advising office to take a non-business elective pass/fail.
- ▶ Graduate level courses in the School of Public Affairs and Nursing and Health Sciences courses cannot be taken on a pass/fail basis.

SCHEDULE CHANGES

Changes to the published schedule:

- ▶ Additions
- ▶ Cancellations
- ▶ Day and Time Changes
- ▶ Room Changes

will be listed on the web weekly and posted to campus buildings daily during the first week of classes.

The most recently updated course changes and the Schedule of Courses can be found on the web, throughout the registration period. Check: www.uccs.edu, Click on STUDENTS link. Click on the Course Schedule link.