### ADDITIONAL REGISTRATION INFORMATION

#### Adding Courses
The deadline to add a full semester length course through MyUCCS Portal without permission is **August 28**. Courses may be added with instructor permission (permission number or add form) through census day, Sept 8. After this date courses must be added in person at the Admissions and Records Office with approval signatures from the instructor and dean. All courses added after the respective course census date will be subject to standard billing processes and associated adjustments. If a student doesn’t register for their first full-semester class(es) until after Census Date, a $50 late registration fee is assessed.

#### Enrollment Status
The definitions for full-time/part-time enrollment are as follows:

1. A full-time undergraduate degree student is one who is enrolled for at least 12 credit hours each semester. Undergraduate degree students are considered part time when they are enrolled for fewer than 12 hours. These criteria also apply for unclassified students without a degree.

2. A full-time graduate student is one who is enrolled for 5 semester hours of graduate level course work, or at least 8 semester hours in a combination of graduate and undergraduate course work acceptable for graduate credit, or any number of thesis/dissertation hours.

3. Unclassified students with a degree-seeking student loan deferment must be enrolled for 12 semester hours to be considered full-time.

#### 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. Students may also use the course ‘Edit’ feature in their myUCCS Portal to edit (increase or decrease) the amount of credits they wish to take for a variable credit course. This functionality is not available after Sept 8. Applies to full semester length courses. Exceptions are noted below.

**PLEASE NOTE:** After Sept 8, courses in the College of Letters, Arts, and Sciences, the School of Public Affairs and the College of Business require dean’s approval for credit change. If you are receiving Veterans’ benefits, you must obtain applicable approval signature.

#### Dropping a Course
The deadline to drop a full semester course without instructor and dean signature is **Oct 28**. After this date, signatures from the instructor and dean are required. **PLEASE NOTE:** Financial Aid or Veteran benefit recipients are strongly encouraged to verify the impact of the requested course change(s) on their eligibility and funding.

**NOTE:** To find specific course deadlines, log into your MyUCCSPortal, locate your classes under “academics” and click on the “deadlines” icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on “My Class Schedule” for each course. SHORT COURSES (those that do not meet for the entire term such as “intersession” and “intensive” courses) have special academic and financial deadlines. Click “Deadlines” by your classes in the Student Self Service Center to see these deadlines.

**IMPORTANT**
NO REFUND for full semester courses dropped after Sept 8, 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:** Courses in the College of Business, School of Public Affairs (graduate level courses) and Beth-el College of Nursing & Health Sciences cannot be taken for no credit. The College of Letters, Arts, & Sciences requires the dean’s approval after Sept 8.

#### Pass/Fail Enrollment
Pass/Fail regulations vary according to the school or college offering the course and the student’s college. Please check with the Academic 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, enroll in the course following normal enrollment procedures. Once you are enrolled, complete a Pass/Fail Registration form at the Admissions and Records Office. The deadline for pass/fail registrations is Sept 8.

**NOTE These Exceptions:**
With the exception of BUAD 3010, 3020, and 3030, 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.

#### Graduate Students
Please refer to the Graduate School policies and procedures. In reference to pass/fail grading: [http://www.uccs.edu/~gradschl/](http://www.uccs.edu/~gradschl/)

#### Class Schedule Changes
Changes to the class schedule will be listed on the web weekly:

1. Additions
2. Cancellations
3. Day and Time Changes
4. Room Changes