**ADDITIONAL REGISTRATION INFORMATION**

**ADDING COURSES**
The deadline to add a course using the Web registration system is Sept 6. After this date courses must be added in person at the Admissions and Records Office with approval signatures from the professor and dean. If a student doesn’t register for their first full-semester class(es) until after Census Date, a $50 late registration fee is assessed.

**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 Sept 6, 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 Sept 6. Before Sept 6, 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). Click “Deadlines” above your schedule in the Student Self Service Center to see these deadlines.

After Sept 6 and through Oct 26, 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 Oct 26, no drops are allowed without special permission of the dean of the college or school offering the course.

**GRADUATE STUDENTS:** The dean of the Graduate School will approve course changes, drop/add after Census Date through the week of October 1, 2012.

**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 Sept 6.

**SCHEDULE CHANGES**
Changes to the published schedule:
- Additions
- Cancellations
- Day and Time Changes
- Room Changes
will be listed on the web weekly.

**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 or after Sept 6.