**ADDITIONAL REGISTRATION INFORMATION**

**Adding Courses**
The deadline to add a course through MyUCCS Portal is Jan. 26. Course may be added with instructor permission (permission number or add form) through census day, Feb. 4. 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 Feb 4, 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 April 3. After this date, signatures from the instructor and dean is 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.

**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 on or after Feb 4.

**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, 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 Feb 4.

**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/)

**Schedule Changes**
Changes to the published schedule:
- Additions
- Cancellations
- Day and Time Changes
- Room Changes

will be listed on the web weekly.

**NOTE:** The most recently updated course changes can be found online throughout the registration period at [http://www.uccs.edu/~cic/](http://www.uccs.edu/~cic/).

**Withdrawing from School**
**Important note:** The University defines WITHDRAWING as the termination of your enrollment for the term. You are no longer registered for ANY courses. You have completed NO courses.

Withdrawal refunds are based on appeals submitted by the published deadlines outlined below. Rebates/Adjustments are made less any non-refundable fees such as the matriculation and campus I.D. fee.

Parking permits **MUST BE RETURNED** to the Public Safety Office IMMEDIATELY after withdrawing from UCCS by the dates and times stated below in order to obtain a refund. Parking Services is located on the first floor of the Public Safety building, just east of the parking lot.