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CAMPUS DIRECTORY

To call from off campus, dial 255 and the extension. Long Distance 1-800-990-8227 and ask for the extension below.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>MAIN 2nd Floor</td>
<td>3260</td>
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<td>Advising, Undergrad</td>
<td>MAIN 2nd Floor</td>
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BUILDING CODES

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<tr>
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<tr>
<td>ACAD</td>
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<td>B</td>
<td>Eaglerock Complex</td>
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<td>BREC</td>
<td>Breckenridge</td>
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<td>CENT</td>
<td>Centennial Hall</td>
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<tr>
<td>CRAG</td>
<td>Cragmor Hall</td>
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<tr>
<td>COLU</td>
<td>Columbine Hall</td>
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<td>COPR</td>
<td>Copper Hall</td>
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<tr>
<td>CSB</td>
<td>Campus Services Bldg</td>
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<td>DWIR</td>
<td>Diwire Hall</td>
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<td>EPC</td>
<td>El Pomar Center</td>
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<td>ENGR</td>
<td>Engineering Building</td>
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<td>FDCT</td>
<td>Family Dvlpmnt Cntr</td>
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<td>FINE</td>
<td>Fine Arts Building</td>
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<tr>
<td>FORS</td>
<td>Forster House</td>
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<tr>
<td>GLRY</td>
<td>Art Gallery and Studio</td>
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<td>KEY</td>
<td>Keystone House</td>
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<td>LANE</td>
<td>Lane Ctr for Acad Hlth Sci</td>
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<td>LIBR</td>
<td>Kraemer Family Library</td>
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<td>MAIN</td>
<td>Main Hall</td>
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<td>MON</td>
<td>Monarch House</td>
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<td>OCSE</td>
<td>Osborne Center for Science &amp; Engineering</td>
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<td>PGPS</td>
<td>Pkg Garage/Pub Safety</td>
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<td>University Center</td>
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<td>University Hall</td>
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<td>ULR</td>
<td>Ulrich House</td>
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<td>UOPK</td>
<td>Univ. Office Park</td>
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</table>
CAMPUS CALENDAR - SPRING 2016

**SHORT COURSES** (those fewer than 8 weeks in the summer, 16 weeks in the fall and spring) have special academic and financial deadlines. To find specific course deadlines, log into your MyUCCS Portal, 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Spring 2016</th>
<th>Tentative Summer 2016</th>
<th>Tentative Fall 2016</th>
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<tbody>
<tr>
<td>Regular Application Deadline</td>
<td>Dec 1</td>
<td>May 1</td>
<td>May 1</td>
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<tr>
<td>Begin Online Registration</td>
<td>Oct 26, 2015</td>
<td>April 4</td>
<td>April 18</td>
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<td>Late Application Period</td>
<td>Dec 2 - Jan 19</td>
<td>May 2 - June 13</td>
<td>May 2 - Aug 22</td>
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<td>Begin parking permit and photo ID pick-up/validations</td>
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<tr>
<td>Open enrollment begins</td>
<td>Dec 7</td>
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<tr>
<td>First Tuition and Fee charges loaded</td>
<td>Jan 3</td>
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<tr>
<td>1st E-Bills available on MyUCCS Portal</td>
<td>Jan 12</td>
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<td>Martin Luther King Holiday</td>
<td>Jan 18</td>
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<tr>
<td>Last day to enroll in a 4 Pay-Payment Plan (see pg 14 for details)</td>
<td>Jan 19</td>
<td></td>
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<tr>
<td>First Day of Classes</td>
<td>Jan 19</td>
<td>June 13</td>
<td>Aug 22</td>
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<tr>
<td>Last day to enroll w/o instructor permission for full semester courses</td>
<td>Jan 25</td>
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<tr>
<td>Instructor permission required for adds on full semester courses</td>
<td>Jan 26 - Feb 3</td>
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<tr>
<td><strong>Census Date: Last Day to Register (Full semester courses)</strong></td>
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<tr>
<td>Instructor and dean’s signature required on adds after Feb 3</td>
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<tr>
<td>‘Withdrawals (complete schedule dropped) through this date receive a 100% adjustment’</td>
<td>Feb 3</td>
<td>June 20</td>
<td>Sept 8</td>
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<tr>
<td>‘Drops (partial schedule remaining) through this date will be refunded 100%’</td>
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<td><strong>Important Note: No drop refunds after this date</strong></td>
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<tr>
<td>Pay in full or enroll in a 3 Pay Payment Plan (see pg 14 for details)</td>
<td></td>
<td>Feb 3</td>
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<tr>
<td><strong>Final date to Withdraw completely (drop all courses) from school with 80% adjustment (Full semester courses)</strong></td>
<td></td>
<td>Feb 12</td>
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<tr>
<td><strong>Final date to Withdraw completely (drop all courses) from school with 60% adjustment, (Full semester courses)</strong></td>
<td></td>
<td>Feb 26</td>
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<td><strong>Important Note: Short classes such as pre-term and intensive courses have different withdrawal and refund dates. See pgs. 8-9.</strong></td>
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<td>Last day to enroll in a 2 Pay-Payment Plan (see pg 14 for details)</td>
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<td>FAFSA &amp; Scholarship application deadline for the 2016-2017 year, See page 23 for more details.</td>
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<td>March 1</td>
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<td>Spring Break</td>
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<td>Mar 21 - Mar 27</td>
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<tr>
<td><strong>Last day to drop or withdraw without special permission from instructors and deans (Full semester courses)</strong></td>
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<td>Apr 1</td>
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<tr>
<td>Semester Ends</td>
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<td>May 14</td>
<td>Aug 5</td>
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<td>Commencement</td>
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<td>May 13, 2016</td>
<td>Dec 16, 2016</td>
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</tbody>
</table>
New Student
You have never attended any campus of the University of Colorado. You must apply and be admitted before you can register. The chart on page 6 will help you determine your applicant type. See below to determine when and where to apply.

Former Student
Your last term of attendance at UCCS was prior to spring 2015 or you graduated at the completion of your last term of enrollment or a previous admission was for one term only. The chart on page 6 will help you determine your applicant type. See below to determine when and where to apply.

You need NOT apply if you are a...

Continuing Student
You were enrolled on the Colorado Springs campus during spring 2015 or later and have none of the exceptions noted above.

When to apply...
Submit your applications as early as possible. All credentials must be in the Admissions office before your application can be processed. Check page 6 for credential requirements and application fees.

Spring 2016 Application Deadlines

Regular Deadline: Dec 1
Completed files (application and ALL supporting documents) as of this date will be given top priority for prompt notification of the admission decision.

Transfer credit evaluations will be given priority for degree applicants who are admitted by this date.

Students admitted by this date will be given priority registration dates.

Late Period: Dec 2 - January 19
Applications will be processed as space is available.

Transfer credit evaluations may not be completed until after the start of the term (but every effort will be made to complete the evaluation process before classes begin).

Students admitted during this time will receive secondary registration dates.

Submit Application Materials to:

Apply Online: http://www.uccs.edu/~apply/

Mail:
UCCS Admissions Services
Main Hall 108
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733

Office Hours:
Mon. - Fri. 8:00 a.m. - 5:00 p.m.

Email: Ugapp@uccs.edu
Phone: 719-255-3383
Fax: 719-255-3116

Future Application Dates

Spring 2016

Regular Deadline: May 1
Late Period: May 2 - June 13

Summer 2016

Fall 2016

Regular Deadline: May 1
Late Period: May 2 - August 22

Spring 2017

Regular Deadline: December 1
Late Period: December 2 - January 17

International Applicants:
Regular Deadline is 3 months prior to the start of any semester. Applications received after the regular deadline are considered based on space availability.
# Admission Information

*Applications and required credentials should be filed no later than July 1 for Fall, December 1 for Spring, and May 1 for Summer.*

<table>
<thead>
<tr>
<th>Type of Applicant</th>
<th>Criteria for Admission</th>
<th>Required Credentials</th>
<th>Notes</th>
</tr>
</thead>
</table>
| FRESHMEN (Students seeking a bachelor’s degree who have never attended a collegiate institution.) | • Have 15/16 units of acceptable academic high school work.  
• Submission of ACT or SAT and high school transcripts are required for a holistic review of test scores, strength of curriculum, GPA and class rank. | • Complete application.  
• $55 application fee (nonrefundable).  
• Official high school transcript showing rank-in-class and date of graduation.  
If still enrolled in high school, 7th semester grades and 8th semester courses in progress.  
• Official ACT or SAT score report. | For specific unit requirements refer to the college sections of the Catalog.  
Non-high school graduates must submit copies of GED scores and a state equivalency certificate in addition to a high school transcript showing work completed through highest grade. |
| TRANSFER (Students seeking a bachelor’s degree who have attended a collegiate institution other than CU.) | • Must be in good standing and eligible to return to all institutions previously attended.  
• Minimum GPA requirements vary from 2.0 to 2.5 depending on the transfer institution and the number of college level hours attempted. | • Complete application.  
• $50 application fee (nonrefundable).  
• One official transcript from each college attended.  
• Freshmen credentials may be required.  
• Non-high school graduates must submit copies of GED scores and state equivalency certificates. | While credits from an institution may appear on the transcript of a second institution, transcripts must be submitted from all institutions where credit has been earned. |
| UNCLASSIFIED (NON-DEGREE) (Students who are not seeking a degree at this institution or who have not yet been admitted to degree status.) | • Must be at least 20 years of age by Sept. 15 for fall semester or summer term or Feb. 15 for spring semester.  
• Must be a high school graduate or possess equivalency certificate.  
• Must have at least a 2.0 G.P.A. and be in good standing and eligible to return to all institutions previously attended. | • Complete application.  
• $25 application fee (nonrefundable).  
• Non-high school graduates must submit copies of GED scores and state equivalency certificates. | • Unclassified students without a degree must maintain a “C” grade (2.0 G.P.A.) to remain eligible to continue.  
• After completing 12 semester hours, degree-seeking students must change to degree status. |
| FORMER CU RE-ENTERING (Degree student who has attempted 12 or more hours at another institution since attending CU.) | • Same as for transfers. | • Same as for transfers. Application fee required. | • Not eligible for most forms of financial aid.  
Will be considered for previous major unless a different major is requested on the application. Must meet same criteria as transfer student. |
| CHANGE OF STATUS: UNCLASSIFIED TO DEGREE (Current or former CU unclassified students who wish to enter a degree program.) | • Same as for transfers. | • Same as for transfers. Application fee required. | • Only students who have completed and received a degree are eligible for change from degree status to unclassified. |
| CHANGE OF STATUS: DEGREE TO UNCLASSIFIED ¹ (Current or former CU degree students who have graduated and wish to take additional work.) | • Must have completed degree.  
• Must be in good standing and eligible to return to all institutions attended. | • Unclassified student application.  
• NO application fee required. | Transfers from Colorado Springs to another campus of CU should refer to appropriate Catalog for any additional requirements. |
| INTER-CAMPUS TRANSFER (Students who have been enrolled on one CU campus and wish to take courses on another.) | • Must be in good standing. | • Former student application.  
• Credentials as required by campus Admissions Office. | Contact program for specific requirements. |
| GRADUATE (Students seeking a masters’ or PhD who have a bachelor’s degree) | G.P.A. 2.75 or higher Contact your program of interest for criteria. | Complete application $60 domestic nonrefundable. Contact your program directly. Official college transcripts Official GRE or GMAT scores may be required. | |

¹Applicants not meeting these criteria are considered on an individual basis. Requirements for individual schools and colleges may vary or exceed the stated minimum.  
²Transcripts must be sent directly to the University of Colorado from each issuing institution. All documents submitted become the property of the University.  
³Any applicant who did not graduate from a high school must submit GED scores and a State Equivalency Certificate in addition to other required credentials.  
⁴Additional credentials may be required in individual cases.
READ Before Registering

Please read through ALL the registration instructions before registering.

All new undergraduates – freshmen, transfer and returning students - are required to attend a new student orientation (see page 21). Registration occurs at orientation. Graduate students are not required to attend an orientation; but, may if they choose to. See page 21 for details.

New graduate, unclassified and current students will need to use their username and password to access the Student Self Service Center. New students will be assigned a campus username to access student systems prior to registering.

Your Invitation to Register

An “Invitation to Register” will be emailed to you before your assigned online registration appointment day/time. Once you receive your “invitation,” go to the home page www.uccs.edu, click on Students, then myUCCS Portal, log into the Student Self-Service Center and check the following:

Check the address on your Invitation to Register: If it is incorrect, please update it through your Student Self-Service Center, or visit the Admissions and Records Office in Main Hall, Room 108, to complete an Address/Phone Change form. Update and verify emergency contact information.

Make sure you have no financial, academic, or other holds that will prevent your registration.

Check your assigned enrollment appointment. You may register at or after your assigned time, but no later than January 25, 2016, for full semester length classes.

NOTE: Online Registration identifies a particular course section by a 5 digit “Class NUMBER.” Each number is unique and is found in the class schedule to the left of the section number. Be sure to have alternate selections listed in case the class is canceled or closed. Some courses require a separate Class Number for lecture, lab, and recitation.

Register Online

Select Courses => Put Courses in Shopping Cart => Move Courses from Shopping Cart into Schedule

2. Click on STUDENTS.
3. Click “MyUCCS Portal” and Log-on,**
4. Click on the “Student” tab, “Records and Registration” tab; and then, choose “Access Student Self Services.”
5. Select Enrollment Shopping Cart under Academics.
6. On the Add Classes to Shopping Cart page, enter the Class Number of the class you wish to add in the Enter Class Nbr field, or search for courses based on specific criteria.

** You must complete the pre-registration tasks of confirming or updating all addresses, emergency contact, and agree to your financial responsibility, before you will be able to register.

Courses will remain in the Enrollment Shopping Cart until you complete the enrollment process. Placing courses in the shopping cart does not hold a spot for you.

NOTE: You are NOT fully enrolled in courses until courses are moved from your Shopping Cart and posted to your class schedule.

8. To place courses into your schedule, check the select box next to the classes you want from your shopping cart and click the “Step 2 of 4 Button”. If space is available and there are no requisites, or conflicts, click the “Finish Enrolling” button at the bottom of the screen, to register.

NOTE: You may search for and select classes before your registration time and place them in your Shopping Cart. Then at your assigned time select “Enroll” from your Shopping Cart and click Finish Enrolling.

9. At the end of your registration session, be sure to print a copy of your course schedule.

Understanding Waitlists

Closed courses may have waitlists. If you try to register for a closed class which has a waitlist, you will need to select the Class Details link and check the Waitlist box. The message, “Waitlist if class is full,” will display. As openings occur in a waitlisted course, you will automatically be registered in the course.

It is your responsibility to check your waitlist positions and enrollment status in the web registration system.

You will be financially responsible for the courses that change from waitlist status to registered status.

Waitlists are deleted after the last day to add online has passed. If you are still on a waitlist when the purge occurs, you will be dropped from the waitlist. For full semester length classes, waitlists will be deleted on January 26.

NOTE: After waitlists are purged you may still add courses with instructor written permission through Feb 3, after which you will also need the dean’s signature.

Time Conflicts, Credit Overloads, and Requisites

The registration system will not permit you to register for time conflicts, credit overloads (over 18 hours, fall or spring and 12 hours for summer), or courses with special restrictions. Contact the Academic Advising office for overloads. Add slips with appropriate signatures of approval are required for time conflicts and course restrictions/requisites.

NOTE: Registering in a course without meeting a course requisite is subject to disenrollment from that course.

After your initial registration, you may drop a course or add additional classes.

WARNING: Always print your schedule at the end of each online registration session for your record.
Adding Courses
The deadline to add a course through MyUCCS Portal is January 25. Courses may be added with instructor permission (permission number or add form) through census day, Feb 3. 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 does not 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. Exceptions are noted below.

Please Note: After Feb 3, 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 Apr 1. 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 MyUCCS Portal, 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 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: Courses in the College of Business, School of Public Affairs (graduate level courses) and Bethel College of Nursing & Health Sciences cannot be taken for no credit. The College of Letters, Arts, & Sciences requires the dean’s approval 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 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 Feb 3.

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/

Class Schedule Changes
Changes to the class schedule will be listed on the web weekly:
- Additions
- Cancellations
- Day and Time Changes
- Room Changes
WITHDRAWAL & REFUND POLICIES

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

Withdrawal 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 garage.

If you live in on-campus housing, you must fill out a housing petition to cancel your housing agreement. This form is available online at http://www.uccs.edu/residence, or at the Monarch or Crestone Offices. If you do not do so, you will be responsible for all of your housing charges for the semester. This should be done AFTER you withdraw from the University. Please see your Student Handbook and Planner for refund details; they are different than the tuition and fees schedule.

Withdrawal Procedures

Until 11:59 pm, Feb 3, MyUCCS Portal must be used to withdraw from school and receive a 100% refund for regular semester classes (less any non-refundable fees):

1. Follow the registration instructions on page 7 and drop ALL of your courses by 11:59 pm on Feb 3.
2. If you are receiving Veterans’ benefits, notify that office.
3. Turn in any address changes to the Office of the Registrar.
4. RETURN your parking permit to the Public Safety Office, Pkg Garage/Pub Safety Building 104.
5. Refund processing will begin approximately two weeks after census date.

IMPORTANT REMINDER: ALL refunds must be by Direct Deposit. All students should set up their direct deposit information online through the student portal. If you have any questions call 719-255-3391.

Through Apr 2, withdrawals must be initiated through the MyUCCS Portal.

Important Notice

Withdrawals and Drops posted after Feb 3, will be recorded with a grade of “W” on the student’s permanent record. Special deadlines apply for short courses.

To withdraw from school after Apr 1:
1. Obtain the Withdrawal Form from the Admissions and Records Office.
2. Financial Aid recipients may be required to repay their financial aid. Veteran’s benefits recipients will be required to repay benefits.
3. Take the Withdrawal form to the Bursar/Cashier Window (Main Hall, second floor) for approval.

4. Submit the Withdrawal form to the Admissions and Records Office for final approval and recording.
5. Unless you follow these procedures, you have not withdrawn, “F” grades will be recorded on your record, and you will be liable for full payment of all tuition and fees.
6. If students withdraw during a published refund period, the refund processing will begin approximately 2 weeks after a withdrawal is complete.
7. RETURN your parking permit to the Public Safety Office, Pkg Garage/Pub Safety Building 104.

Financial Aid recipients who do not properly withdraw and receive “F”s will have enrollment verification forms sent to their instructors. The withdrawal date will be calculated according to the last date the student attended class. If this falls within the first 60% of class, some or all of the financial aid may have to be repaid. Veterans using benefits who stop attending a class (or classes) at any time during the semester and receive an F grade will have to repay Veteran’s Benefits.

Withdrawal Deadlines

There are no refunds for withdrawals after Apr 2 except by appeal and following the steps below.

Feb 3 is the last day to withdraw and receive the 100% credit against your TOTAL bill minus any non-refundable fees.

Feb 12, 5:00 p.m., is the last day to withdraw and receive the 80% credit against your TOTAL bill.

PLEASE NOTE: This is NOT a REBATE equal to 80% of your down payment. You will still be liable for 20% of your TOTAL bill.

Feb 26, 5:00 p.m. is the last day to withdraw and receive the 60% credit against your TOTAL bill.

PLEASE NOTE: This is NOT a REBATE equal to 60% of your down payment. You will still be liable for 40% of your TOTAL bill.

After Feb 26, no further adjustments will be made.

Apr 1, 5:00 p.m., is the last day to withdraw. You must officially withdraw to avoid “F” grades on your record.

After Apr 1, you may not withdraw without special written permission of your instructors and academic dean.

Tuition Appeals

Tuition Appeals are for students who are requesting a refund of their tuition charges due to extenuating circumstances for dropped classes that occurred during the semester. Tuition Appeals must be submitted by the end of the next semester to be considered (fall appeals due by end of spring semester, and spring/summer appeals due end of fall semester). Tuition appeal forms are available at the Admissions and Records Office.

NOTE: 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.
**Tuition & Fees**

**Avoid Costly Mistakes...**

_Tuition and Fee Bills_ - To avoid costly mistakes and unnecessary late and service charges, carefully review this section of the schedule. If you register on or before Jan 11, 2016, by 5:00 pm, your tuition and fee bill will be available online on Jan 12, 2016. If you register after Jan 11, 2016, your account balance will be available on the Student Self Service Center after you register. Estimate your tuition and fees at: [http://www.uccs.edu/bursar/estimate-your-total-bill.html](http://www.uccs.edu/bursar/estimate-your-total-bill.html). Students who register on or before Feb 3, 2016, You must pay your tuition and fees in full or enroll in a deferred payment plan by Feb 3, 2016. See page 14 for details.

**Fees**

**Fees for First Time Students:**
- Matriculation Fee $25.00
- Student ID Fee $15.00
- Orientation Fee $100.00 New Freshmen
- $75.00 Transfer Students; and returning UCCS students who are required to attend another orientation.

**GENERAL FEES - MANDATORY**

**APPLY TO UNDERGRADUATE STUDENTS ONLY**

**Student Life Fees**
- Univ Center Bond Base Fee $33.00
- PLUS per credit hour $9.50
- Recreation Fee per Credit Hour $1.00
- Athletics Fee, per credit hour $4.85
- Student Activity Fee $14.00
- Family Development Op Fee $3.00
- Family Development Bond Fee $10.00
- Campus Recreation Center Bond Fee $160.00

**Other Fees**
- Wellness Center Fee $60.00
- CU-SIS Fee per credit hour $2.00
- Learning Technology Fee per cr hour $6.00
- Student Events/Performance Fee $4.00
- (Students enrolled 6 hrs or less pay $2.50)
- Safety & Transportation Fee $84.70
- Solar Energy Fee (per semester) $5.00

**FEES - ALL STUDENTS, IF APPLICABLE**

**College of Business**

- All Online Courses $100
- Program Fee-QUAN $15 per credit hour
  - Includes all courses with QUAN prefix
- Program Fee-INF $15 per credit hour
  - Includes all courses with INF prefix
- Program Fee-Business $5 per credit hour
  - Includes all business courses
- Program Fee-PGM/PGA
  - Qualifying Level $930
  - Level 1 $900
  - Level 2 $1,400
  - Level 3 $1,300
- PGM 3rd Checkpoint Fee $1,025
- Program Fee-PGM PGA Access Fee $575
  - Paid each fall/spring semester
  - while in PGM Golf Management Program
- Program Fee-Sport Management $175

**College of Education**

- All Online Courses $100
- Program Fee:
  - All education courses except UTED, UTLS $10 per cr hr
  - UTED 2010, 3020, 4710, 4730 $30
  - UTLS 3030, 3040, 3480 $30

**College of Engineering**

- All Online Courses $100
- Program Fee-EAS $15 per cr hour
  - Includes all courses except those numbered 7000, 8000, with a max of $180 per term

**College of Letters, Arts and Sciences**

- All Online Courses $100
- Program Fee-Art History Level 1 $10
  - Includes AH 1500
- Program Fee-Art History Level 2 $20
  - Includes AH 2000, 3000, 3280, 3860, 4000, 4450, 4930, 9400
- Program Fee-Anthropology Rsh Methods $75
- Program Fee-Anthropology Field 1 $10
  - Includes ANTH 3010, 3210
- Program Fee-Anthropology Field 2 $120
  - Includes ANTH 2220
- Program Fee-Anthropology Lab $20
  - Includes ANTH 3170, 3190, 4200
- Program Fee-Biology Lab 1 $70 or $40
  - Includes BIOL 1060, 1300, 1530, 1550
- Program Fee-Biology Lab 2 $80 or $60
  - Includes all BIOL 2000, 3000, 4000, 5000, 6000 and 9000 level BIOL-prefix courses
  - with lab components
- Program Fee-Chemistry Lab $75
  - Includes all CHEM prefix courses with lab component
- Program Fee-Communication Level 2 $30
  - Includes COMM 2250, 2270, 3100, 3270, 3400, 4170, 4270
- Program Fee-Communication $20
  - Includes COMM 3500
- Program Fee-English $10
  - Includes ENGL 1300, 1305, 1410, 1410, 1800, 2030, 2040, 2050, 2080, 2090, 3010, 3020, 3040, 3050, 3080, 3120, 3130, 3140, 3160, 3750, 3850, 4080, 4100, 4800, 4820, 4860, 5800, 5860
- Program Fee-English $15
  - Includes ENGL 1305, 1310
- Program Fee-PORT 3000 Portfolio Fee $25
- Program Fee-Geology Field Trip 1 $10
  - Includes GEOG 1010, 3700
- Program Fee-Geology Field Trip 2 $15
  - Includes GEOG 1020
- Program Fee Geography Lab 1 $10
  - Includes GE 1050, 4060, 4090, 4270, 5060, 5090, 5270
- Program Fee Geography Lab 2 $15
  - Includes GE 3200, 4310, 4340, 5310, 5340
- Program Fee Geography Lab 3 $20
  - Includes GE 2050, 2050, 4050, 4080, 4120, 4130, 5050, 5080, 5120, 5130
- Program Fee Geography Lab 4 $30
  - Includes GE 4100
- Program Fee-Languages $10
  - Includes ASL 1010, 1020, 2110, 2120, 3590, FR 1010, 1020, 2110, 2120; GER 1010, 1020, 2110, 2120; GRK 1010, 1020; ITAL 1010, 1020, 2110;
  - JPNS 1010, 1020, 2110, 2120; LAT 1010, 1020,
  - 2110, 2120; RUSS 1010, 1020, 2110, 2120;
  - SPAN 1010, 1020, 2110, 2120
- Program Fee-Foreign & Cultural Studies $25
  - Includes FCS 3890, 5890
- Program Fee - Lab $20 per cr hr
  - Includes ENSC, PES, PHYS
- Program Fee-Math $20 per credit hour
  - Maximum of $120 per semester
  - Excluding 7000-8000 level MATH
- Course Fee - PHIL 1300 $20

**Program Fee-Theatre Level 1** $25
  - Includes THTR 1000, 2000, 2020, 2030, 2050, 2500, 3020, 3030, 3050, 3100, 3240, 3300, 3391, 3392, 3600, 3700, 3920, 3930, 4390
- Program Fee-Music Level 1 $35
  - Includes MUS 1000, 1010, 1030, 1310, 2010, 2030, 2050, 2100, 2150, 2250, 3000, 2350, 2400, 2850, 3010, 3105, 3200, 3750, 3850, 4980
- Program Fee-Visual Art Level 1 $20
  - Includes all VA not listed below at $40
- Program Fee-Visual Art Level 2 $40
  - Includes VA 2100, 2110, 3100, 3110, 4100, 4110
- Program Fee-Film Level 1 $15
  - Includes FILM 1000, 2000, 3550, 3900, 4250, 4500
- PhD Psychology Students $423
  - fall/spring term
  - $211
- Course Psychology Fee $7
  - Includes PSY 2110, 3840
- Psychology – MA students $572 per term
- Program Fee VAPA Level 1 $30
  - Includes VAPA 1020, 1050, 1100, 1500, 3900, 3950, 4000
- Program Fee-Visual and Performing Arts $40 per term
  - Includes any VA, Art History, Film Theatre, Dance, MSGP, Music and/or VAPA courses

**College of Nursing and Health Sciences**

- All Online Courses $100
  - Includes any PAD and/or CJ course
- Program Fee-Nursing $10 per credit hour
- Program Fee-Health Sciences $2 per credit hour

**School of Public Affairs**

- All Online Courses $100 per course
  - Includes any PAD and/or CJ course
- Offered online
- Non-refundable after census date

**NATIONAL STUDENT EXCHANGE PROGRAM**

National Student Exchange Program Fee $250 per sem
  - Includes all students in the National Student Exchange Program

**CANDIDATE FOR DEGREE**

Students enrolled only to defend or submit a thesis/dissertation will pay graduate resident tuition at zero credit hour rate.

**NOTE:** The Board of Regents reserves the right to change tuition and fees at any time.

Questions regarding tuition and fees should be addressed to the Student Financial Services, 719-255-3391.
Safety and Transportation Fee
All students are automatically charged a Transportation & Safety fee. This is not a parking fee and is not used for parking facilities. The fee is used to provide enhanced police and shuttle services from far parking lots to the campus. The fee for the spring 2016 semester is $84.70.

Non-restricted Parking Areas
Students who are waitlisted for a parking permit or those not wishing to purchase a permit may park free of charge at 500 series lots at and near the Ent Center for the Arts building currently under construction (formerly known as the Four Diamonds Sports complex), 5225 N. Nevada Ave. Free bus service between Ent Center for the Arts and the main campus is offered during the semester from 6:40 a.m. to 10:35 p.m. Monday through Friday. Shuttles do NOT operate between semesters. Shuttles usually arrive about every 5-20 minutes. Due to high demand on this system, students parking at Ent Center for the Arts should arrive at least 30 minutes before the start of class. For detailed transportation schedules, including bus service to and from Alpine Village and University Village, visit the Parking & Transportation website at www.uccs.edu/pts and click on Transportation.

Restricted Parking Areas and Parking Permits
With the exception of parking lots at the Ent Center for the Arts area, a valid parking permit is required to park in most lots on campus. A valid permit MUST be displayed on your vehicle by the first day of classes, January 19, 2016. There is NO grace period. Tickets WILL be written for violations the FIRST day of the semester. Parking Services enforces permit violations Monday through Thursday, 8a.m. to 10p.m. and Fridays from 8a.m. to 4p.m. Semester permits are valid for the spring 2016 semester only and will expire May 14, 2016. Parking spaces are available on a first-come, first-served basis only. Parking in permit restricted lots without a permit between semesters and on weekends is allowed. Students should direct all inquiries concerning parking to Parking Services at 719-255-3528. Cars violating parking regulations are subject to ticket, tow and/or booting. View parking info and regulations at www.uccs.edu/pts. Only enrolled students at UCCS for the spring 2016 semester are eligible to purchase permits. Please read the following information regarding parking options.

Online Registration for parking permits is required for the spring semester and begins December 15, 2015. The website for registration is www.uccs.edu/pts. You MUST be registered for classes in order to apply on-line. Students selected to receive a permit will be given a unique registration number from the website. Bring this number, an official photo I.D. card, and full payment to Parking Services. Payment is required at the time a permit is issued and cannot be billed to the student's account. Students may also elect to have their permit mailed to their home by purchasing the permit on-line using MasterCard, VISA, Discover, or AMEX and agreeing to pay a $4.00 shipping and handling charge.

Semester Commuter “S” Permit: Available to commuter students only. Valid anytime M-F during the spring 2016 semester in yellow and orange parking lots only. Price- $212.00

Student Commuter “S” Friday Only Permit: Available to commuter students only. Valid anytime on Fridays during the spring 2016 semester in yellow and orange parking lots only. Price- $26.00

Semester Commuter “B” Permit: Available to commuter students only. Valid M-F anytime during spring 2016 semester in orange parking lots and anytime on Fridays in yellow or orange parking lots. Price- $135.00

Student Commuter “P” Permit: Available to commuter students only. Valid Mon-Thu after 4:15pm and anytime on Fridays during spring 2016 semester in yellow and orange parking lots only. Price- $81.00

Motorcycle Permit: Valid in designated motorcycle parking only. Price - $54.00

Student Resident “R” Permit: Available to campus residents only. Valid anytime M-F in the AGF (green) and orange Lots only. The price of this permit is incorporated into the room and board plan and will be issued during check-in process.

Refunds: Permits may be returned for a full refund through February 3, 2016.

Bicycle Registration
Bicycles on campus must be registered. Inquire at the Parking Services Office.

PARKING SERVICES OFFICE
Parkway Garage First Floor
719-255-3528

Office Hours:
Monday 8a-7p
Tuesday-Friday 8a - 5p

Spring permits go on sale
December 15, 2015

Special Office Hours
Saturday, January 16, 2016, open from 9a-4p &
Monday, January 18, 2016 (Martin Luther King holiday) we will be open from 8a-5p.

General Fees Description
Student I.D. Card Fee
For Photo I.D.s or questions concerning photos, please contact the University Center Information Desk at (719) 255-3450. The cost of the UCCS Student I.D. card is $15.00. All new students will be billed automatically for an I.D. card and should have the I.D. card made during their first semester at UCCS. Transfer students from other CU campuses, or students who need a replacement I.D. card must pay $15.00 at the time the card is made. All Students/Faculty/Staff are required to have a UCCS I.D. card.

Matriculation Fee: $25.00
This is a one-time, non-refundable, and mandatory fee to all new students (including transfer students) assessed at the time of their first registration entering UCCS. The one-time charge covers the establishment of a permanent record at UCCS. The fee is assessed during registration at the time of initial enrollment.
**TUITION & FEES**

**Learning Technology Fee**
All undergraduate students pay a $6.00 per credit hour fee. The learning technology fee provides for the purchase of new computer equipment and software accessible to all students; the maintenance and upgrade of telecommunication equipment used in all current and future learning centers, and the development of a broad set of informational communication offerings accessible to all students.

**Orientation Fee**
It is necessary for the orientation program to charge a fee (New Freshmen $100; Transfer Students $75) on your student bill in order to provide program staffing and materials. The orientation program does not charge this fee for profit. This fee is assessed once you attend orientation (or online orientation is initiated) and you enroll in at least one class. Even if you drop all of your classes and choose not to attend UCCS, this fee will not be reversed. Please remember to check your student bill at least once a month (even if you drop all of your classes and choose not to attend UCCS).

**Student Event/Performance Fee: $2.50/$4.00**
For all undergraduate students enrolled in more than 6 hours the fee is $4.00. Undergraduate students enrolled in six or fewer credit hours pay $2.50. The fee provides free access for all UCCS students to all Theatreworks performances and events in the Bon Vivant Theater in University Hall.

**Wellness Center Fee: $60**
The Wellness Center Fee is mandatory for all students. It provides access to all of the services and programs of the UCCS Wellness Center.

**CU-SIS Information System Fee: $2.00 Per Credit Hour**
The CU-SIS fee is mandatory for all students and is used by the University to provide better service to students using technology for maintaining student records, course scheduling, data management, transcripts, financial aid, student accounts, registration, academic advising, etc.

**Solar Energy Fee: $5.00**
The Solar Energy Fee is mandatory for all students and is used by the University to support the installation of energy producing solar panels, a clean and renewable energy source on campus buildings.

**Student Life Fees: $140.00 Plus $15.35 Per Credit Hour**
Every undergraduate student enrolled for courses will be assessed mandatory student life fees for the term. These fees finance the student facilities, programs, and services that are not supported by the University’s general fund budget.

**The seven Student Life Fees are:**

- **University Center Bond Fee:** ($33.00 base plus $9.50 per credit hour) - Repayment of bonded indebtedness on building as well as support for entertainment, cultural and educational programs, and the Center’s operation.

- **Campus Recreation Center Bond Fee:** ($160.00 base) Repayment of bonded indebtedness on building as well as support for operations and programs.

- **Student Activities Fee:** ($14 base) Support for student organizations, student newspaper, student government operations, and other student activities.

- **Student Recreation Fee:** ($1.00 per credit hour) - Support for recreation programs and activities and campus fitness center.

- **Athletics Fee:** ($4.85 per credit hour) - Support for six women’s and six men’s intercollegiate sports programs.

- **Family Development Center Operating Fee** ($3.00 base): Support for programs and services.

- **Family Development Center Bond Fee** ($10.00 base): Repayment of bonded indebtedness on building as well as support for child care operations.

**Payment Options:**

**Option 1: Pay in Full**
Due date is February 3, 2016

**Option 2: Auto Deduction Payment Plan**
You must pay $40 (Non-Refundable Payment Plan Fee) at the time of enrollment in a Payment Plan.

We offer 3 Payment Plans to choose from:

- **4 Pay-Payment Plan** - Available January 3, enroll by Jan 19, 2016
- **3 Pay-Payment Plan** - Available January 3, enroll by Feb 3, 2016

Payment Plan payments will be automatically deducted on the 20th of each month.

Please refer to page 14 or our Student Financial Services website for more details.

http://www.uccs.edu/bursar/calendar/spring-2016.html

**Option 3: Financial Aid**
All financial aid is applied to the tuition and fee bill. Any over-payment will be refunded to the student.

Students enrolled for spring 2016 will have until Feb 3, 2016, to pay for any charges not covered by their financial aid awards, or enroll in a Payment Plan.

**Please Note:**
Students failing to pay according to the above payment options are subject to late fines and service charges.

Do not wait for a bill, your account balance can be checked and your bill can be viewed on the Student Portal.

**NOTE: Postmarks are not honored**

**Payments by Mail**
University of Colorado Colorado Springs
Cashier
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733

**Payments in Person**
Credit Card, Cash or Check
The Cashier is located on the 2nd Floor, Main Hall

**Online Payments**
UCCS Student Portal
http://www.uccs.edu/portal
We accept Visa, MasterCard, American Express, Discover, and electronic check payments.
Financial Aid Disbursement
Complete appropriate direct deposit information online for financial aid refunds (funds remaining after payment of charges on student account). Disbursements begin within the week before start of classes.

**NOTE:** Be sure your address is correct. You may make changes on the web at [www.uccs.edu/portal](http://www.uccs.edu/portal). Direct questions to Loan Disbursement 719-255-3391 or Financial Aid at 719-255-3460.

Third Party Assistance
719-255-3399  Cashier Window, Main Hall, 2nd Floor. Fax 719-255-3023.

Present tuition voucher to the Cashier Window, or fax as early as possible.
- Feb 3 - Last day to turn in authorization to avoid late fees and service charges.
- March 4 - Last day to charge books and supplies paid for by agencies.

Students receiving Chapter 30 GI Bill benefits must pay according to payment options on page 12.

For Chapter 33 GI Bill info, please call 719-255-3739.

General Billing and Payment Information
Tuition, fees, and room and board for the semester are accessible on the Student Portal approximately three weeks before the start of classes. Bills are available on the Student Portal. Contact Student Financial Services at 719-255-3391, if you do not receive an E-bill notification. (Bills are online only).

Payments not received by the deadline may be assessed a prorated late fine up to $50 and 1% per month service charge on the unpaid balance (12% APR).

UCCS may require payment in cash/or in advance, if the student is deemed to be a poor credit risk.

Semester certified receipts are free to the student for semester receipts from fall 2010 through the current semester. A $5 fee will be charged for semesters prior to fall 2010.

Refunds for withdrawals and dropped classes will be processed after Feb 3, 2016. Contact Student Financial Services at 719-255-3391 with any questions.

**IMPORTANT REMINDER:** All students should fill out a direct deposit form online. If you have any questions call 719-255-3391.

Returned Checks
Students will be assessed a $30 returned check charge for each returned check and may be subject to service charges, late fines, collection, and financial stops.

Do not stop payment on your check. A stop payment will result in a $30 fine.

Credit card charge backs are treated like a returned check.

Financial Responsibility
By registering for classes at UCCS, each student is taking on a financial obligation, as stated in the Tuition and Fee Agreement and Disclosure, and as explained here in the Schedule of Courses. Please read the Withdrawal & Refund Policies section and Tuition & Fees section carefully so that there are no surprises. If a student fails to pay by published deadlines, any or all of the following may apply:

1. Late fees
2. Monthly service charges
3. Financial Stops preventing registration, add/drop, re-admittance or the release of transcripts, diplomas, and official verification forms
4. Referral to the State of Colorado Central Collection Services or an outside collection agency, which will result in:
   a. collection costs, interest, and/or attorney fees
   b. garnishment (when a judgement is pursued)
   c. reporting to national credit bureaus
   d. withholding of state income tax refund

If your account is not paid by the published deadline, the debt becomes past due.

**REMEMBER:** All charges associated with a past due balance and the past due balance must be paid-in-full before students will be allowed to register or receive transcripts, regardless if the student arranged a payment plan.

ATTENTION STUDENTS
PLEASE REVIEW THIS PAGE CAREFULLY.

IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS PLEASE CALL 719-255-3391.
Spring 2016 Payment Policies and Deadlines

PAYMENT DUE DATE: FEBRUARY 3, 2016

YOU CAN PAY IN FULL OR ENROLL IN A PAYMENT PLAN.

$40.00 Payment Plan Enrollment Fee Upon Sign-Up

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<tr>
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<th>Payment Plan</th>
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<td>Available: January 3</td>
<td>Available: February 8</td>
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<td>Enroll by: March 3</td>
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<td>Auto Deductions Occur:</td>
<td>Auto Deductions Occur:</td>
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<td>FEB. 20</td>
<td>MAR. 20</td>
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<td>FEB. 20</td>
<td>MAR. 20</td>
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<td>MAR. 20</td>
<td>APR. 20</td>
<td></td>
</tr>
<tr>
<td>APR. 20</td>
<td></td>
<td>*Available after late fines and service charges have been assessed.</td>
</tr>
</tbody>
</table>

A PAYMENT PLAN REQUIRES:
1. Enrollment in the current semester.
2. Balance is current and not past due.
3. Enrolling ONLINE through the Student Portal.
4. Providing and setting up the automatic payments with your checking/savings account or credit/debit card information. (A service fee of 2.75% is assessed on a credit/debit card transaction).
5. Immediate process of the $40.00 non-refundable payment plan convenience fee.
6. Payments automatically deducted on the 20th of each month.
7. A $30 fee per transaction if payments are returned.
8. Payment adjustments if balance changed.
9. Failed payment draft after 1 attempt will terminate the payment plan. The remaining balance will be due immediately and subject to late fines and service charges.

Please refer to our Student Financial Services website for Payment Plan dates and details: http://www.uccs.edu/bursar/calendar/spring-2016.html

First Student Electronic Bills Will Be Available Online:
JANUARY 12, 2016.

DO NOT WAIT FOR A BILL!
YOU CAN MAKE YOUR PAYMENT ON THE STUDENT PORTAL: www.uccs.edu/portal

STUDENTS WHO HAVE REGISTERED AND HAVE NOT MADE PAYMENT ARRANGEMENTS BY FEBRUARY 3, 2016 WILL BE SUBJECT TO LATE FINES AND SERVICE CHARGES.

THERE WILL BE NO DIENROLLMENT FOR NON-PAYMENT.
IF YOU DO NOT INTEND TO ATTEND CLASSES, WITHDRAW OR DROP ALL OF YOUR CLASSES.

BILLS WILL ONLY BE ACCESSIBLE ONLINE THROUGH YOUR STUDENT PORTAL.
YOU WILL RECEIVE AN E-MAIL REMINDER WHEN A NEW BILL IS AVAILABLE ONLINE.

If you have set up any Authorized Payers, they will also receive an E-Mail Reminder.

Payments by Mail
UCCS-Cashier
1420 Austin Bluffs Parkway
Colorado Springs, CO. 80918

Payments in Person
Credit Cards, Cash or Checks
Cashier Office
2nd floor Main Hall

Online Payments
Credit Cards & Electronic Checks
UCCS Student Portal
http://www.uccs.edu/portal

We accept Cash, Checks, American Express, Discover, MasterCard, and Visa

REVIEW THIS PAGE CAREFULLY.
IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS, call 719-255-3391 or email BURSAR@uccs.edu.
## TUITION RATES

### Tuition Schedule for Spring 2016
Tuition is based on your student status NOT the level of the courses

### UNDERGRAD. FRESHMAN OR SOPHOMORE RATES

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** See note for greater than 15 hours.

### UNDERGRAD. JUNIOR AND SENIORS IN LETTERS, ARTS, AND SCIENCES, SCHOOL OF PUBLIC AFFAIRS, or non-degree/unclassified students without an undergraduate degree with greater than 60 semester hours completed

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** See note for greater than 15 hours.

### UNDERGRADUATE JUNIORS AND SENIORS BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES

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** See note for greater than 15 hours.

* NOTE: Resident student tuition is before COF (College Opportunity Fund) is deducted.

** For additional details and information on tuition rates, fees, and payment options, go to http://www.uccs.edu/~bursar/ or call the Bursar's Office at 719-255-3391.
### Tuition Rates

**Tuition Schedule for Spring 2016**

Tuition is based on your student status NOT the level of the courses.

#### Graduate Enrollment Fee:
- Master of Basic Sciences
- Communication
- Geography
- History
- Psychology
- or Sociology or non-degree/unclassified students with a bachelor’s degree:

<table>
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**See note for greater than 15 hours.**

#### Graduate Students in the School of Public Affairs or Graduate Students in the School of Education:

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**See note for greater than 15 hours.**

#### Graduate Students in the College of Engineering and Applied Science or Business Administration or Psychology PhD:

<table>
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**See note for greater than 15 hours.**

#### Graduate Students in Beth-El College of Nursing and Health Sciences:

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</tr>
<tr>
<td>15</td>
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<td>$16,954</td>
</tr>
</tbody>
</table>

**See note for greater than 15 hours.**

- The board of Regents reserves the right to change tuition and fees at any time.
- Tuition and fees for fractional hours are prorated at the 1 hour rate.
# Tuition Rates

Tuition Schedule for Spring 2016

Tuition is based on your student status NOT the level of the courses.

## Online Completion Program
**UNDERGRAD. FRESHMAN OR SOPHOMORE**

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>*Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$737</td>
<td>$737</td>
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<tr>
<td>2</td>
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</tr>
<tr>
<td>15</td>
<td>$5,839</td>
<td>$5,839</td>
</tr>
</tbody>
</table>

** See note for greater than 15 hours.

## Online Completion Program
**UNDERGRAD. JUNIOR AND SENIORS IN LETTERS, ARTS, AND SCIENCES, COLLEGE OF EDUCATION OR SCHOOL OF PUBLIC AFFAIRS, or non-degree/unclassified students without an undergraduate degree with greater than 60 semester hours completed**

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>*Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$758</td>
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<td>$6,154</td>
</tr>
</tbody>
</table>

** See note for greater than 15 hours.

## Online Completion Program
**UNDERGRADUATE JUNIORS AND SENIORS BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES**

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>*Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>15</td>
<td>$7,384</td>
<td>$7,384</td>
</tr>
</tbody>
</table>

** See note for greater than 15 hours.

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*NOTE: Resident student tuition is before COF (College Opportunity Fund) is deducted.

** For additional details and information on tuition rates, fees, and payment options, go to [http://www.uccs.edu/~bursar/](http://www.uccs.edu/~bursar/) or call the Bursar's Office at 719-255-3391.
ONLINE PAYMENT

NOTE:

DO NOT WAIT FOR YOUR BILL!!! Your account balance is due on February 3, 2016. You can make your payment on the student portal. There will be no disenrollment for non-payment. If you do not intend to attend classes, you will have to withdraw from all of your classes.

You can make your payment via the Student Portal. Please visit the Student Financial Services web site at www.uccs.edu/bursar or call 719-255-3391 for more details.

An electronic version of this form can be found at the following URL: http://www.uccs.edu/~bursar/

Estimating Tuition and Fees
Use the following as a guideline for estimating your TOTAL tuition and fees if you wish to pay in full. Any difference between the actual billing calculation and the estimation below may result in an additional amount due to the University or in a refund to you.

*COF stipend applicable for undergraduate resident students only
Enter the number of hours enrolled in for spring 2016 Semester: ______________ hrs x (to be determined)

1. Tuition (see tables on pp 15, 16, & 17) $ _____________
   Tuition and Fees for fractional hours are prorated based on 1 hour rate.
   Less: *COF Stipend amount x hours entered above -
   Student Share of Tuition =

2. Student Life Fees (mandatory each semester):
   University Center Bond Base Fee $33.00
   Campus Recreation Center bond Fee $160.00
   Additional $9.50 per credit hour $9.50 x __hrs =
   Student Recreation Fee ($1.00 per credit hour) $1.00 x __hrs =
   Athletic Fee ($4.85 per credit hour) $4.85 x __hrs =
   Student Activities Fee =
   Family Development Operating Fee =
   Family Development Center Bond Fee =

3. Wellness Center Fee
   $60.00 (mandatory each semester)
   International Insurance Fee (International students only): fall: $996 spring: $922 summer: $518 =

4. Student Event/Performance Fee ($2.50 - Up to 6 hrs.; $4.00 - 6+ credit hrs) (mandatory each semester) =

5. ISIS Fee (mandatory each semester) $2.00 x __hrs =

6. Learning Technology Fee (mandatory each term, $5 per credit hour) $5.00 x __hrs =

7. Matriculation Fee ($25 assessed only for the first term enrolled - nonrefundable) =

8. Student Orientation Fee (nonrefundable - please see page 15)
   New Freshmen = $100.00
   Transfer Students; and, returning UCCS students who are required to attend another orientation. = $75.00

9. Student Photo I.D. ($15.00 assessed only for the first term enrolled - nonrefundable.) =

10. Solar Energy Fee (mandatory each semester) = $5.00

11. Transportation and Safety Fee (mandatory each semester) = $84.70

12. Lab Fees/Course Specific Fees (call department with questions) =

13. Housing Village Room and Board (contact Housing (719) 255-4042 or see Housing Application for details) =

Total Estimation (Total Lines 1 through 12) =

A PAYMENT MUST BE RECEIVED BY 5:00 PM, FEBRUARY 3, 2016.
IF SENDING BY MAIL, ALLOW 5 DAYS FOR DELIVERY. POSTMARKS WILL NOT BE HONORED.
NOTE:
THE BOARD OF REGENTS RESERVES THE RIGHT TO CHANGE TUITION AND FEES AT ANY TIME.
REGULAR SEMESTER CLASSES (JAN 19 - MAY 14)

FEB 3
• 100% adjustment if ALL courses are dropped by this date.
• 100% if individual courses are dropped by this date.
NO refunds for individual dropped courses after this date

FEB 12
• 80% adjustment if ALL courses are dropped (withdrawn) by this date.

FEB 26
• 60% adjustment if ALL courses are dropped (withdrawn) by this date.

NO refunds for complete withdrawal from the University after this date.

Use the online registration system to drop courses through Apr 1. See the instructions on page 8 of the Registration Handbook.

After Apr 1, Withdrawals must be initiated at the Office of the Registrar.

NOTE: Special academic and financial deadlines apply to short courses. 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.
ACADEMIC PROCEDURES

Academic Advising
See Student Resources

Commencement
Commencement is held twice a year at the end of the fall and spring semesters. The date for spring 2016 commencement is Friday, May 13, 10:30am for the College of Letters, Arts and Sciences, 2:30pm for Helen & Arthur E. Johnson Beth-El College of Nursing and Health Sciences, College of Business, School of Public Affairs, College of Education, and College of Engineering and Applied Science. Only those students graduating during the summer and fall can participate in the Fall Commencement ceremony. Only those students graduating during the spring can participate in the Spring Commencement ceremony.

Declaration of Major
Policy of the Board of Regents requires that students declare a major by the time they have 60 hours towards their degree - by the start of their Junior Year.

Degree Audit
A degree audit provides current information as to a student’s academic status: requirements to be completed and requirements remaining. Available via the UCCS Student Portal by accessing Records and Registration and clicking on Access Degree Audit, or from Academic Advising, 2nd Floor, Main Hall, 719-255-3260.

E-Mail Policy
UCCS uses e-mail as an official means for communicating with students. To ensure students have access to this critical form of communication, students will be assigned a campus e-mail account at the time of acceptance at UCCS. Students are expected to check their official e-mail address on a frequent basis, in order to stay current with university communications. It is recommended that students check their official e-mail account at least once a week because some notices may be time sensitive. E-mail communication will be used to replace printed communication. In addition, faculty may use the e-mail account for their courses. Details about campus e-mail policies can be found at www.uccs.edu/helpdesk.

Enrollment Verification/FERPA (Student Permission) Forms
Current students can view their enrollment history, print enrollment verifications, complete and submit FERPA (Student Permission) Forms, and check loan deferments sent to their lenders by logging into the MyUCCS Portal using their student logon and password. The Enrollment Verification, and FERPA Form links are available in the Academic Resources section of the Student Portal. For questions, please contact registrar@uccs.edu or 719-255-3361.

Final Grades
Faculty are urged to POST grades ONLINE no later than 90 hours after the final exam.

Grades will be accessible for student viewing and printing on the web through the Student Self Service Center.

NOTE: PLEASE REFER TO THE STUDENT PORTAL TO SEE GRADES.

An official copy of grades can be obtained by ordering an official transcript.

Graduation
Requirements for Bachelor’s Degree Candidates
Students who expect to graduate at the end of the term must contact their academic advisor in the college/school from which they expect to receive the degree. In addition they must apply to graduate no later than the first week of classes. Only those students who have contacted their academic advisor and applied to graduate may be certified for graduation. Students who are graduating from Business, Engineering, LAS, Health Sciences, or Public Affairs should contact Academic Advising the semester before their planned graduation for the Senior Audit appointment.

Requirements for Master’s & Doctoral Degree Candidates
Any candidate for a graduate degree is required to take a comprehensive examination, and/or thesis/dissertation defense, and/or capstone project according to departmental requirements after the other requirements for the degree have been substantially completed.

To be eligible for graduation, students must:
• fulfill appropriate requirements as established by their major department and the Graduate School
• complete and have approved the Application for Admission to Candidacy form and the online Diploma Card
• successfully pass the comprehensive examination, thesis/ dissertation defense according to the following deadlines:

Early in the Spring Semester:
Complete the Application for Admission to Candidacy, any Transfer of Credit from another school if needed, the online Diploma Card and the Departmental comprehensive exam, project, report, thesis/ dissertation defense forms and submit to major department, by February 12, 2016. Department submittal to Graduate School by February 19, 2016.

No later than April 15, 2016: Defend thesis/dissertation.
No later than May 13, 2016: Submit thesis/dissertation to library.

By May 31, 2016: Program must process all grade changes for any incomplete grade in courses needed for the degree, submit graduation paperwork, and the final graduation memo to the graduate school.

Candidate for Degree
Students who are not taking regular courses during the term in which the comprehensive exam or thesis defense occurs must enroll as “Candidate for Degree.” Tuition for “Candidate for Degree” enrollment is the equivalent of one semester hour resident graduate tuition, plus appropriate fees described in the “Tuition and Fees” section of this Schedule. A student need not be registered to submit the thesis/dissertation. Students on F-1 visas need to check with their international student advisors for minimum registration requirements. Copies of the University Thesis Manual and Dissertation are available in the departmental offices, www.uccs.edu/gradschl, the Graduate School, and the Library. Students using human, animal and biohazard subjects in research must obtain approval from the appropriate committee (IRB, IACUC, IBC) before beginning such research. Please consult the Office of Sponsored Programs website for compliance information, www.uccs.edu/~osp.

Degrees
Degrees are verified, awarded, and posted approximately 7 weeks after the end of the semester.
Honor Code
Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community: students, faculty, and staff.

The University of Colorado Colorado Springs has an ongoing commitment to maintain and encourage academic integrity. Copies of the University’s Academic Honor Code, a set of standards of academic honesty and procedures governing violations of these principles, are available in the University Library, the Office of Dean of Students, or the Vice Chancellor’s office.

Forms of Academic Dishonesty
- **Plagiarism:** Use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.
- **Cheating:** Intentionally possessing, communicating, using or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.
- **Fabrication and Falsification:** Intentional and unauthorized alteration or invention of any information or citation in an academic exercise.
- **Multiple Submission:** Submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.
- **Misuse of Academic Materials:** Intentionally or knowingly destroying, stealing or making inaccessible, library or other academic resource material.
- **Complicity in Academic Dishonesty:** Intentionally or knowingly contributing to the academic dishonesty of another.

These examples of academic dishonesty are not comprehensive, and infractions will be dealt with on an individual basis. Each student is expected to assist in the enforcement of academic standards. Infractions should be first brought to the attention of the instructor, then to the dean of the college.

Orientation for New Students
Sessions of the New Student Orientation, which include academic advising and class enrollment, will be held before the start of each semester for all new students. The sessions will prepare new students for their initial class enrollment and help ensure their success at UCCS. Attendance is required for all new undergraduate students before they will be allowed to register for classes. Because classes are filled on a first-come, first-served basis, students should attend the earliest program possible.

Academic advisors will be available to answer questions and help students plan their class schedules so they can register that same day.

For the dates and times and to register for orientation sessions, please go to [http://www.uccs.edu/orientation](http://www.uccs.edu/orientation). Specific questions regarding new student orientation should be addressed to 719-255-3098, or check the campus web site at [http://www.uccs.edu/orientation](http://www.uccs.edu/orientation).

Orientation for Graduate Students
Graduate students are NOT required to attend an orientation unless otherwise instructed to do so by the program in which they plan to enroll. Students on F-1 visas need to check with their international advisors for orientation requirements. The Graduate School hosts a New Graduate Student Welcome Reception at the beginning of the fall and spring semesters, and new students are encouraged to attend. Contact the Graduate School at 719-255-3072 or gradinfo@uccs.edu for more details. Please visit their website for information [www.uccs.edu/~graduateschool/](http://www.uccs.edu/~graduateschool).

Student Outcome Assessment Agreement
UCCS requires a series of student outcome assessments at the beginning of the freshman year and at the end of the sophomore and senior years as part of the educational experience. Assessments are kept confidential and will not affect a student’s academic standing. Assessments are used along with other students’ test scores to identify relative strengths and weaknesses in the educational program for the continual improvement of UCCS.

Transcripts
Official transcripts with posted grades are available approximately three weeks after the end of the term. A transcript on which a degree will be recorded is available approximately eight weeks after the end of the term.

Official transcripts can be ordered through the transcript ordering portal at [www.uccs.edu/registrar](http://www.uccs.edu/registrar). Expedited processing (electronic PDF, Federal Express, Pickup) and easy online payment are available. Additionally, standard paper transcripts are available and will be processed within 5-7 business days and sent through U.S. mail.

Transcript orders must be requested online, through U.S. mail, or in person. The University of Colorado Colorado Springs does not accept transcript orders via fax, email, or phone.

**Note:** Official transcripts will be withheld for students with any outstanding financial obligations to the university, or if any restrictive holds have been placed on your student record.

Currently enrolled Colorado Springs students can view/print their unofficial transcript by accessing their myUCCS Portal. Unofficial transcripts are not available to former students or alumni. If you are a former student or alumnus, you will need to request an official transcript through the transcript ordering portal ([www.uccs.edu/registrar](http://www.uccs.edu/registrar)).

For additional information, please visit [www.uccs.edu/registrar](http://www.uccs.edu/registrar). If you still have questions, please email registrar@uccs.edu or call 719-255-3376.
Academic Advising
719-255-3260 Main Hall, 2nd Floor
www.uccs.edu/advising
Advising is available for all undergraduate students. Appointments are recommended - please call 719-255-3260 to schedule. Our office is open Monday - Friday from 8 a.m. - 5 p.m. Walk-in hours for quick questions are offered weekly and are posted on our website: http://www.uccs.edu/advising.

Orientation Programs
719-255-3098 Main Hall, 2nd Floor
Informative orientation/advising sessions, required for all new freshmen and transfer students, are held before the beginning of each semester. Please call for dates and locations, or check the web at http://www.uccs.edu/orientation. Information will be mailed to all new students.

Degree Audit
719-255-3260 Main Hall, 2nd Floor
A degree audit provides current information as to a student's academic status: requirements to be completed and requirements remaining. Available via the UCCS Student Portal by accessing Records and Registration and clicking on Access Degree Audit.

Bookstore
719-255-3247 University Center
The Bookstore is a full service campus store that sells snacks, gifts, spirit wear, supplies, and course materials. The Bookstore is University owned and operated. The Bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are also accepted with proper identification. www.uccsbookstore.com

Textbooks
Courses that require textbooks or optional course materials are available for purchase in-store or online through www.uccsbookstore.com. The Bookstore’s price comparison shopping tool on their website allows students to search for the most competitively priced book option. The Bookstore offers book formats that are New, Used, Rental, and e-Books for purchase.

Textbook Return Policy
Please refer to the most up-to-date policy stated on www.uccsbookstore.com. All returns, refunds, and exchanges require the original receipt. The credit card used for the original purchase must be present to credit back refunds on the return. Refunds for checks normally take 7-10 business days to clear before a cash refund can be given. New textbook returns must be in new selling condition. If originally shrink wrapped, the wrap must still be intact.

Restocking Fee
A restocking fee will be charged for all books returned except in the following instances: 1. Courses cancelled by the University. 2. Textbook requirements changed by the faculty member. 3. Courses the following instances: 1. Courses cancelled by the University. 2. Courses new students.

Campus Closure Procedures
Decision to cancel classes due to inclement weather will normally be made prior to 6:00 a.m. The decision to cancel evening classes will normally be made prior to 3:00 p.m. Faculty, staff and students should call the emergency information line, 719-255-3346, check the UCCS Public Safety Homepage/Facebook, and/or Twitter links at (http://www.uccs.edu/~pusafety/), or listen to the following stations for cancellation information.

Colorado Springs
- KVUU
- KVOR
- KRDO
- KSSS
- KCRC
- KTLF
- KMAX
- KKLJ
- KILO
- KKFM
- KATM
- KGFH
- KCFJ
- KCCY
- KRYT
- KCCY
- KOA
- KYGO
- KTV
- KKTU
- KOAA
- KRDO

Barricades and signs will be placed at all campus entrances. Access to the campus will be restricted. No one will be allowed on campus until the campus officially reopens.

Campus Recreation
719-255-3463 Recreation and Wellness Center
The Campus Recreation Center houses lap & leisure pools, a hot tub, a two court gymnasium, a running track, a full service fitness center, aerobics/dance studio and a bouldering wall. These services support the leisure and wellness needs of students, faculty and staff. This is accomplished in a variety of ways, including:
- Open Recreation - access to the gym and fitness center.
- Intramurals - Competitive and recreational teams, individual leagues, and special events.
- Club Sports - offering instructional, educational, and competitive activities for members.
- Outdoor equipment rental - an increasing inventory of equipment at nominal rates.
- Outdoor facilities and programs - access to sport facilities by reservation, and various outdoor trips.

Career Center
719-255-3340 Main Hall 201
Career counseling and resources are available for all aspects of a student’s career path. Office hours are from 8am to 5pm, Mon-Fri, and appointments are required. We offer various assessment tools to help you decide on a major or if you are changing career paths. We help your job search skills with personal resume reviews and mock interviews. We host many career events and recruiters on campus each year, including two Career Fairs. The Career Center also sponsors online career tools: Clyde’s Careers allows students to view internship and job postings, track career events on campus and allows employers to view your resume for potential employment. Clyde’s Careers also offers a resume building tool as well as specific information regarding international jobs and internships. Access Clyde’s Careers and other helpful information from the Career Center website at www.uccs.edu/career. For other information regarding Career Center services, visit www.uccs.edu/career often.
STUDENT RESOURCES

Chancellor’s Leadership Class  
719-255-3065  Main Hall 104  
Provides a leadership development program for undergraduate students that includes a leadership studies curriculum, personal enrichment activities, mentoring, and community services.  
www.uccs.edu/clc/

Childcare  
719-255-3483  Family Development Center  
www.uccs.edu/fdc  
The Family Development Center is a fully accredited, high quality, affordable preschool and child care center serving UCCS families and the community at large. We offer educational programs for children from 1 year of age to 10 years.

At the Center we strive to help children build self-esteem and to feed each child’s curiosity and enthusiasm. We create a positive environment that supports the intellectual, social, emotional and physical growth of children.

The Center maintains a staff of highly qualified and caring teachers. The activities in the classrooms are planned and implemented by professional lead teachers who are trained in early childhood/child development and are responsible for coordinating the program. Lead teachers are assisted by additional teachers and aides.

The Center strives to meet the standards for low child/staff ratios adopted by the National Association for the Education of Young Children (NAEYC).

The Center is open from 7:00 am to 6:00 pm, Monday through Friday. Competitive rates are available, with discounts for students, staff, faculty, and alumni. Some scholarships are available for students. Subsidies for military families are also available.

Enrollment is on a first come, first served basis, with priority given to UCCS students. Phone or visit the Center for further enrollment information.

Communication Center  
719-255-4770  Columbine Hall 312  
The Communication Center focuses on the development and enhancement of the oral communication competency of all members of the campus community - students, faculty, and staff. The Center provides several programs and presentations that can be utilized in the classroom through workshops, or within the Center through one-to-one assistance. Regardless of academic major, communication skills play an important role in the advancement and success of all college students.

Copy Center  
719-255-3213  University Center 108  
www.uccs.edu/copycenter  
The Copy Center offers full service printing, copying and faxing services to students, faculty, and staff. Ask us about using your Paw Prints!!

Counseling Center(see Wellness Center)

Dean of Students, Office of  
719-255-3901  Main Hall 312  
The Office of the Dean of Students is responsible for maintaining and administering the University Student Code of Conduct.

They also network with University departments and programs to provide clarity on University protocols, policies, and rules. They advise and make recommendations on student initiatives, interests and needs in the areas of student complaints, appeals and referrals. The Office also provides problem solving assistance and can help students connect with campus resources.

Disability Services  
719-255-3354  Main Hall 105  
Provides equal access to reasonable accommodations for students with documented disabilities. Qualified students must meet the academic standards requisite to admission and provide documentation of a physical or mental impairment which substantially limits one or more major life activities. Please call for an appointment.

Diversity and Inclusiveness  
UCCS inclusively engages diverse people and perspectives in learning, discovery, and innovation to prepare students for successful futures, to build knowledge, and to inform the greater public good.

Diversity represents, among other things, differences in ethnicity, race, gender, age, class, sexual orientation, abilities, religious and spiritual values, political viewpoints, veteran status, and gender identity and expression. The principle of diversity advocates being inclusive of all while overcoming the legacies of exclusion in order to foster equity within the university experience.

Financial Aid, Student Employment, and Scholarships  
719-255-3460  Cragmor Hall 201  
Office website: www.uccs.edu/finaidse  
Office Facebook: UCCSFinAid  
Via Email: General Financial Aid: finaidse@uccs.edu  
Student Employment: stuemp@uccs.edu  
Scholarships: scholarships@uccs.edu  
Office Hours  
Monday through Friday 8:00 a.m. to 5:00 p.m.

The UCCS Financial Aid Office is available to assist students and their parents with funding options through federal, state, and institutional aid programs. Financial aid counselors are available to meet with students on a walk-in basis.

To apply for financial aid, first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and list UCCS School code 004509. Priority filing date for the FAFSA is March 1st. The UCCS Scholarship Application is completed through the myUCCS student portal. The majority of scholarships have a March 1st deadline.

Grants  
Grants are financial aid awards that do not have to be repaid. Grants may be used for tuition, fees, books, room and board, and other miscellaneous educational expenses. The Financial Aid Office awards grants based on financial need. Students who complete the FAFSA are automatically considered for grants.

Scholarships  
Scholarships are awarded on the basis of need and/or merit. All available institutional scholarships are listed on the web at www.uccs.edu/finaid. The deadline for most institutional scholarships is March 1st. Postmarks will not be honored. Many of the scholarships require that students have completed the FAFSA. Outside scholarship search databases (all free) are also listed on the scholarship web page.
Federal Direct Loans
Direct Loans are low interest loans for students to assist in paying for their college education. Direct loans are available to students regardless of credit scores as long as the student is enrolled at least half-time in a degree seeking program. Interest on Direct Loans may be subsidized (paid) by the U.S. Government depending on the student’s need, as determined by the FAFSA.

Federal Parent Loans (PLUS)
A Federal Direct PLUS is a credit-based loan available to the parent of an undergraduate, dependent student. Borrowers who are approved may borrow up to the full financial aid cost of attendance minus other financial aid received. To apply for the Federal Direct PLUS, the borrower must first complete the PLUS application and promissory note at www.studentloans.gov. The application is available each July 1st for the upcoming school year.

Federal Graduate Loans (PLUS)
A Federal Direct Grad PLUS is a credit-based loan available to graduate students. Borrowers who are approved may borrow up to the full financial aid cost of attendance minus other financial aid received. To apply for the Federal Direct Grad PLUS, the borrower must first complete the PLUS application and promissory note at www.studentloans.gov. The application is available each July 1st for the upcoming school year.

Federal Perkins Loans
Perkins Loan is a low interest federal student loan for graduate and undergraduate students. These loans are awarded based on exceptional financial need.

Work-Study
Work-study is a financial aid program that allows students to work on-campus or with an approved off-campus employer to earn money to pay educational expenses. This offers part-time, subsidized employment (approximately 6-15 hours per week) with both on and off-campus employers. Students must also be enrolled at least half time and comply with the financial aid policy on Satisfactory Academic Progress (SAP) to maintain eligibility for work-study.

Colorado No-Need Work-Study
Not based on financial need and offers part-time, subsidized employment (approximately 6-15 hours per week), on campus or at selected employers off campus. Applications are available online during each summer and are due by the end of the first week of fall classes. Undergraduate degree students who are eligible for resident tuition (not military or Olympic status), take at least six credit hours and who comply with the financial aid policy on Satisfactory Academic Progress (SAP), may apply for Colorado No-Need Work-study.

Student Employment
The Financial Aid/Student Employment Office offers a self-referral employment service to currently enrolled students and to students who have been accepted for the following term. Students need not document financial need to apply for some jobs. There is no charge for any of these services.

On-campus (hourly/non work-study) employment is available to full-time or part-time degree status students and full-time unclassified students. Additionally, during the summer, degree-seeking students may work on campus without being enrolled, if they were enrolled as half-time students during the previous spring semester and will return in the fall semester. Jobs are generally part-time and are listed throughout the year depending on employer needs. However, the majority of openings are at the beginning of each term.

Off-campus employment, both part-time and full-time, is available throughout the year depending on employer needs. Openings range from highly skilled technicians and computer assistants to clerical work, food service, and general labor. Temporary and on-call positions in such areas as day care, house cleaning and furniture moving are also listed.

Current job openings, both on and off campus, work-study and non-work-study are listed on SEAN’S, an online student employment assistance network for students. This service is strictly self-referral and to apply for any job the student must contact the employer directly. Students may access SEAN’S at seans.uccs.edu

Short-Term Loans
The University has a short term loan program for students in need of short term financial assistance. These loans are temporary in nature and must be repaid by the 3rd payment due date of that semester. These loans are available starting five calendar days prior to class start. Applications are available in the Office of Financial Aid/Student Employment. The fee to borrow is $5.00 per $100.00 borrowed. The fee is added to the student’s bill. Eligibility for a short term loan is determined by a Financial Aid Advisor. The maximum loan is $700.

First Year Experience
719-255-3570 Main Hall 202
The Office of First Year Experience offers transitional, academic, and student development support services to all freshmen and transfer students. The mission of the office is to assist students with academic success. The Office of First Year Experience provides academic support through interactive workshops (time management, study skills, test-taking), success coaching. All of these services are offered at no cost to the student.

http://www.uccs.edu/fye

Global Engagement Office
719-255-5018 Copper Hall, Suite 9202
Email: international@uccs.edu
The Global Engagement Office is a hub and resource for international activities on the UCCS campus. The office provides integrated services and activities for inbound international students and scholars and students interested in education abroad opportunities. The services provided include information on admissions, enrollment, student visas and related issues, English language courses and proficiency requirements, housing and U.S. life and culture. For students considering education abroad the office identifies appropriate programs and offers comprehensive advising on all aspects of studying in another country on short-term, semester, and year-long programs. The GEO supports diversity and
global engagement programs for UCCS students. It collaborates with UCCS colleges, schools, and faculty to develop international programs, exchanges, and partnerships to increase the multicultural experiences and global competencies of students, faculty and staff.

Health Insurance
719-255-4444 Wellness Center
UCCS has a mandatory insurance policy for all international students. While many other countries bear the expenses of health care for their residents, individuals in the United States are responsible for these expenses themselves. Therefore, all students studying at UCCS on Visa status must be insured. UCCS also offers a voluntary Student Health Insurance Plan for domestic students in line with the federal mandate that may be purchased through the Wellness Center web page. For more information about the Student Health Insurance Plan and the Wellness Center’s discount program that is also available, please visit: www.uccs.edu/shc.

Housing - On-Campus
719-255-4042 Monarch House
Welcome home! Join the 900 students who are living in some of the best on-campus student housing facilities in Colorado. We invite you to explore the UCCS Summit and Timberline Village Residence Halls or the new Alpine Village Apartments. Both Villages are just a short walk or shuttle ride from campus classroom buildings, the Student Recreation Center, the Kraemer Family Library and the University Center.

Our Villages are nestled at the foot of the scenic Austin Bluffs hillside and provide residents with some of the most spectacular views of the Pikes Peak region including the Rock Mountain Front Range and the Garden of the Gods. All our on-campus living options offer the perfect mix of privacy with the opportunity to study, play, relax and meet friends. In-room cable TV and Ethernet connections, and convenient laundry facilities make on-campus living the right choice for students.

If you are a freshman or an upper classman wanting the traditional residential experience, look at the Summit Village Residence Halls. Summit also offers unique learning communities and theme floors like the Colorado Living and Outdoor Recreation Floor, Nursing Floor, Honors Floor, the Arts Connection and Substance-Free Floor. If you are over 21 or are transferring in with 30 or more credits, check out the Alpine Village Apartments. It’s easy - just complete our downloadable application, print it and forward the application and fees to: UCCS Housing Village, 1010 Austin Bluffs Parkway, Colorado Springs, CO 80918. More on-line at: www.uccs.edu/housing. Come join the “Village People” and begin making a lifetime of on-campus college friendships and memories.

Housing - Off-Campus Assistance
719-255-4042 Monarch House
The University’s off-campus housing referral service, maintained by Residential Life, has listings of rooms, apartments, and houses, as well as students seeking roommates to share accommodations. For more information, go to www.uccs.edu/commuter.

Information Technology
719-255-3536 El Pomar Center
Each student is automatically assigned an IT account for access to email and the university network. See www.uccs.edu/it and www.uccs.edu/helpdesk for more information.

719-255-3536 El Pomar Center
IT Help Desk EPC, 1st Flr
719-255-4963
Columbine Hall Lab COLU 231
719-255-3422
Library Computer Lab EPC, 2nd Flr

Institutional Equity, Office of
719-255-4324 Academic Office Building 528/530
Enforces the CU Sexual Harassment Policy and Procedures, the CU Conflict of Interest in Cases of Amorous Relationships Policy, and the UCCS Discrimination and Harassment Policy and Procedures, as well as the Student Sexual Misconduct Policy (Appendix I of the Student Code of Conduct), in conjunction with the Dean of Students. The Office handles investigations involving students, staff and faculty; and investigates allegations of sexual harassment, Protected Class discrimination and harassment, and claims of retaliation related to an investigation.

Lane Center for Academic Health Sciences
719-255-4401 4863 North Nevada Avenue
www.uccs.edu/HealthCircle
The Lane Center for Academic Health Sciences houses multiple clinics operated by faculty providers where training and research are conducted, along with the Gerontology Center, Psychology labs, and the Colorado Springs branch of the CU School of Medicine. The academic clinics operate under the brand, UCCS HealthCircle. The clinics offer a continuum of health and wellness services to UCCS faculty and staff, including primary care, nutrition, physical activity engagement, health coaching, and mental and behavioral health. Services can be accessed in a single clinic, or in multiple clinics, with integration across the clinics to maximize efficiencies and scope of impact on health and wellness, as well as chronic disease prevention and self-management. Students from multiple disciplines learn evidence-based practices across the clinics along with integrated care best practices. Faculty and student research examines practice processes and outcomes. Collaborative training and service delivery are also available within the Peak Vista Lane Family Senior Health Center (primary care).

Aging Center
Lane Center, room 320
(719) 255-8002

Center for Active Living (CAL)
Lane Center, room 128
(719) 255-8004

Peak Nutrition Clinic
Lane Center, room 137
(719) 255-7524

UCCS HealthCircle Primary Care Clinic
Lane Center, room 250
(719) 255-8001

Veterans Health and Trauma Clinic
Lane Center, room 380
(719) 255-8003

Languages and Social Sciences Center
719-255-3690 Dwire Hall 270
The Center provides support to language students (Spanish, German, French, Japanese, Chinese, American Sign Language and English as Second Language) and Social Science students in areas of Anthropology, Economics, Geography and Environmental Studies, and Psychology. Services include tutoring, pre/post testing, conversation tables, placement testing, International travel information and study sessions for our Social Sciences. Many Instructional aides are available.
Library, Kraemer Family
719-255-3296  El Pomar Center
www.uccs.edu/library/

The Kraemer Family Library occupies the top two floors of the El Pomar Center. The collection contains over 1.2 million items ranging from traditional print material to electronic databases, and a wide array of research services. The library’s online catalog and other electronic resources can be accessed via the library’s web page at www.uccs.edu/library.

UCCS students with a valid University ID have access to the library’s services including reference assistance, interlibrary loan, database searching, and a course reserve collection. In addition, students and faculty have access to the collections of many of the state’s other academic libraries through personal visits, shared electronic catalogs, or interlibrary loan. The library’s interlibrary loan agreements provide students and faculty with access to the collections of most of the libraries in the U.S. and other countries. An assistive technology lab is available for students with special needs. Instruction in library use is provided in many of the courses taught on campus.

Library hours during the spring term*:
Mon-Thurs 7:30 a.m. - 12:00 midnight
Friday 7:30 a.m. - 8:00 p.m.
Saturday 10:00 a.m. - 8:00 p.m.
Sunday 11:00 a.m. - 12:00 midnight

During holidays and breaks, variable hours are posted at the door and on the library’s website. Check the library’s webpage for other services, events, and workshops.

Mathematics Center
719-255-3687  Engr 233

The Mathematics Center provides drop-in tutoring in mathematics, computer science, physics, statistics, and engineering. In addition, we provide supplemental instruction, space for small group study and a limited amount of one-on-one tutoring for UCCS students free of charge. The computers in the Math Center have a variety of mathematical and statistical software for student use.

Math Placement Test
The Math Placement Test is used to determine placement into the appropriate math class. The exam is offered online and the cost is nominal. Information and directions to take the Math Placement Test can be found on the Math Department’s website at www.uccs.edu/math.

MOSAIC: Multicultural Office for Student Access, Inclusiveness and Community
719-255-3040  Univ Center 110A
acordova@uccs.edu
www.uccs.edu/mosaic

Promotes cultural diversity by assisting in recruitment, retention, and academic success of students from diverse cultures. Also assists students who want to share their culture by connecting them to campus resources, opportunities and information.

LGBT + Resource Center
719-255-3447  Univ Center 110B
lgbtrc@uccs.edu
www.uccs.edu/lgbtresourcecenter

The LGBT Resource Center in MOSAIC exists as part of an on-going commitment to foster a positive and inclusive atmosphere for everyone at UCCS. The LGBT Resource Center is designed to provide resources and info to LGBT students, advocate for LGBT interests throughout campus, conduct outreach and education, and to ensure LGBT voices are represented among the campus at large. Much of the LGBT+ Resource Center’s programming for events endorse National Coming Out Week, Transgender Day of Remembrance, National Day of Silence, World AIDS Day, LGBT Health Awareness Week, and Spirit Day. The LGBT Resource Center is known for Safe Zone Training, an ally training workshop for students, staff, and faculty.

MOSAIC Gateway Program
719-255-3040  Univ Center 110A
acordova@uccs.edu

The MOSAIC Gateway Program provides holistic admission review for students who show strong potential to succeed in college even though facing particular academic and social challenges. Upon review of a UCCS application and required support documents, the admissions committees refer students for additional MOSAIC Gateway review. www.uccs.edu/apply. After a thorough assessment, a limited number of students are admitted on a case-by-case basis. Students denied admission to the program are advised on alternative means of achieving a college education. The MOSAIC Gateway Program is coordinated by Anthony Cordova, Director of MOSAIC (Multicultural Office for Student Access, Inclusiveness and Community). MOSAIC provides support with admission, advising, mentoring, and college transition for all students, with particular emphasis on students who are ethnically diverse, LGBTQ+, first generation, non-traditional, or face other challenges. High school principals, counselors, teachers and others mentors are encouraged to refer and recommend appropriate students for the MOSAIC Gateway Program by contacting Anthony Cordova, acordova@uccs.edu.

Pre-Collegiate Development Program
719-255-3239  Main Hall 303

Assists in preparation of under-represented and first generation college students (grades 9-12) to be competitive for entrance to the college.

Prospective Students
www.uccs.edu/futurestudents

The Office of Student Recruitment and Admissions Counseling is happy to answer your questions about becoming a student at UCCS. We work with all high school and college transfer students. Our office is located in Cragmor Hall, Room 001. Monday – Friday, 8am – 5pm. If you have questions call 719-255-3084 or 1-800-990-8227 extension 3084.

Public Safety
719-255-3111 (24/7 Dispatch Center)
Parking Garage/Public Safety, 104
http://www.uccs.edu/pusafety/index.html

The University Department of Public Safety is a full service police agency. The Police Operations Division oversees the daily operation of the UCCS Police Department. UCCS Police Officers are Colorado P.O.S.T. Certified and commissioned police officers for the State of Colorado. Also housed under the Department of Public Safety is the Emergency Management Division, which encompasses emergency preparedness, environmental health and safety, fire safety, and hazardous chemical management. For more information on emergency preparedness, or to learn more about registering for the campus emergency notification system, visit http://www.uccs.edu/pusafety/emerplan.html
STUDENT RESOURCES

Liability Limitation: The University does not provide medical support or pay expenses for students who are injured or become sick on campus.

Should you become involved in a traffic accident on campus, Do Not move your vehicle. Call the University Department of Public Safety immediately.

If you witness a crime, contact the University Department of Public Safety. If at all possible, the information you supply will be kept confidential. There are times when a very small amount of information can be of considerable assistance in helping the victim.

Report all crimes immediately upon discovery. The sooner the police are aware of the crime, the better the chance of recovering property and/or apprehending the perpetrator. Should you become the victim of a sexual assault, report it immediately. Be confident that your case will be handled in a sensitive, discreet, and confidential manner.

The University Department of Public Safety will assist you in any way it can. If for any reason you are apprehensive about going to your vehicle, call the Department of Public Safety for an escort. If you see a safety problem on campus, report it to the Public Safety Office.

The Department of Public Safety maintains a Daily Crime/Fire Log. This daily log includes all criminal incidents and alleged criminal incidents that were reported to the UCCS Police Department. The daily log also includes reported fires that occurred within on-campus student housing facilities. The log can be viewed at: www.uccs.edu/pusafety/police/blotter.

Campus Safety Information
The University of Colorado Colorado Springs annually publishes the Federally Mandated Campus Safety and Security & Fire Safety Report, also known as the Clery Act. This report contains a summary of: campus crime statistics, responsibilities to report, campus safety programs and other safety information. Additionally, pursuant to C.R.S. 18-3-412.5, the report contains information regarding persons who are required by Colorado Law to register as sex offenders. The Fire Safety Report includes information about Housing fire notifications, fire statistics, drills and evacuation procedures, fire alarm systems and fire education and training. This report can be read in full on the internet at: http://www.uccs.edu/asr/index.html. If you cannot access the report on the internet, please call Campus Police at 255-3111 to request a printed copy be sent to you. The Department of Public Safety can supply statistical information for research, general information or someone to speak to your group. If you would like to know more about law enforcement and its career opportunities, contact the Department of Public Safety. Drive safely, courteously and have a safe semester at the University of Colorado Colorado Springs.

Science Center
719-255-3689  Centennial Bldg 204
The Science Center is open to all UCCS students and faculty. All services are free. These include:

• a place to meet friends, study, or just relax
• unlimited drop-in tutoring for a variety of lecture and lab courses
• scheduled extra instruction (EI) sessions in chemistry, biology and physics
• computers with standard software and software specific for science classes
• printers and a copier
• textbooks and reference materials
• past quizzes, exams, homework assignments, and notes from key classes

• and, most of all, a welcoming atmosphere and the commitment to help students succeed.

Student Life and Leadership (SLL)
719-255-3470  University Center 102
The Student Life and Leadership Office, located on the first level of the University Center, is your doorway to campus life. Involvement in sponsored activities provides for personal growth, leadership development, lifelong friendships, chances to develop new skills, and opportunities to have fun. The SLL office publishes the weekly Clyde's Calendar newsletter and serves as the administrative hub for the following areas:

Office of Student Activities (OSA)
The Office of Student Activities (OSA) provides over 200 events per year which includes traditional programs like Disorientation Week, Homecoming, Roar Daze, concerts, speakers, and educational programs for the campus community. Combined with a wide variety of weekend programs, OSA seeks to meet the unique interests of our diverse student body.

Student Government Association
The Student Government Association is a student-led organization, representing and advocating for all UCCS students. They promote the overall welfare of the student body through advocacy and opportunities for student engagement. SGA strives to promote community by fostering a sense of pride through accountability and by providing an enriching university experience for all students.

Student Clubs and Organizations
With over 145 student-led clubs and organizations, there are a variety of ways to get involved on campus, meet people, and develop leadership skills. Students interested in media can work with the Scribe Student Newspaper or the UCCS Radio Station. From Greek Life to any number of interest groups, there is an option for everyone.

UCCS Online Radio
Radio@uccs.edu  University Center
The UCCS online radio airs student, staff, and faculty programs that showcase all areas of University life 24/7. Shows feature breaking campus news, sports events and interviews, individual college programs, concerts, University resource information, club highlights, and the latest musical hits. Facebook: UCCS Radio, Twitter: UCCS Online Radio. Email: radio@uccs.edu.

University Center
719-255-3450
The University Center is the main gathering place for the campus: fostering a sense of community among the students, faculty, staff, alumni and community. The University Center is designed and maintained to provide a comfortable and relaxing environment that facilitates the delivery of services, programs and special events.

The University Center provides for a variety of cultural, recreational and educational needs. This multi-purpose facility contains lounge and study areas, the Overlook Café, University Center Coffee, Clyde’s, meeting rooms, Student Government offices, the commuter lounge, a game room, the office of Student Multicultural Affairs, the Information Desk, the UCCS Bookstore, and the Copy Center. Visit us at http://www.uccs.edu/uc.
University Testing Center
719-255-3354  Main Hall 105
Testing includes:
- American College Test (ACT) Residual: an entrance exam for undergraduates. The results are valid for admission to the CU system only. Cost is $50.
- Correspondence exams - Cost $20/exam.
- Graduate Record Exams (GRE) - subject based only. An entrance exam for graduate programs. Visit www.gre.org to register and pay.
- Miller Analogy Test (MAT) - an entrance exam for graduate programs. Cost is $80.
- Reasoning Skills Test: an exam used to satisfy the LAS Quantitative and Qualitative Reasoning Skills Requirements. Cost is $20.
For information, costs, and scheduling, please call 719-255-3354.

Veteran and Military Student Affairs and UCCS Veteran Resource Center, Office of
719-255-3253  Forster House
The Office of Veterans and Military Student Affairs (OVMSA) assists veterans and others eligible for Department of Veterans Affairs (DVA) education benefits. The office is supervised by the university and bound to complete documentation and maintain records according to the guidelines of the DVA and the Colorado State Approving Agency for Veterans Education and Training.

Veteran Education Benefits
Chapter 30, 31, 32, 33, 35, 901, 1606 and 1607: The veteran must establish eligibility for educational benefits from the DVA by filing the appropriate paperwork at this office and through the DVA’s website at www.gibill.va.gov. The student must be registered in classes before the term census date before this office can certify any classes to the DVA.

Procedures
For those enrolling at UCCS for the first time using VA education benefits, please attend a veteran/military orientation, visit the Forster Veteran Resource Center, or call our office as soon as possible to begin the process of starting your benefits.

After registration each semester, the student must submit a Course Load Worksheet to the OVMSA for review in order for the certification to be processed by the DVA. Any changes in course load (i.e., adds, drops, withdrawals) must be reported to the OVMSA.

Dependent Education Assistance Act, Chapter 35
Students between the ages of 18 and 26 who are eligible for educational benefits because of the death of a parent during active military duty or because of service-connected disability rated by the DVA as 100% permanent and total should file appropriate forms with the DVA according to the preceding paragraphs. The registration procedure is also the same as described above.

Wellness Center
719-255-4444 Health Center  Recreation & Wellness Center 100
719-255-3265 Counseling
The Wellness Center provides convenient and affordable access to quality physical and mental health care for students. All actively enrolled students are welcome at the Wellness Center and medical insurance is not needed to be seen for an appointment. The Wellness Center is a fee for service clinic with $15 office visits. The $15 co-pay does not include costs associated with additional procedures performed or if medication is dispensed from the Center. The Wellness Center is here to help UCCS students address personal issues, relationship issues, medical issues, and issues about career decisions. When encountered, such problems may get in the way of academic achievement and overall well-being.

Many services are provided including, but not limited to:
1. Individual, couples, family and group counseling to help students address mental health related issues experienced while enrolled at the University.
2. Evaluation and treatment of acute illness and injuries, as well as preventative visits such as physicals and immunizations. Multiple appointments available each day for acute care visits.
3. Visits with certified dietitians to assist with food sensitivities, weight management, healthy eating choices and athletic performance. Visits with wellness coordinator to assist in developing and maintaining healthy habits.
4. Workshops and presentations to address various mental health-related topics like stress behaviors, sexual abuse and domestic violence, alcohol and substance abuse and academic issues such as study skills, stress management skills, time management and test anxiety.
5. Psychological and neuropsychological testing services are initiated to help identify conditions that may get in the way of academic success through the use of clinical and objective tests. The results are discussed both in person and in a comprehensive report that includes summary of gathered data through clinical interviews, test results, full interpretation of test results, formal diagnoses, and recommendations.
6. Consultation services for faculty, staff and students to help with mental health-related challenges and questions they may have.
7. Gateway Guide Program to assist freshmen who are struggling with transitions related to life as a college student.

Writing Center
719-255-4336  Columbine Hall 316
Students of all skill levels can benefit from working with peer writing consultants at any stage of the writing process. The Writing Center offers 50-minute to 1 hour and 50 minute face-to-face and online appointments Monday through Saturday. The Center also facilitates in-class workshops and the in-center Writing Ordeals Made Better and Terrific-er Workshop Series. Information about our hours and making appointments can be found at http://www.uccs.edu/writing_center/.
UNIVERSITY POLICIES

A complete listing of all University policies can be found on the website of the Vice Chancellor of Administration and Finance: www.uccs.edu/vcaf/policies.html. This website includes policies of the entire CU system as well as UCCS-specific policies. Below are some of these policies.

Affirmative Action
The University of Colorado Colorado Springs follows a policy of equal opportunity in education and employment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees. Under Colorado state law, sexual orientation includes a person’s orientation toward heterosexuality, homosexuality, bisexuality, or transgender status. This policy applies to all areas of the University affecting present and prospective students or employees.

The institution’s educational programs, activities, and services offered to students and/or employees are non-discriminatory and consistent with State Affirmative Action guidelines, as well as with Federal laws and orders.

For information about these provisions on equity, discrimination, or fairness, as well as internal and external complaint procedures, contact the Office of Institutional Equity, Academic Office Building, Room 528/530 719-255-4324.

UCCS Affirmative Action/Equal Opportunity Policy Statement
The University of Colorado Colorado Springs is committed to creating and maintaining a work and study environment for faculty, staff, and students that does not discriminate on the basis of race, color, religion, sex, age, political affiliation, national origin, individual handicap, sexual orientation, or veteran status. All employees, faculty and students must be allowed to work, study and teach in an environment that is free of unwanted sexual overtures which undermine the integrity of employment, teaching, and faculty-student relationships. The University of Colorado Colorado Springs is as a matter of principle and legally committed to the cause and spirit of affirmative action and equal opportunity. As Chancellor, I wish to emphasize my professional and personal commitment in assuring that the implementation of affirmative action programs thus yield positive, tangible results at CU Colorado Springs.

Effective implementation requires the involvement, participation, and support of all segments of the University. Positive, good faith efforts will be required of everyone, but particularly of those individuals who are responsible for recruiting, hiring, evaluating, and promoting others. Performance in this area will be an important element in the evaluation of all campus administrators and supervisors. The Office of Institutional Equity is available to assist all employees, faculty, and students in this important area.

Colorado Rioting Act
No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of conviction. A student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution’s notification of such conviction for a period of twelve months following the date of conviction; except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution. Nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures or disciplinary actions, in addition to the suspension regarding students involved in riots stipulated above. (Colorado Revised Statutes, 23-5-124).

Drugs and Alcohol
In compliance with the Drug Free Schools and Communities Act, the University of Colorado Colorado Springs prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs and alcohol, on university property or as part of any university activity. This prohibition applies to all students and to all employees. Any employee (including student employees) who act in violation of the above policy also results in a conviction under a criminal drug statute must report the conviction in writing to the employee’s departmental supervisor within five days. The University, in turn, may be obliged by law to report certain convictions to the federal government.

The University, through regulated law, established governance committees, procedures, and state laws and policies, will impose sanctions for violation of this policy, which may include but is not limited to mandatory participation in a rehabilitation program, or disciplinary action such as reprimand, suspension, salary reduction, demotion, or termination of employment for employees, and for students a warning, probation, suspension, ineligibility for financial assistance, expulsion from university housing, or dismissal or expulsion from the University itself.

Many of the Acts which violate this policy also violate criminal law and must be referred for prosecution. In such cases law enforcement authorities may administer a separate penalty such as a fine or imprisonment. For more information, go to: http://www.uccs.edu/~aod/

In addition to the imposition of legal and financial consequences associated with the abuse of drugs and alcohol, the physical and psychological effects of such abuse can have a devastating effect upon the ability to perform physical and intellectual skills required of a student or employee. It can also impair the ability to develop and maintain the interpersonal skills and the working relationships essential to an effective environment.

The University of Colorado Colorado Springs provides education, counseling, and referral for rehabilitative treatment relating to drug and alcohol abuse. Students should contact the Counseling Center for additional information.

Privacy Act - FERPA
The University of Colorado Colorado Springs informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. The University intends to comply fully with the Act, which was designated to protect the privacy of education records, to establish the right of students to inspect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right
to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Parents and eligible students who need assistance or who wish to file a complaint under FERPA or PPRA should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
1-800-USA-LEARN (1-800-872-5327)

The complete policy can be found in the University library and the Office of the Registrar web site. Information is also published in the Catalog.

The University of Colorado Colorado Springs (UCCS) has designated the following as directory information: student name; student address (mailing and permanent); telephone number; campus e-mail address; dates of attendance; previous educational institutions attended; School/College or division of enrollment; majors/minors and field of study; class level; degree(s), honors and awards applied for or conferred (including certificates, thesis and dissertation titles) and dates conferred with location; enrollment status; expected date of completion or graduation in enrolled course of study; student employment; College Opportunity Fund application and authorization status for Colorado residents; past and present participation in officially recognized activities and sports (including height and weight of athletes); and photo of student (Student ID).

Although these items are designated by the institution as directory information, only a limited amount of this information is routinely disclosed by UCCS officials and the University retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of your privacy rights.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. Examples of a school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; reporting to CO Dept of Education, Student Clearinghouse or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her duties.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the Registrar. Forms requesting the withholding of "directory information" are available at the Admissions and Registrar’s Offices. The University of Colorado assumes that failure on the part of any student to request specifically the withholding of "directory information" indicates individual approval for disclosure.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

Residency Classification For Tuition Purposes

A student is classified initially as an in-state or out-of-state registrant for tuition purposes at the time an application and all supporting credentials have been received in the Office of Admissions and Records. The classification is based upon information furnished by the student and from other relevant sources. The requirements for establishing residency for tuition purposes are defined by law of the State of Colorado (Chapter 23, Article 7, Colorado Revised Statute 1973, as amended).

NOTE: Due to the complexity of the statute, detailed information should be obtained directly from the Office of Admissions and Records, 719-255-3361.

After the student’s status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary. Classification standards conform to state statutes and judicial decisions and are applicable to all of Colorado's state-supported colleges and universities.

The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state or the reverse, has the responsibility of informing the tuition classification officer, Office of Admissions and Records, after such a change occurs. If an adult student or an emancipated minor establishes domicile outside of Colorado, he/she is to send written notification within five days to the tuition classification officer.

Petitioning for Classification Change

Any student who is 23 years of age or older, or is an emancipated minor as defined by law, is qualified to change his domicile and his or her tuition classification status. Detailed instructions as to the procedure to follow and the necessary petition forms are available from the tuition classification officer, University of Colorado Colorado Springs, Office of Admissions and Records.

Classification Notes

1. Petitions will not be acted upon until an application for admission to the University and complete supporting credentials have been received.
2. Changes in classification are made effective at the time of the student's NEXT registration term.
3. A student who willfully gives wrong information to evade payment of the out-of-state tuition is subject to legal and disciplinary action.
4. Petitions must be submitted by January 19, 2016, for the spring term.
5. Late petitions will not be considered until the next term.

Residency-Active Duty Military

Special rules apply to active duty members of the U.S. and Canadian armed forces who are permanently stationed in Colorado, and their dependents. Military Certification Forms are available at base/post education offices, that once certified, give in-state tuition rates. These students, if undergraduate, also qualify to receive the Colorado College Opportunity Fund (COF) to be applied toward their tuition.

Honorably Separated/Retired Military

Per House Bill 09-1039, honorably separated or retired military from active duty are eligible to qualify for in-state tuition rates. If this is your first semester, please turn in your DD-214, Member 4, with Character of Service Honorable, along with your Tuition Classification Form. You
**UNIVERSITY POLICIES**

will need to have your ties, i.e., driver's license, car registration (pay ownership tax), etc., changed to Colorado.

**Veterans Access, Choice and Accountability Act of 2014 (Choice Act) - Section 702**

In order to remain approved for VA's GI Bill programs, Colorado public institutions of higher learning must change in-state tuition and fee amounts to "covered individuals," as described below, including same-sex spouses and children (biological, adopted, pre-adoptive and stepchildren of same-sex spouses) for terms that start after July 1, 2015.

A covered individual is defined as:

* A veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal stature of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
* A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal status of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
* A spouse or child suing benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal status of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

Please provide a copies of the veteran's DD-214 (Member 4) and applicable Post 9/11 GI Bill Benefits award letter.

**Sexual Harassment Policy and Discrimination and Harassment Policy**

The University of Colorado Colorado Springs is a collegial academic community whose mission requires an open learning and working environment which values and protects individual dignity. The University's educational process is based upon mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation.

As a place of work and study, the University must be free of sexual harassment and discrimination and harassment based on an individual's Protected Class status. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, living conditions and/or academic evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Discrimination occurs when an individual suffers a material adverse consequence on the basis of his or her Protected Class status, and includes harassment based on that status.

Any person who desires information, or feels that he/she may have been sexually harassed or discriminated or harassed based on his or her Protected Class status is encouraged to seek advice from the Office of Institutional Equity, Academic Office Building, Room 528/530 719-255-4324.

**Student Appeals**

The University has established procedures for students who believe that inappropriate decisions have been made that affect them. Academic issues (for example, graduation requirements or course grades) should be addressed to the office of the dean of the appropriate school/college. Appeals of administrative actions (for example, financial aid awards, or parking tickets) should be directed to the office which made the decision. Allegations of any discriminatory practices should be referred to the Office of the Dean of Students. Advice and assistance on appeal procedures is available from the Office of the Dean of Students.

**Student Conduct**

The University of Colorado Colorado Springs has established a code of conduct Standards of Conduct to maintain the general welfare of the University community. The University strives to make the campus community a place of study, work and residence where people are treated with civility, respect and courtesy. Admission to the University carries with it the expectation that students will be responsible members of the campus community. This includes respecting the personal safety and individual rights of all in the University community, acting in accordance with accepted standards of social behavior and abiding by the regulations of the University and the laws of the city, state and nation. The Standards of Conduct clearly state the University's expectations for student behavior. Students are expected to become familiar with these standards and fully understand their responsibility as University community members.

The Standards of Conduct apply to all students at UCCS, regardless of designation, program, or residence. These regulations apply primarily to misconduct on University premises; however, off campus violations that may impact the University's mission fall under the jurisdiction of the Office of the Dean of Students and may lead to disciplinary action.

The Standards of Conduct help to promote a safe and civilized campus environment. All students enrolled at UCCS are required to abide by these standards or they will be subject to discipline. An attempt to commit an act prohibited by these standards or attempts to aid, abet or incite others to commit acts are subject to discipline to the same extent as a completed act. Similar standards of conduct apply to other members of the University community, faculty, staff and visitors. Allegations of any violations should be directed to the office of the Office of the Dean of Students for resolution.

The Standards of Conduct document details the rights and responsibilities of students accused of misconduct as well as victims of alleged student misconduct. Questions regarding behavioral issues should be directed to the Office of the Dean of Students in Main Hall, Third Floor, Room 312, 719-255-3091. See our web page at http://www.uccs.edu/dos/student-conduct.html for more information.

**Student Right to Know Act / Student Consumer Information**

As a prospective or continuing student, you have a right to specific information as required by law. The UCCS Student Consumer Information website (http://www.uccs.edu/about/consumer.html) includes resources and campus metrics in a variety of areas related to general institutional information, student services, student financial aid, campus security, and student outcomes. Please contact the personnel from the appropriate offices if you wish to obtain a hard copy of any of the available documents. If you have any questions, you may contact the UCCS Director of Campus Compliance at (719) 255-3837. You may also visit the U.S. Dept. of Education HEOA website http://www.ed.gov/.
The Colorado Department of Health and Environment requires any student who is enrolled for one or more classes, born January 1, 1957, or later, be immunized against Measles, Mumps and Rubella (German Measles) (MMR), or provide documented proof of immunity. Individuals born before January 1, 1957 are presumed immune and are exempt from the immunization requirement.

In order to meet this State Health Dept requirement, four options are available to you:

1) Provide proof of immunity consisting of an official Certificate of Immunization, signed by a physician, nurse, or school health authority, which documents two doses of rubeola measles, mumps, and rubella measles vaccine. A completed immunization certificate must:

   A) Include month, day and year of vaccination.

   B) Indicate, when applicable, that the first dose of MMR was administered on or after the first birthday and at least one month apart.

   C) Include a signature or stamp of a doctor, nurse, or school health authority, official letterhead, or have as an attachment, other signed documents evidencing immunity.

   Note: Documentation can be obtained from several sources: medical records, former college or high school records, military records, or personal/family (certified) shot records.

2) Blood test results, called “titers” proving immunity to all three diseases (rubeola measles, mumps and rubella measles) are acceptable.

   Note: The lab tests MUST be shown for all three diseases in order to meet the requirements.

3) Sign a personal, religious, or medical exemption. This option is available for people who are unwilling or unable to provide proof of immunizations.

   Note: By accepting this option, it is stressed that in the event of an outbreak, the Colorado Department of Health and Environment may dismiss all students with an exemption from campus for the duration of the outbreak.

4) The MMR immunizations are available for all students at the Wellness Center by appointment, or you may contact your personal health care provider or local Health Department to schedule an appointment to obtain the vaccine.

   Note: For the students who are unable to acquire any proof of immunization, the immunizations are a series of two shots, thirty days apart.

This Certificate of Immunizations form should be completed or a COPY of your two CERTIFIED MMR’s should be mailed or faxed to the Student Health Center prior to, or upon your arrival on campus.

Wellness Center
Recreation and Wellness Center
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918-3733

Phone 719-255-4444
Fax: 719-255-4403
Email: wellness@uccs.edu
# MMRF Form

**Certificate of Immunization for College Students**

Colorado law requires this form be completed and provided to the school.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td>City, State, ZIP Code:</td>
</tr>
<tr>
<td>School Name:</td>
<td>School Address:</td>
</tr>
<tr>
<td>School Phone Number:</td>
<td>School Fax Number:</td>
</tr>
</tbody>
</table>

**Immunization Requirements for Colorado College Students:** 2 doses of MEASLES & MUMPS, and 1 dose of RUBELLA vaccine.

<table>
<thead>
<tr>
<th>REQUIRED VACCINE</th>
<th>DATE(S) GIVEN</th>
<th>REQUIRED VACCINE</th>
<th>DATE(S) GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR #1 (Measles-Mumps-Rubella)</td>
<td></td>
<td>MMR #2 (Measles-Mumps-Rubella)</td>
<td></td>
</tr>
<tr>
<td>Measles¹</td>
<td></td>
<td>Rubella¹²</td>
<td></td>
</tr>
<tr>
<td>Mumps¹</td>
<td></td>
<td>Meningococcal³</td>
<td></td>
</tr>
</tbody>
</table>

1. Measles, mumps, and rubella (MMR) vaccine is not required for college students born before January 1, 1987. In lieu of immunization, written evidence of laboratory tests showing immunity to measles, mumps, and rubella is acceptable. Attach written proof to this certificate and record test results and dates in the box above.

2. One dose of Rubella meets requirement.

3. Meningococcal Vaccine is required for freshmen living in student housing, unless they read and sign the "Meningococcal Information and Waiver Document" on the reverse.

The following vaccines are strongly recommended for college students, although not required by Colorado law.

<table>
<thead>
<tr>
<th>ADDITIONAL VACCINES RECOMMENDED</th>
<th>DATES GIVEN (IF AVAILABLE)</th>
<th>ADDITIONAL VACCINES RECOMMENDED</th>
<th>DATES GIVEN (IF AVAILABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTP/DTaP/Td (Diphtheria-Tetanus-Pertussis)</td>
<td>Varicella (Chickenpox)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TD (Tetanus-Diphtheria)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPV/ IPV (Polio)</td>
<td>HPV (Human Papillomavirus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hep B (Hepatitis B)</td>
<td></td>
<td></td>
<td>Other:</td>
</tr>
<tr>
<td>Hep A (Hepatitis A)</td>
<td></td>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

**To the best of my knowledge, the person named above has received the immunizations required for college entry.**

Signed ____________________________

(Physician, nurse or school health authority)

Title ____________________________

Date ____________________________

**Statement of Exemption to Immunization Law (Declaración respecto a las Exenciones de la Ley de Vacunación)**

In the event of an outbreak, exempted persons may be subject to exclusion from school and to quarantine. If a student is not vaccinated, he/she must be vaccinated within 60 days of enrollment and provide proof of vaccination or waiver.

**Medical Exemption:** The physical condition of the above named person is such that immunization would endanger life or health or is medically contraindicated due to other medical conditions.

**Religious Exemption:** Parent or guardian of the above named person or the person himself/herself is an adherent to a religious belief opposed to immunizations.

**Personal Exemption:** Parent or guardian of the above named person or the person himself/herself is an adherent to a religious belief opposed to immunizations.

Signed (Firm) ____________________________

Date (Fecha) ____________________________

(Physician, Nurse, or School Health Authority)

Signed (Firm) ____________________________

Date (Fecha) ____________________________

(Parent or Guardian of Student)

Form Approved: 1/06

ODPRE-8AM-22C CR Rev: W13

Page 1 of 2
General Information
The academic policies, rules, and regulations of the College of Business and the University of Colorado Colorado Springs are printed in the Academic Catalog. ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROVISIONS SET FORTH IN THE ACADEMIC CATALOG AND IN THIS REGISTRATION HANDBOOK. These rules and regulations are subject to change. Any questions concerning these provisions are to be directed to the MBA Advising Office (graduate students) or Academic Advising (undergraduate students) or the CoB Program Director, Undergraduate Programs (undergraduate students). The College cannot assume responsibility for problems resulting from the failure of a student to follow the policies stated in the Academic Catalog or from inaccurate information given by someone other than an appropriate staff member of the College. THE COLLEGE OF BUSINESS ENFORCES DEADLINES AND COURSE PREREQUISITES.

<table>
<thead>
<tr>
<th>Areas of Emphasis</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Business Administration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Care Administration</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Innovation Management</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>International Business</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Management</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Marketing</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Operations Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Management</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sport Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGA Golf Management</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

A student’s business program/catalog year is the one in effect at the time of a student’s most recent admission to UCCS College of Business or to LAS University Studies Business Intent. Transfer students from Colorado Community Colleges may follow the graduation requirements in effect during the academic year the student began their study at the community college if they complete the AA Business Option (restrictions apply, please see UCCS Academic Advising). All others are evaluated on a case by case basis. The student bears primary responsibility for the fulfillment of degree requirements.

Administrative Drops
Business faculty or the dean MAY drop students for lacking proper course prerequisites and/or class standing. Business faculty also may drop students who do not attend the first class without prior permission from the instructor. This policy allows the adding of waitlisted students who attend the first class.

Course Fees
All students taking courses in the College of Business will pay a technology fee based upon the course subject heading. For Information Systems (INFS) and Quantitative Studies (QUAN) courses, the fee will be $15 per semester hour. For all other College of Business courses, the fee will be $5 per semester hour. Online business courses require a $100 fee. The maximum fee charged to a student for all College of Business courses taken in a semester is $120 except for PGMT and distance online courses.

Graduating Students
All students graduating from either the undergraduate or MBA program must contact the appropriate College of Business advising office for a complete academic evaluation (senior/MBA graduation audit) DURING THE SEMESTER PRIOR TO THEIR FINAL SEMESTER.

Incomplete Grades
Incomplete Grades (I’s) are appropriate for students who have completed a substantial portion of the semester but who then become ill or encounter other documentable extenuating circumstances beyond their control that prevent them from completing their coursework.

Instructors have sole discretion to award a grade of I. The purpose of an I is to allow students to make up missing work or exams; therefore, a student must meet with his/her instructor to develop a plan for completion. Students may not attend any part of the course a second time, unless they register and pay for the course. To resolve an I, the student must complete the specified work by the specified deadline. In all cases where an I is not remedied, the I grade automatically converts to an F on the student’s permanent record one calendar year after award of the I. The student is responsible to ensure that incomplete grades are remedied at least four weeks prior to his/her scheduled graduation date.

Pass/Fail Course Registration
With the exception of BUAD 3010, 3020, 3030, internships numbered 4960 and 6960, and certain experimental courses, CoB students may not use courses taken on a pass/fail basis to satisfy required courses. Only open electives may be taken on a pass/fail basis and applied toward the undergraduate degree. No pass/fail courses may be taken and applied toward the Graduate degree program. Pass/Fail determination must be made within university deadlines and is irreversible.

Undergraduate
Undergraduate Standards of Performance
Students are held to basic standards of performance established for their classes with respect to attendance, active participation in course work, promptness in completion of assignments, correct English usage both in writing and in speaking, accuracy in calculations, and general quality of scholastic workmanship. In general, examinations and scholarly papers are required in all courses and for all students.

To be in good standing, (i.e.: not on probation) a minimum scholastic cumulative grade point average (GPA) of 2.0 is required for all coursework attempted, a 2.0 GPA for all business courses, and a 2.0 GPA for each semester.
CLOSE COLLEGE OF BUSINESS AND ADMINISTRATION & GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

attempted. These GPA requirements apply to work attempted at all University of Colorado (CU GPA) campuses. Remedial course work is not included in the overall average. Students are responsible for being aware of their academic standing at all times; late posting of grades and/or late notification by the College does not waive this responsibility.

Course Eligibility - Prerequisites, as listed for individual courses in the Course Description section of the current Academic Catalog or Schedule of Courses, are enforced for all students, including non-business students. In addition, it is expected for CoB students that all Skills Courses must be completed (with a grade of C- or better) prior to enrolling in the Junior Core and Emphasis classes. Priority for registration in business classes is given to business degree students. If you are uncertain about your eligibility for enrollment in a business course, contact the Student Success Center at 719-255-3260.

Intra-university Transfer - Students who wish to transfer to the College of Business from another degree program at UCCS must submit an application in the Student Success Center upon completion of at least 15 semester hours of graded work on campus with a 2.7 cumulative CU GPA and with at least C- or better grades in Engl 1310 and Math 1040/1120; those with a GPA between 2.50 and 2.69 will be reviewed by the Business Admissions Committee. A minimum of 30 hours of business course work must be completed after admission to the College of Business including 18 hours in the area of emphasis and BUAD 4000 & 4500. Coursework taken prior to admission to the College will not be accepted toward area of emphasis requirements, nor are University Studies Business Intent students in the College of Letters, Arts & Sciences (LAS) permitted to enroll in any business courses 2020 or higher (except for MKTG 3000 and MGMT 3300). * Furthermore, declaration as a University Studies Business Intent major does not guarantee transfer into the College of Business or application of any business credits earned while a LAS student.

Non-degree students may enroll in upper division courses only with the permission of the College of Business via a formal petition process.

Repeating Courses
Repetition of College of Business coursework is permitted only with prior permission from the College. The repetition of coursework at other institutions will be permitted subject to receiving prior CoB approval and University transfer approval requirements. Area of emphasis, skills, junior core, and senior capstone courses must be completed with a grade of C- or higher; all repeated work grades do not replace prior grades but will be averaged into the student GPA.

Transfer Students
CoB transfer students must meet all requirements for admission to UCCS. For a detailed explanation of transfer student admission, requirements, and policies, please see the current Academic Catalog.

Independent Study
Students who wish to pursue a topic of interest in greater depth than that offered in the classroom may register for independent study courses with the approval of the College of Business and course instructor. Prior to registering for an independent study, the student must meet with the appropriate faculty member to design the independent study project and complete the independent study form. The form should then be returned to the program director.

(Undergraduate Office for undergraduate students or the MBA Office for graduate students) for final approval and course processing.

The Professional Program
The Professional Program begins in the junior year and allows students to begin focused study in their chosen discipline. CoB students declare an Area of Emphasis (concentration) for their academic degree requirement and must follow the sequence of courses listed in the Model Degree Plan for their catalog year of acceptance. It is expected for CoB students that all Skills Courses must be completed (with a grade of C- or better) prior to enrolling in the Junior Core and Emphasis classes. ALL prerequisites will be enforced for ALL College of Business Courses.

In order to graduate with a Professional Program Area of Emphasis, students must maintain the following criteria:

- 2.0 cumulative GPA
- 2.5 College of Business GPA
- 2.5 Area of Emphasis GPA

Students not meeting these requirements will not be permitted to graduate with a Professional Program Area of Emphasis, but will receive a Bachelor of Science in Business degree provided that their CU GPA and Business GPA are at least a 2.0.

Graduate
Course Eligibility - Students must be officially admitted to the MBA program or to another UCCS graduate program to register for 5000 or 6000 level courses. Those students who already have a Masters or a Ph.D. degree should consult with the College of Business MBA advising office to determine their eligibility for graduate level course work.

MBA Foundation Requirements
The College of Business provides the following series of business courses as required foundation courses for graduate study in business. These courses may be waived on a course-by-course basis by prior academic course work at the discretion of the MBA advising office.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5000</td>
<td>3.0</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>BUAD 5500</td>
<td>3.0</td>
<td>Fundamentals of Economics</td>
</tr>
<tr>
<td>BUAD 5600</td>
<td>3.0</td>
<td>Business, Government and Society</td>
</tr>
<tr>
<td>QUAN 5500</td>
<td>3.0</td>
<td>Fundamentals of Business Statistics</td>
</tr>
</tbody>
</table>

The determination of which (if any) of these foundation courses are required is made when the student meets with an MBA advisor at the time of his/her admission to the MBA program.

Repeating Courses
Any grade below C (2.0) is not a passing grade for graduate students. A student may repeat a course once for which he or she has received a grade below C. Both the original grade and the grade for the repeated course will be included in the computation of the grade point average which is used to satisfy graduation requirements. All work attempted will appear on permanent records.

Statement of Academic Standards
To be in good standing, MBA students must have an overall grade point average of not less than 3.0 for degree program and degree program foundation course work attempted. Any individual grade below C (2.0) is not a passing grade for graduate students. See the Academic Catalog for more detailed information.
### Current students, search for College of Business & Administration classes in your MyUCCS Portal:

http://www.uccs.edu/students.html/

### Spring classes can also be found on the UCCS Guest Search website:

http://course.uccs.edu/

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<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ACCT</td>
<td>Accounting</td>
</tr>
<tr>
<td>BGSO</td>
<td>Business, Government, and Society</td>
</tr>
<tr>
<td>BLAW</td>
<td>Business Law</td>
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<td>BUAD</td>
<td>Business Administration</td>
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<td>ENTP</td>
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<td>FNCE</td>
<td>Finance</td>
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<tr>
<td>HCAD</td>
<td>Health Care Administration</td>
</tr>
<tr>
<td>HRMG</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>INFS</td>
<td>Information Systems</td>
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<td>INTB</td>
<td>International Business</td>
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<td>MGMT</td>
<td>Management</td>
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<td>OPTM</td>
<td>Operations Management</td>
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<td>PGMT</td>
<td>Professional Golf Management</td>
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<td>QUAN</td>
<td>Quantitative Methods</td>
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<td>SIFE</td>
<td>Students in Free Enterprise</td>
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<tr>
<td>SPTM</td>
<td>Sport Management</td>
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<tr>
<td>STRT</td>
<td>Strategy</td>
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**Search for Classes**

- **Institution**: CU Colorado Springs
- **Term**: Spring 2016 UC Colo Springs

Select at least 2 search criteria. Click Search to view your search results.

- **Class Search**
  - **Campus**: 
  - **Subject**: select subject
  - **Course Number**: 
  - **Course Career**: 
    - Show Open Classes Only
    - Open Entry/Exit Classes Only
    - Show Schedule Conflict Indicator

Use Additional Search Criteria to narrow your search results.
Student Resource Office  
Columbine Hall Third Floor - Room 3010  
719-255-4996

General Information
The College of Education offers undergraduate and post-baccalaureate licensure preparation and Master of Arts degrees. Within the Curriculum and Instruction Department, undergraduate and graduate pre-service teacher licensure programs in inclusive early childhood, elementary and secondary education are available. Students may also earn a Master of Arts degree in Curriculum and Instruction with an emphasis in the specialty areas of reading, Linguistically Diverse Education (LDE), and science. Within the Special Education Department, undergraduate and graduate special education licensure programs are available. Students may also earn a Master of Arts degree in Special Education without licensure. The Department of Counseling and Human Services offers a Master of Arts degree in Counseling and Human Services with specialty areas in school counseling and clinical mental health counseling. The Licensed Professional Counselor (LPC) credential may be obtained by graduates from both programs. School Counseling Licensure (Colorado) may be obtained by School Counseling graduates. The department also offers an Advanced Certificate (post-master’s certificate) in Counseling and Human Services. The Department of Leadership, Research, and Foundations (LRF) offers a Master’s Degree in Educational Leadership with sub-plans in P-12 Education, and Student Affairs in Higher Education (SAHE). The LRF Department also offers a Principal Licensure Program, Administrator Preparation Program, and a PhD in Leadership, Research and Policy.

Preparation Programs for Teachers
The University of Colorado Colorado Springs offers several pre-service programs. The Teacher Education and Licensure Program (TELP) leads to teacher licensure for elementary (K-6) and secondary (7-12) education at both the undergraduate and post-baccalaureate levels. The Bachelor of Innovation in Inclusive Early Childhood Education (BIIECE) leads to recommendations for dual Colorado teacher licensure in Early childhood education (ECE) and early childhood special education (ECSE). The UCS Teach Program offers licensure for undergraduate and post-baccalaureate secondary (7-12) teacher candidates in the content areas of mathematics and science candidates. The Alternative Licensure Program (ALP) leads to teacher licensure for secondary (7-12) teaching only. Secondary programs are limited to the fields of English, mathematics, science, social studies, and Spanish. Application deadlines are in October and February. The Special Education program leads to recommendations for teacher licensure or endorsements as a generalist for ages 5-21. Students in the Special Education Program acquire either a baccalaureate degree in Letters, Arts, and Sciences or a Master of Arts degree as part of their teacher preparation program.

The Alternative Licensure Program (ALP)
The Alternative Licensure Program (ALP) seeks self-motivated, committed, resourceful individuals who can readily assume teaching roles in a classroom. Paraprofessional, career change individuals, and retired military all may have potential for participating in this rigorous, fast-paced program. The courses are graduate level and ALP may result in a master’s degree upon completion of an additional 6 semester hours. Applications are due by February 1, of each year. Please call at 719-255-4996 for information.

Educational Technology Requirements
All students admitted in College of Education programs after January 1, 1983, must demonstrate proficiency in educational technology use, applications, and issues prior to graduation.

Graduate Studies
The College of Education offers Master of Arts degrees in Special Education, Counseling and Human Services, Curriculum and Instruction, and Leadership in Education. The Curriculum and Instruction degree includes these specialty areas: Culturally and Linguistically Diverse (CLD) Education, Educational Technology, Gifted and Talented, Leadership, Mathematics, Reading, Science Education, and Alternative Licensure Program. The Counseling and Human Services degree includes specialty areas in school counseling and clinical mental health counseling. Both programs are accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP). Both programs consist of 60 credit hours and may be completed in two or three years. The Department of Counseling and Human Services also offers an Advanced Certificate (post-master’s certificate) in Counseling and Human Services. This certificate program consists of 24 credits. The MA in Educational Leadership is designed to meet the professional and personal needs of those aspiring to hold leadership roles in schools or higher education. The program consists of 30 credit hours. The PhD program in Leadership, Research, and Policy is designed to meet the personal and professional needs of educational leaders in school districts, higher education, and non-governmental organizations through rigorous coursework and collaborative faculty-student research labs. The program consists of 75 credit hours. The program for working professionals prepares graduates to engage in scholarly inquiry and culturally responsive practice, synthesize diverse research perspectives in facilitating educational excellence, lead others in continuous improvement through implementation and evaluation, and communicate successfully through oral and written professional discourse.

Principal and Administrator Licensure Program
This licensure program fulfills requirements of the State of Colorado’s Licensure Law. Students who enroll in the Principal Licensure Program are required to have a master’s degree. The licensure program consists of 33 credit hours. Students completing a Master’s Degree in Educational Leadership will have completed some course requirements for licensure. Students who enroll in the Administrator Licensure Program are required to have a master’s degree and a Principal Licensure or equivalent. The administrator license program consists of 9 credit hours.

Graduate Program Admissions Procedures
Prospective students interested in a graduate degree program should obtain program descriptions from the office of the College of Education (COE) Student Resource Office in Columbine Hall, Room 3010, or from the COE website. After reviewing the material, an appointment should be scheduled with an advisor by calling 719-255-4996.

Applications should be submitted online. Go to www.uccs.edu and click "Apply Now" to complete the appropriate application. Counseling and Human Services applicants are admitted once a year with an application deadline of February 28. Counseling and Human Services applicants are required to complete a series of admissions activities. Consult with the program assistant from the Department of Counseling and Human Services to obtain more information about the activities and other admissions requirements. Application forms should be submitted to the College of Education, University of Colorado Colorado Springs, 1420 Austin Bluffs Parkway, Colorado Springs, Colorado 80918-3733.

Applicants to the Teacher Education, Special Education, UCCS Teach Program, and Alternative Licensure Programs require successful completion of specific PRAXIS II or PLACE (Programs for Licensing Assessments for Colorado Educators) tests. Contact Teacher Education at 719-255-4526 for appropriate PRAXIS or PLACE test for TELP and ALP. Applicants for graduate studies who do not already have a master’s degree, except C & I and Sp. Ed. must take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) as a part of the requirements for admission. PhD applicants in Educational Leadership must take the (GRE). The results should be sent directly to the College of Education, University of Colorado Colorado Springs, 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918-3733. No application will be considered complete until the test scores are received.

Graduate Work Done as an Unclassified Student
If you are in education and would like to update your competencies or complete a specified amount of graduate study for license renewal, advancement in salary, or a change of assignment but are not interested in earning a graduate degree, you should apply to the Office of Admissions for admission as an unclassified student. Upon admission you may enroll, and after the end of the term (please allow four weeks for transcript processing) receive an official record of work completed. You may confer with the College of Education faculty about courses in which to enroll. If you decide to apply for graduate student status, you should be aware that only nine hours taken as an unclassified student may apply toward a degree.
Graduation Procedures
Please visit the College of Education the semester prior to the intended semester of graduation to pick up necessary paperwork. Application for graduation must be completed no later than January 30th for spring graduation, June 1st for summer graduation and September 1st for fall graduation. Depending on your degree program, paperwork may include the comprehensive exam registration form, the “application for diploma” card, and the “Application for Admission to Candidacy for an Advanced Degree.”

COLLEGE OF EDUCATION

Current students, search for College of Education classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/
Academic Advisors are located in Academic Advising in Main Hall, Second Floor, 719-255-3260

General Information
The online University of Colorado Colorado Springs Catalog details the academic policies, rules, and regulations of the University and its colleges. As these may change yearly, students are assigned a catalog year based on their term of admission. Students are responsible for following the provisions set forth in their catalog. The University assumes no responsibility for problems arising from a student’s failure to follow the information in the Catalog, using the wrong catalog, or following advice from anyone other than qualified UCCS faculty or staff members. Students are further responsible for all deadlines, rules and regulations in this handbook.

Academic Degree Programs

Bachelor of Science
- Computer Engineering
- Electrical Engineering
- Computer Science
- Mechanical Engineering

Bachelor of Innovation
- Computer Science
- Electrical Engineering
- Game Design and Development
- Computer Security

Master of Science
- Computer Science
- Electrical Engineering
- Mechanical Engineering

Master of Engineering - Options
- Engineering Management
- Media Convergence
- Software Engineering
- Systems Engineering
- Space Operations
- Information Assurance

Doctor of Philosophy
- Computer Science
- Electrical Engineering
- Mechanical and Aerospace Engineering
- Security

Engineering Instruction Fee
All students taking Engineering and Applied Science courses will be charged a $15.00 per credit hour instruction fee. The maximum charge per student is $180.00.

Students are responsible and liable for damage to equipment caused by neglect, improper use or failure to follow operating instructions.

Preparatory Programs
Students who do not meet admission criteria for the College of Engineering may be admitted to the College of Letters, Arts, and Sciences as part of a preparatory program. These programs are not degree granting, and students should declare their major within the College of Engineering as soon as admission requirements are met. This process is not automatic. Students should contact their Academic Advisor for program specifics, admission requirements, and/or to request transfer into the College of Engineering.

Undergraduate Students

Academic Advising
Advising is required of all students in the College of Engineering prior to being allowed to register for fall or spring courses. Instructions for completing advising will be sent via email from the Academic Advisors prior to the opening of registration.

Transfer Credit Evaluation
Official transfer evaluations will be completed with attendance at Orientation, which is required before registering for the first semester of courses. See the current Catalog for policies regarding transfer credit acceptance and application to a degree.

Graduation Check
Students planning to graduate must complete a Senior Audit with their Academic Advisor. This should be completed the semester prior to the semester of graduation.

Graduate Students
Information on the graduate programs may be obtained from the respective department offering the graduate degree.

- Computer Science - Engineering Bldg., Room 199 or visit the webpage http://www.uccs.edu/cs/programs/graduate-programs/mscs_overview.html or call Trish Rea at 719-255-3544.
- Electrical & Computer Engineering - Engineering Bldg, Room 299, or visit the webpage: http://www.uccs.edu/ece/graduate-programs/msee_overview.html or call Eva Wynhorst at 719-255-3548.
- Mechanical Engineering students - Osborne Center for Science and Engineering building, A-437, or contact Dr. Rebecca Webb, OCSE A-440, 719-255-3674, rwebb@uccs.edu or visit http://www.uccs.edu/mae/graduate-programs/msme_overview.html

Graduate students are responsible for knowing and complying with the Graduate School rules and regulations which can be found at http://www.uccs.edu/gradschl

Curriculum Information

Independent Study and Master’s Thesis Courses
Students wanting to enroll in an independent study must obtain the signatures of the instructor and department chairman on the Independent Study Approval Form prior to registration. Forms are available at the Department Offices. Once you have obtained the necessary approvals, the forms should be returned to the secretary of the department offering the independent study. At that time, the department secretary will provide you with the appropriate call number for registration.

Course Prerequisites
Consult the UCCS Academic Catalog to determine course prerequisites.

EAS Student Clubs/Special Services
- American Society of Mechanical Engineers (ASME)
- Institute of Electrical and Electronic Engineers (IEEE)
- Society of Women Engineers (SWE)
- Colorado Alliance for Minority Participation (Co-AMP)
- Engineers without Borders
- SAE Society of Automotive Engineers
- Historical Engineering Society

Scholarships and Internships
In addition to many scholarships available from the campus, the Engineering Dean’s Scholarship is offered for students with outstanding academic records. The College’s Intern/Co-Op Program is available to all Engineering students. Contact the Internship Coordinator (Nancy Hoist) at 719-255-3543, Engineering Bldg, Room 201, for additional information.
COLLEGE OF ENGINEERING & APPLIED SCIENCE

C S .......................................................... Computer Science
E C E ........................................................ Electrical & Computer Engr.
E M G T ...................................................... Engineering Management
E N E .......................................................... Energy Engineering
E N G R ...................................................... Engineering
E N H L ........................................................ Engineering Health
G D D .......................................................... Game Design and Development
I N O V ......................................................... Innovation
M A E .......................................................... Mechanical & Aerospace Engr.
S P C E ........................................................ Space Operations
S Y S E ........................................................ Systems Engineering

Current students, search for College of Engineering & Applied Science classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/

Search for Classes

Institution: CU Colorado Springs
Term: Spring 2016 UC Colo Springs

Select at least 2 search criteria, Click Search to view your search results.

Use Additional Search Criteria to narrow your search results.

Class Search

Campus
Subject: select subject CS
Course Number: is exactly
Course Career

Show Open Classes Only
Open Entry/Exit Classes Only
Show Schedule Conflict Indicator

Use Additional Search Criteria to narrow your search results.
Ingredients: select ingredient
Academic Advisors are located in Academic Advising, Main Hall, Second Floor, 719-255-3260

General Information
The academic policies, rules, and regulations of the College and University are listed in the UCCS Catalog online at http://Catalog.uccs.edu. ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROVISIONS SET FORTH IN THE CATALOG. Any questions concerning those provisions are to be directed to the Academic Advising. The College cannot assume responsibility for problems resulting from a student’s failure to follow the policies stated in the Catalog or from information given by someone other than a qualified university staff member of the College. SIMILARLY, STUDENTS ARE RESPONSIBLE FOR ALL DEADLINES, RULES AND REGULATIONS IN THIS SCHEDULE.

Majors
- Anthropology
- Biochemistry
- Biology
- Biology/Biochemistry
- Biology/Chemistry
- Chemistry
- Communication
- Digital Filmmaking and Media Arts
- Distributed Studies
- Public Administration
- Business Economics
- Economics
- English
- Geography & Environmental Studies

Minors (Optional)
- American Sign Language
- Anthropology
- Art History
- Biology
- Biochemistry
- Chemistry
- Classics
- Cognitive Studies
- Communication (General)
- Contemporary Music Comp & Sound Design
- Contemporary Music History
- Creative Writing
- Dance
- Digital Filmmaking and Media Arts
- Economics
- Energy Science
- Film Studies
- French
- Geography & Environmental Studies
- Geology
- German
- Gerontology
- History
- Japanese
- Leadership Studies
- Literature

LAS students may also select a minor from the Colleges of Business, Engineering, Nursing, or the School of Public Affairs (see advisor in the Academic Advising office).

Pre-Professional Programs
Pre-professional programs of four years or less than four years which may be completed in the College of Letters, Arts and Sciences include:
- Pre-Dentistry
- Pre-Medicine (choose major)

Pre-Physical Therapy (choose major)
Pre-Education: elementary (K-6) or special education (K-12) choose major from biology, English, geography & environmental studies, history or Spanish. For secondary education (7-12) choose major from biology, chemistry, English, history, mathematics, physics or Spanish.

Academic Suspension
The normal suspension period in the College of Letters, Arts and Sciences is one academic year. However, students may request their suspension be held in abeyance for the term by making an appointment with the Associate Dean of the College or the Coordinator of Probation/Suspension in the Student Success Center. Otherwise, students suspended for the first time will be reinstated after the normal suspension period has been served upon reapplying for admission to the University.

Further information on academic probation and suspension can be found in the UCCS Catalog and at the Academic Advising office, Main Hall, Second Floor.

Academic Advising for New Students
All entering students must attend an orientation prior to registering for courses. At these sessions, academic advisors will explain graduation requirements for a degree from the College of Letters, Arts and Sciences and will be available for academic advising. Call 719-255-3260 for dates and times of the orientation, or go to the web-site http://www.uccs.edu/~orientation.

Unclassified Students
Students who are at least 20 years old as of Sept. 15 for Summer Term and Fall Term or Feb. 15 for Spring Term and who are unable to meet application deadlines are encouraged to apply as Unclassified Students in order to begin work on an LAS program while completing application procedures. In general, a maximum of 12 semester hours taken as an unclassified student may be applied toward a degree. Unclassified students are encouraged to come to the Office of Student Recruitment and Admissions Counseling, in Cragmor Hall, Room 008, or call 719-255-3084.
LAS Juniors who wish to graduate with departmental honors should contact their major departments for requirements.

LAS Seniors who expect to graduate during the current semester must contact Academic Advising to schedule a final graduation appointment. Note: Prior to making this appointment it is preferred that you have completed the composition requirements and the reasoning skills requirement. All requirements must be completed by the last day of classes.

Prospective Students
The Office of Student Recruitment and Admissions Counseling is happy to answer your questions about becoming a student at UCCS. We work with all high school and college transfer students. Our office is located in Cragmor Hall, Room 001. Monday – Friday, 8am – 5pm. If you have questions call 719-255-3084 or 1-800-990-8227, extension 3084. http://www.uccs.edu/futurestudents

Miscellaneous Information
The Catalog: Please refer to the Catalog for course descriptions, prerequisites, and a more complete description of admission requirements, programs, graduation requirements, etc. The Catalog is online at http://catalog.uccs.edu

Prerequisites: Prerequisites are the courses which must have been completed prior to registering for another given course. If there are any doubts, see the course description in the Catalog, or ask a department representative.

Non-LAS Courses: Students in the College of LAS may register for courses in other colleges such as Business, Education, Engineering, or the School of Public Affairs; however, only 30 hours in such courses may be credited toward the Bachelor’s degree.

Pass/Fail: A maximum of 15 hours of P/F work may count toward a degree in the College of Letters, Arts and Sciences. Only electives may be taken pass/fail. Courses which satisfy requirements, including the major and minor, must be taken for letter grades. Transfer students may take one hour pass/fail for every 8 semester hours attempted at this University. A maximum of 6 hours may be taken pass/fail during the fall and spring terms and no more than 3 hours during the summer.

No Credit: Changes to No Credit (NC) will not be approved after the final day of the Drop/Add period without both the approval of the Instructor and the Dean of the College of LAS.

Repeating Courses: If a course is repeated, credit for only one course will be counted toward a degree; however, if both courses were taken in the CU system, both grades will appear on the student’s record and will be applied to the CU grade point average.

Incomplete Grades: Grades of incomplete (I) will be given only when there are clearly extenuating circumstances preventing a student from completing a course before the last day of the semester. The incomplete must be completed within one calendar year or it will be regarded as an F. Incomplete grades are NOT appropriate for students who have never attended or stopped going to class, are failing or are otherwise too busy to complete the work on time, or do not appear for the final examination.

Independent Study: Students who wish to pursue a topic of interest in greater depth than that offered in the classroom may register for independent study courses with the approval of the appropriate department. Not more than 8 hours of independent study may be credited toward the major, and not more than 16 hours toward the Bachelor’s degree. No student may register for more than 8 hours of independent study in any one term. Prior to registering for independent study, the student must meet with the appropriate instructor to design the independent study project and complete the independent study form. This form should be returned to the Academic Advising Office.

Correspondence Study: The College of LAS offers opportunities for correspondence study through Statewide Extended Studies. A maximum of 30 hours of such work may count toward the degree. This work carries resident credit if taken from CU.

Summary Checklist of LAS Graduation Requirements
1. Area Requirements = 27
   a. Humanities = 6
      General = 6
      Core = 3
   b. Social Sciences = 9
   c. Natural Sciences = 9
2. Composition = 6
3. Reasoning Skills = 3-6
4. Oral Communication (no additional hours)
5. Cultural Diversity (no additional hours)
6. Global Awareness (no additional hours)
7. Major (minimum) = 30
8. Electives (variable) = 8-23
Total = 120
(45 must be upper division)

Explanations of the above requirements follow.

The Area Requirements
A liberal arts degree provides students with a breadth of experiences, and the Area Requirements are designed to help fulfill that goal. Consequently, each student must complete a minimum of 9 semester hours in each of the following areas:
- The Humanities
- The Natural Sciences
- The Social Sciences
These 27 hours are referred to as the “Area Requirements.”

** PLEASE READ - IMPORTANT INFORMATION **
In this section you will find three lists of courses from various departments that have been approved to satisfy the Area Requirements.

How to use these lists:
1. Select only courses from the lists to fill Area Requirements.
2. Don’t use courses in your major; they apply elsewhere.
3. Don’t take these courses on a pass/fail basis.
4. Don’t take more than 2 courses from one department to satisfy a combination of humanities, social science, natural science.
5. Consult the Catalog course descriptions for additional information, including cross-lists, pre-requisites and co-requisites; even 1000-level courses may have them.
6. Prospective teachers have further restrictions; see an advisor before selecting courses.
7. Any cross-list for the courses listed below will also satisfy the relevant requirement.
I. HUMANITIES REQUIREMENT - 9 hours
The humanities requirement is divided into two categories - General Humanities and Core Humanities.

A. General Humanities
Any 2 courses selected from the following groups:

Art History
1000-3 Art Through the Ages, Part I
1001-3 Art Through the Ages, Part II
2800-3 Survey: Ancient Art
2810-3 Survey: Medieval Art
2820-3 Survey: Renaissance, Baroque & Rococo Art
2860-3 Survey: Modern Art I
2890-3 Survey: Nineteenth Century Art
3430-3 African American Art

Communication
2250-3 Intro to Film and Video
3100-3 Directing for Film and Television
3500-3 American Cinema
4000-3 Rhetorical Dimensions in Communication

English
1500-3 Intro to Lit for Non-Majors
2600-3 Literature: The Global Perspective I
2610-3 Literature: The Global Perspective II
3320-3 Born in the USA: American Lit
3900-3 Topics in Literature: Film Studies

History
1120-3 Asian History: The Indian Subcontinent
1130-3 Asian History: China
1140-3 Asian History: Japan
1400-3 Latin America to 1810
1410-3 Latin America Since 1810
1540-3 U.S. Recent America
1600-3 Making of the Modern Middle East I
1610-3 Making of the Modern Middle East II

Interdepartmental Studies
2000-3 Mathematics - A Human Endeavor

Languages and Cultures (listed under FCS; cross listed courses in GER, FR, FILM and SPAN are also eligible)
3180-3 German and Austrian Civilization & Culture
3190-3 20th/21st Century German/Austrian Civ & Culture
3240-3 French Culture from 1700-1917
3690-3 Topics in Hispanic Film
3890-1-6 Field Studies in Language and Culture
4210-3 Hispanic Heritage of Colorado

Music
1000-3 Intro to Music
2050-3 Jazz History
2850-3 Classical Music History I

Philosophy
1000-3 Intro to Philosophy
1020-3 Intro to Ethics
1120-3 Critical Thinking
1300-3 Intro to Philosophies of Asia
3000-3 Cosmology & Culture
3100-3 World Religions
3160-3 Philosophical Issues in Death and Dying
3180-3 Practical Ethics
4070-3 Existentialism

Theatre
1000-3 Intro to Theatre
3201-3 Topics in Early Theatre History
3202-3 Topics in Modern Theatre History

Visual Art
1010-3 Beginning Studio - 2D
1020-3 Beginning Studio - 3D

Women's and Ethnic Studies
2030-3 Hip Hop & Performance of Identities
2040-3 Global Black Women Writers
3020-3 Me, Myself & I: Life Writing
3100-3 Women of Color: Image & Voice
3550-3 Native American Literature
4050-3 From the Harem to the War Zone
4280-3 Native American Philosophical Thought
4920-3 Spiked: Spike Lee's Cinema

B. Core Humanities
Complete one course selected from the humanities department. Courses will have a prefix HUM.

II. SOCIAL SCIENCE REQUIREMENT - 9 Hours

Anthropology
1020-4 Intro to Archaeology
1040-3 Intro to Cultural Anthro
2800-3 The Nature of Language
3040-3 Women Around the World
3260-3 Agricultural Origins
3270-3 Archaeology of the Recent Past

Communication
1020-3 Interpersonal Communication
2150-3 Male/Female Communication
3440-3 Organizational Leadership
4200-3 Persuasion
4220-3 Creative Communication
4250-3 Adv Interpersonal Comm: Conflict Mgmt.

Economics
1000-3 Economics of Social Issues
1010-3 Intro. to Microeconomics
1050-3 Economics in Practice
2020-3 Intro. to Macroeconomics
3150-3 Hist of Economic Thought
3710-3 Comparative Econ Systems

Geography and Environmental Studies
1980-4 World Regional Geog
1990-4 Intro. to Human Geog

Gerontology
2300-3 Life in an Aging Society
3000-3 Intro. to Gerontology

Museum Studies & Gallery Management
4100-3 Native American Perspectives

Philosophy
3200-3 Politics and the Law
4260-3 Philosophy of Law
4400-3 Philosophy of Science

Political Science
1010-3 Intro to Global Politics
1100-3 American Political System
2080-3 Intro to Comparative Politics
2100-3 Politics & Policy in State & Local Communities
3300-3 The Bureaucrats
4190-3 Politics of Developing Areas
4210-3 International Politics
4470-3 Constitutional Law

Psychology
1000-4 General Psychology

Sociology
1110-4 Intro. to Sociology
2120-4 Intro. to Social Research
2200-3 Intro. to Racial & Ethnic Groups
2220-3 Communities in a Global Environment
2250-3 Gender Images
2300-3 Life in an Aging Society
2500-3 Social Problems
3340-3 Food, Health & Inequality
3610-3 Gender & Society

Women's and Ethnic Studies
1010-3 Intro to Social Justice Studies
2500-3 Race & Gender at the Movies
3060-3 Multi-Racial Identities
3070-3 Global Men & Masculinities
3090-3 Peep Show: Sexuality in Pop Culture
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<td>4100-3</td>
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<tr>
<td>4120-3</td>
<td>Indigenous Sustainability Views</td>
</tr>
<tr>
<td>4500-3</td>
<td>Social Justice &amp; Sustainability</td>
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</tbody>
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### III. NATURAL SCIENCE REQUIREMENT - 9 Hours
The 9-hour natural science area requirement must include at least one laboratory science course. Laboratory science courses are indicated by an asterisk. When separate components, labs are listed directly after their corresponding lecture courses, of which they may or may not be corequisites. Students majoring in biology, chemistry, or physics are excepted from the laboratory portion of this requirement and should contact Academic Advising for specific requirements.

#### Anthropology
- 1030-3 Intro to Human Origins
- 3320-3 Primatology
- 3340-3 Human Evolution
- 3370-3 Human Biology & Ecology

#### Biology
- 1000-3 Biology in the Modern World
- 1060-1 Bioethics in the Modern World Lab
- 1050-3 Personal Nutrition
- 1510-3 Environmental Science I
- 1530-1 Environmental Science Lab
- 2000-3 Environmental Physiology
- 3240-3 Biological Sustainability

#### Chemistry
- 1101-3 Chem in the Modern World
- 1102-1 Chem in the Modern World Lab
- 1111-3 Environmental Science
- 1112-1 Environmental Science Lab
- 1121-3 CSI: Forensic Chemistry I
- 1122-1 CSI: Forensic Chemistry I Lab
- 1201-4 Intro to Chemistry
- 1211-4 Intro to Organic and Biochemistry
- 1401-4 General Chemistry I
- 1402-1 General Chemistry I Lab
- 1411-4 General Chemistry II
- 1412-1 General Chemistry Lab II
- 1511-4 General Chemistry for Majors II
- 1513-1 General Chemistry Lab for Majors II

#### Energy Science
- 1500-3 Intro to Energy Science I
- 1510-3 Intro to Energy Science II
- 1600-3 Intro to Solar Energy
- 1620-1 Intro to Solar Energy Lab
- 3200-4 Practical Meteorology

#### Geography and Environmental Studies
- 1000-4 Environmental Systems: Climate and Vegetation
- 1010-4 Environmental Systems: Landforms and Soils
- 1050-4 Map & Compass
- 3200-4 Practical Meteorology
- 3250-3 Geography of Climate Change

#### Geology
- 1010-4 Physical Geology
- 1020-4 Historical Geology
- 1530-4 Geol Development of Colorado & the West
- 3170-3 Geology & Our National Parks
- 3700-4 Environmental Geology

#### Interdepartmental Studies
- 3210-3 Infinity in Arts & Sciences
- 2050-3 Beyond the Finite

#### Physics and Energy Science
- 1000-3 Physics in Everyday Life
- 1140-1 Intro to Physics Lab
- 1040-3 Physics in Science Fiction
- 1050-3 General Astronomy I
- 1090-1 General Astronomy I Lab
- 1060-3 General Astronomy II
- 1100-1 General Astronomy II Lab
- 1310-3 Science and Women: A Lab of Her Own
- 1710-4 Honors Physics I
- 1160-1 Advanced Physics I Lab
- 1170-1 Advanced Physics I Lab (Honors)
- 1720-4 Honors Physics II

#### Psychology
- 3270-4 Intro to Biopsychology

### Composition Requirement
This is a 3 part requirement:
1. Comp I (ENGL 1300 + 1305 or 1310)
2. Comp II (ENGL 1410)
3. Writing Portfolio Assessment (see next page)

For more detailed explanation, please refer to the English department section of this course schedule.

### Quantitative and Qualitative Reasoning Requirement
This is a proficiency requirement which may be satisfied by:
1. Passing the UCCS Qualitative and Quantitative Reasoning Exam. This exam is offered by the Testing Center (719)255-3255. A $20.00 test fee must be paid in advance. Credit hours are not awarded to those who meet the requirement by passing the proficiency examination.
3. Successfully completing MATH 3010 and MATH 3020.
4. Successfully completing College Algebra (MATH 1040) or a mathematics course that has college algebra as a prerequisite, OR scoring a 20 or above on the Algebra Diagnostic Exam AND completing a course in statistics or a course in symbolic logic.

### Oral Communication Requirement
Students are required to take a course with a substantial component involving oral communication. This course may be within a student's major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from: BIOL 4040; CHEM 4911, 4921; COMM 2100, 2101, 3240, 4100; MATH 4040; PES 4810; PHIL 1300, 4950; TED 4600, 4700; THTR 2020, 2030, 2040, 2050, 3100.

### Cultural Diversity Requirement
Students are required to take a course that increases their awareness of cultural diversity within the United States. This course may be within a student's major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from: AH 3430; ARTH 3250, 3420; ASL 4000; COMM 3280; ENGL 3320, 4060; FCS 3360, 4210; GES 4680; HIST 3520, 3580; MUS 2050; PHIL 3180, 3230, 4550; SOC 2200, 2250, 3220, 3250, 3290, 4240, 4290, 4390, 4680; SPAN 4210, 4420; THTR 3240; WEST 1010, 2030, 3090, 3130, 3150, 3250, 3290, 3360, 3420, 3520, 3580, 4120, 4280, 4390, 4500, 4550, 4680, 4920.

### Global Awareness Requirement
Students are required to take a course that increases their awareness of global issues. This course may be within a student's major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from: AH 3450; BIOL 1510; CHEM 1111, 4521; ECON 3590, 3710; ENGL 2600, 2610, 4065; EUST 3000; FCS 3180, 3190, 3250, 3380, 3690, 3890; FILM 2000, 3690; FR 3250; GER 3180, 3190; GES 1980, 1990, 3070, 3400, 3820, 3980, 4640; GRNT 3560; HIST 1110, 1120, 1130, 1140, 1400, 1410, 1600, 1610, 3120, 3220, 3560, 3590, 3680, 4050, 4060, 4060, 4130, 4150, 4160, 4280, 4800; ID 2000, 2010, 2080, 2090, 3240, 4170, 4190, 4210, 4570, 4580, 4590; MUS 3150; SOC 2220, 3440, 4380, 4600, 4660, 4700; SPAN 3690; WEST 3380, 3480, 3560, 3680, 4050, 4060, 4170, 4380, 4700.
FIRST YEAR RHETORIC AND WRITING - PLACEMENT REQUIREMENTS

To qualify for a bachelor’s degree from the University of Colorado Colorado Springs, a student must complete C01 and C02 core writing requirements and demonstrate writing competency by passing Writing Portfolio Assessment. Students who do not complete the Writing Portfolio Assessment should enroll in ENGL 3010, ENGL 3080, or another course as approved by the Director of the Writing Portfolio, Dr. Michelle Neely (portfoli@uccs.edu).

ESL or ELL students enrolled in ENGL 1300 + 1305 or ENGL 1310: ESL or ELL students enrolling in ENGL 1300 are encouraged to register for an ESL-designated section of the course; one is offered each Fall semester and one is offered in some Spring semesters. ESL or ELL students enrolling in ENGL 1310 can contact the Director of First-Year Rhetoric and Writing, Dr. Ann Amicucci (aamicucc@uccs.edu) to be advised on which faculty members are best qualified for ESL and ELL writing instruction.

Students may meet core C01 and C02 writing requirements in the following ways:

1. Successfully complete ENGL 1300 + ENGL 1305 Stretch (C01 ENGL 1310 equivalent) and ENGL 1410 at UCCS and then pass the Writing Portfolio Assessment.
   A. Any student admitted to the university is eligible to register for ENGL 1300.
   B. To be admitted to ENGL 1305 Stretch, students must meet the following requirement:
      1) Complete ENGL 1300 Stretch with a C- or better.
      2) For individual placement questions, contact the Director of First-Year Rhetoric and Writing.

2. Successfully complete ENGL 1310 and ENGL 1410 at UCCS and then Writing Portfolio Assessment.
   A. To be admitted to ENGL 1310, students must meet one of the following requirements:
      1) Score 19-28 on the English ACT.
      2) Score 450 to 640 on the verbal SAT.
      3) Students with high school diplomas or GEDs, but without English ACT or Verbal SAT scores should contact First-Year Rhetoric and Writing Placement Coordinator Kacey Ross (kross2@uccs.edu) to inquire about submitting a writing sample for placement.
      4) Early college or high school concurrent students without high school diplomas or GEDs must present an English ACT score of 19-28 or a Verbal SAT score of 450-640.
   B. To be admitted to ENGL 1410, students must meet one of the following requirements:
      1) Complete ENGL 1300 + 1305 Stretch with a C- or better, or complete ENGL 1310.
      2) Score 29+ on the English ACT.
      3) Score 650+ on the Verbal SAT.
      4) Score 4 on the CEEB Advanced Placement English Language and Composition Exam.
      5) Score a 5 on the IB English Examination.
      6) Successfully complete a first semester writing course (an approved equivalent to ENGL 1310) at an accredited college or university with a C- or better.
      7) Score 50 and receive a “pass” on the essay portion of the CLEP College Composition Modular Exam with essay. Not an option for Engineering majors.
      C. To demonstrate writing competency after C01 and C02 core writing, students must pass the Writing Portfolio Assessment.

The C02 rhetoric and writing course for each undergraduate program is listed below:
   i. For LAS, SPA, and Nursing students: ENGL 1410
   ii. For BUS students: ENGL 2080 or INOV 2100
   iii. For EAS students: ENGL 2090 or INOV 2100

Students may transfer C01 and C02 writing courses if approved as equivalents by successfully completing one or two semesters of writing at an accredited college or university with a C- or better. Transfer students must also demonstrate writing competency by passing the Writing Portfolio Assessment at UCCS or by taking ENGL 3010 or ENGL 3080.

All UCCS undergraduate students must demonstrate competency by passing the Writing Portfolio Assessment at least 2 semesters prior to graduation. Portfolios should be submitted online by registering for PORT 3000 and following the email prompts. Students may choose not to submit a writing portfolio and instead meet the competency requirement by successfully completing ENGL 3010 or ENGL 3080 with a C- or better.

3. Qualify for a waiver of writing coursework through the CEEB Advanced Placement Examination.
   A. Score 4 to receive credit for ENGL 1310, successfully complete ENGL 1410, then either pass the Writing Portfolio Assessment or take ENGL 3010 or ENGL 3080 and earn a C- or better.
   B. Score 5 to receive credit for both ENGL 1310 and 1410, and then pass the Writing Portfolio Assessment or take ENGL 3010 or ENGL 3080 and earn a C- or better.

4. Qualify for a waiver of composition coursework through the International Baccalaureate higher-level English exam.
   A. Score 5 to receive credit for ENGL 1310, successfully complete ENGL 1410, then pass the Writing Portfolio Assessment.
   B. Score 6 or 7 to receive credit for both ENGL 1310 and 1410, and then pass the Writing Portfolio Assessment or take ENGL 3010 or ENGL 3080 and earn a C- or better.

CLEP College Composition Modular Exam with Essay
Students who would like to earn CLEP credit for ENGL 1310 may take the College Composition Modular Exam with essay at PPCC Testing Center. For testing information, contact the University Testing Center in MAIN 105C, 719-255-3354. Not an option for Engineering.

Writing Portfolio Assessment
For information and applications, walk into the Portfolio Office in COB 318, call 255-4038, or email portfoli@uccs.edu. A $25.00 assessment fee will be billed to all students who submit a portfolio to demonstrate writing competency.

ACT Exam
All students may take or retake the English ACT exam on site in the UCCS Testing Center. To retake the ACT, contact the University Testing Center in MAIN 105C, 719-255-3354.

First-Year Rhetoric and Writing Course Fees
Students are billed $10.00 per course to cover support for the computer classrooms and laptop sections of ENGL 1300, 1305, 1310, and 1410 and $15.00 per course to cover support for programmatic assessment of these courses.
<table>
<thead>
<tr>
<th>Abbrev.</th>
<th>Department</th>
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<tbody>
<tr>
<td>AH</td>
<td>Art History</td>
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<td>ANTH</td>
<td>Anthropology</td>
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<td>ARBC</td>
<td>Arabic</td>
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<td>ASL</td>
<td>American Sign Language</td>
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<td>BIOL</td>
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<td>COMM</td>
<td>Communication</td>
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<td>Economics</td>
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<td>ENGL</td>
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<td>ENSC</td>
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<td>EUST</td>
<td>European Studies</td>
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<td>FCS</td>
<td>Foreign and Cultural Studies</td>
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<td>FILM</td>
<td>Film Studies</td>
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<td>GES</td>
<td>Geog. and Environmental Studies</td>
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<td>Latin</td>
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<td>MS</td>
<td>Military Science</td>
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<td>Museum Studies and Gallery Practice</td>
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<td>MUS</td>
<td>Music</td>
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<td>PES/PHYS</td>
<td>Physics</td>
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<td>PHIL</td>
<td>Philosophy</td>
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<td>PORT</td>
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<td>PSC</td>
<td>Political Science</td>
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<td>VAPA</td>
<td>Visual and Performing Arts</td>
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<tr>
<td>WEST</td>
<td>Women's and Ethnic Studies</td>
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Current students, search for College of Letters, Arts, & Sciences classes in your MyUCCS Portal:  
http://www.uccs.edu/students.html/

Spring classes can also be found on the UCCS Guest Search website:  
http://course.uccs.edu/
General Information
The academic policies, rules and regulations of the College and University are printed in the UCCS Catalog. All students are responsible for knowing and following the provisions set forth in the catalog and in this schedule of courses. Students in the College of Nursing and Health Sciences are responsible for the information set forth in the Student Handbook and the Graduate Student Handbook which are accessible on our website at http://www.uccs.edu/bethel. These rules and regulations are subject to change. The Catalog, which governs a student’s graduation requirements is the one in effect at the time of a student’s most recent admission into the College of the student’s degree program. Any questions concerning these provisions are to be directed to the Graduate program for graduate students or the Student Success Center for undergraduate students. The College cannot assume responsibility for problems resulting from the failure of a student to follow the policies stated in the catalog or handbook or from inaccurate information given by someone other than an appropriate staff member of the College. Similarly, students are responsible for all deadlines, rules and regulations in this schedule.

Programs Offered
Bachelor of Science in Nursing (BSN)
Accelerated BSN Program (second degree)
RN to Bachelor of Science in Nursing (BSN)
Dual Enrollment

Bachelor of Science in Health Care Science (BS)
Nutrition
Health and Wellness Promotion
Senior Fitness Instructor
Strength & Conditioning
Pre-Professional
Allied Health Completion Program
Clinical Laboratory Specialist (Med Tech)
Minors: Health & Wellness Promotion, Nutrition

Master of Sciences (MSC)
Options: Sports Medicine, Health Promotion, Sports Nutrition

Master of Science in Nursing (MSN)
Nurse Practitioner Options:
Adult/Gero Nurse Practitioner
Family Nurse Practitioner
Post MSN Primary Care NP certificate program
Nursing Education

Post MSN Doctorate of Nursing Practice (NRSD)
Post BSN to DNP (NRBD)
Primary Care Option in Adult/Gero NP or Family NP

Bachelor of Science in Nursing Program
The graduate is prepared to practice professional nursing while providing care for individuals, families, groups and communities. Entering students are advised to consult the University Catalog to determine program requirements.

Freshmen
Students who meet admission criteria are admitted into the Nursing program as Pre-Professional Nursing majors. Students who are admitted to the Program with a 3.0 GPA must maintain a 3.0 GPA. Once the first level course work is completed with a 3.0 GPA, they may apply for admission to the nursing program as a Nursing major. This application would include the following: GPA of 3.0 or greater, Completion of a background check, and Completion of an Admission Assessment Exam.

The Admission Assessment Exam tests the course material the student has completed during the first level coursework. The admission committee will review all applicants at that time to determine who will be accepted as a nursing major. For students who are accepted as a nursing major, they will start their second year course work and continue to progress through the curriculum. Students who are not selected for admission, may change their major to another field of study, apply to another school or choose to apply the following year. Students are only allowed to apply twice and will be considered along with all of the other students applying with no preferential consideration because they are seeking admission again. Students entering as freshmen are able to complete the program in four years if a full academic load with successful completion of course work is maintained.

Transfer Students
Students who have attended a collegiate institution other than CU may apply as transfer students if they have completed 30 credit hours of transferable college level work. Applicants for the nursing program must have a cumulative GPA of 3.0 or better. Transfer students must be in good standing and eligible to return to all institutions previously attended. While transferability of credit is determined by the Admissions Office, final application to the degree program is determined by the College of Nursing and Health Sciences. Students who meet admission criteria are admitted into the Nursing program under Pre-Professional Nursing. Students who are admitted to the Program with a 3.0 GPA must maintain a 3.0 GPA. Once the first level course work is completed with a 3.0 GPA, they may apply for admission to the nursing program as a Nursing major. This application would include the following: GPA of 3.0 or greater, completion of a background check, and completion of an Admission Assessment Exam. The Admission Assessment Exam tests the course material the student has completed during the first level coursework. The admission committee will review all applicants at that time to determine who will be accepted as a nursing major. For students who are accepted as a nursing major, they will start the second year course work and continue to progress through the curriculum. For those students who are not selected for admission, they may change their major to another field of study, apply to another school or choose to apply the following year. Students are only allowed to apply twice and will be considered along with all of the other students applying with no preferential consideration because they are seeking admission again.

Continuing Students
Once students have accepted an invitation for a clinical spot their status will be changed from Pre-Professional Nursing to Nursing. The nursing curriculum is a very structured program and must be adhered to in order. Second year courses must be successfully completed prior to progression of third year courses. Third year courses must be successfully completed prior to progression of fourth year courses. If an interruption of the sequencing of courses is necessary, students accept their Leave of Absence knowing that a possible delay in program completion may occur.
RN to BSN and Dual Enrollment Options
Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences participates in the Colorado articulation plan which facilitates mobility from one educational program to another. Each student will have variations in the plan due to completion of course work prior to entering Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences or due to scheduling variation (full-time or part-time).

RN to BSN Option
An unrestricted registered nurse with an associate degree or diploma and a cumulative 2.5 GPA can choose the RN to BSN curriculum option. RN students are advised to apply to the nursing program prior to completion of general education requirements. Include a copy of RN License with application and a letter from the clinical manager stating that the applicant has completed 1,000 clinical hours in the last 3 years. If the applicant is within 3 years of graduation a letter is not necessary. This option is offered online. Pre-requisites are not necessarily offered online.

Dual Enrollment Option
The Dual Enrollment is for students who are currently in a Colorado Community Associate Degree nursing program. After completing first semester courses, the individual may apply to start course work towards a bachelor’s degree in nursing while completing their associate degree in nursing. Dual Enrollment requires a cumulative 2.5 GPA. This option is offered online. Pre-requisites are not necessarily offered online.

Accelerated BSN Program
Students who have completed a bachelor’s degree in a non-nursing field may be eligible to apply for the accelerated BSN program. The cumulative GPA must be at least 2.5 or higher and a passing score on the Admission Assessment Exam in order to be considered for this program. All required general education, pre-requisite courses and degrees must be completed by the end of the fall semester of the application year. Contact accbsn@uccs.edu for specific information.

Master of Science in Nursing
The graduate nursing program at Beth-El College of Nursing and Health Sciences builds upon and expands on the knowledge, values, and skills of the baccalaureate prepared nurse. Graduate nursing courses prepare the student for advanced nursing practice in primary care practice settings or for nursing education. The student gains experience with research, health care policy, nursing theory and holistic practice. Nurse Practitioner specialty areas include Adult/Gero or Family. Master of Science in Nursing Education is also available.

A major goal of the graduate program is to prepare the graduate nurse to be an active participant in this country’s health care reform and to function as an advanced practice nurse or nurse educator in the evolving health care delivery system. The graduate of this program will be prepared to function in a variety of primary care settings with collaboration skills which promote interaction with all members of the health care team.

Doctorate of Nursing Practice
The Post Master’s Doctorate of Nursing Practice (DNP) provides the course work and practice experience necessary for the highest level of clinical nursing practice. The DNP develops and builds upon the advanced practice roles of the nurse practitioner or clinical nurse specialist, expanding the leadership, policy, clinical nursing scholarship and practice expertise. The BSN to DNP option provides the MSN coursework and clinical experience required to become a nationally-board certified nurse practitioner (FNP or A/GNP).

Students also expand their advanced practice role to include additional expertise in leadership, policy, clinical nursing scholarship and practice expertise.

NOTICE: Graduate students are responsible for the content and policies of the Graduate Department Student Handbook from the Beth-El website: http://www.uccs.edu/bethel/current/studenthandbooks.html

Bachelor of Science in Health Sciences
The Bachelor of Science in Health Care Science prepares the graduate for professional practice in health related settings. The program includes a foundation in general education as well as a broad understanding of health care delivery systems. It is possible to choose options within the program to develop advanced specialization in a specific or chosen discipline such as health and wellness promotion, or nutrition. An upper division bachelor degree completion option is available for students in allied health disciplines with associates degrees or certificates in Paramedicine, Radiation Technology, Dental Hygiene, Respiratory Therapy, etc.

Health Care Science Options
Nutrition
Health and Wellness Promotion
Senior Fitness Instructor
Strength & Conditioning
Pre-Professional
Allied Health Completion Program
Clinical Laboratory Specialist (Med Tech)
Minors: Health & Wellness Promotion, Nutrition

Master of Sciences in Health Sciences
For further information on the Graduate Degree options offered in the Health Science Department, contact:

Dr. Mandi Elder, Sports Medicine:
719-255-4315
Dr. Margaret Harris, Sports Nutrition:
719-255-4558
Dr. Tim Behrens, Health Promotion:
719-255-4664
Dr. Craig Elder, Graduate Coordinator:
719-255-5157

Sports Medicine
The Master of Science Degree in Sports Medicine provides BOC Certified Athletic Trainers the coursework and practical experience necessary to obtain advanced knowledge and skills in the discipline of Sports Medicine. The program allows students to further develop theoretical knowledge and clinical skills, increase their ability to critically evaluate current sports medicine related literature, and obtain the ability to conduct clinically relevant sports medicine research.
Sports Nutrition
The Master of Science degree in Sport Nutrition provides registered dietitians (RDs or RD eligible) and/or nationally and internationally recognized nutritionists the coursework and practical experience necessary to take leadership roles in providing nutrition services to high school, collegiate, recreational, elite, and professional athletes and active individuals of all sports. This degree prepares students for the Board Certified Specialist in Sports Dietetics Examination offered to RDs through the Commission for Dietetic Registration of the American Dietetic Association.

Health Promotion
The Master of Sciences degree in Health Promotion is designed to prepare students for advanced study and practice in health promotion related areas. Graduates are prepared to take leadership roles in designing, implementing, and evaluating health promotion programs in various public and private/worksite agencies at local, state, and national levels. The Health Promotion professionals trained in this program will possess the skills and knowledge to affect lifestyle choices and improve a person’s, community’s or organization’s health and wellness.

Certificate Programs
Beth-El offers courses that lead to certificates in specialty areas for graduate and undergraduate students. Contact the Extended Studies office (Sharon Clark) at 719-255-4486 or check the web site at http://www.uccs.edu/bethel/.

Statement of Academic Standards
Students are held to basic standards of performance established for their classes with respect to attendance, active participation in course work, promptness in completion of assignments, correct English usage both in writing and in speaking, accuracy in calculations, and general quality of scholastic workmanship. In general, examinations are required in all courses and for all students including seniors.

Undergraduate
To be in good standing, undergraduate students must have an overall grade point average of not less than 2.0 (C=2.0) for all course work attempted with no grade below a C- counting toward the degree. In addition, undergraduate nursing students must receive a 74% (C) in all required nursing and health science courses. Undergraduate health care science students must receive no less than 70% (C-) in all required health science and option courses. Two failures of any required nursing and/or health sciences core and specialty courses of two credits or greater will result in dismissal from the College. Students may petition in writing to the department chair for readmission to the College within 30 calendar days. Dismissal from the Nursing or Health Care Science program does not imply dismissal from the University of Colorado. Exceptions to this policy are only given by the Chairs of the Undergraduate Departments.

Incomplete Grades
Grades of incomplete (I) will be given only when there are clearly extenuating circumstances preventing a student from completing a course before the last day of the semester. Incomplete grades must be completed within one calendar year. Incomplete grades are not appropriate for students who have never attended or stopped going to class, are failing or are otherwise too busy to complete the work on time, or do not appear for the final exam.
Current students, search for Beth-El College of Nursing & Health Sciences classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/
Academic Advisors for the BA degree in Criminal Justice are located in Academic Advising, Main Hall, 2nd Floor, 719-255-3260. Academic Advisors for graduate programs are located in the Academic Office Building, 3rd Floor.

Undergraduate Admission
Candidates for regular admission to the Bachelor of Arts in Criminal Justice program are expected to meet the general requirements for undergraduate admission to the University, as described in the General Information section herein. The Catalog that governs a student’s graduation requirements is the one in effect at the time of a student’s most recent admission into the school/college of the student’s degree program.

Bachelor of Arts in Criminal Justice (BACJ)
The BACJ program utilizes an interdisciplinary approach to capture both the academic liberal arts emphasis and professional and policy knowledge required to educate criminal justice professionals.

Requirements for the BACJ Degree

General Requirements
Students completing a BACJ at UCCS will complete a minimum of 120 credit hours, including the 39 credit hours of Criminal Justice courses (with a 4-credit hour Internship), 25 credit hours of auxiliary courses, 29 credit hours of general education courses and 27 hours of general electives. Students may utilize their major elective courses for a concentration in one of the following areas: 1) Corrections; 2) Family Violence; 3) Forensic Studies; 4) Law; 5) Law Enforcement; and 6) Public Policy. Students can meet with a Criminal Justice academic advisor in Academic Advising for more information.

Course Load
The minimum full-time course load is 12 hours. The normal maximum is 18 hours. If a student wishes to take more than 18 hours per semester, special permission must be obtained from the BACJ Director in the Academic Office Building. These totals include all courses taken for credit at any of the university’s three campuses but do not include correspondence courses, noncredit courses, or courses taken at other institutions. To receive credit, the student must be officially registered for each course. Students who hold or expect to hold full or part-time employment while enrolled in the school must register for course loads they can expect to complete without unusual difficulty.

Grading Policies
Students should familiarize themselves with the General Information section of the UCCS Catalog, as well as with the introductory pages of each semester’s official Registration Handbook, for information about the university grading system and the current procedures for registering on a pass/fail basis, for dropping and adding classes, and for withdrawing from the university.

Academic Probation
Students who have attempted at least 12 hours at the University of Colorado with a cumulative grade point average below 2.0 will be placed on academic probation. While on probation, students will be required to achieve a minimum acceptable grade point average of 2.25 each term or be subject to academic suspension. Students placed on probation will be informed in writing concerning their academic status and the conditions of continued attendance. Students who are in doubt about their standing with regard to scholastic deficiency and the process for academic probation are strongly urged to consult with their academic advisor.

Academic Suspension
Students who fail to meet standards of academic probation will be suspended from the School of Public Affairs (SPA). The suspension period for SPA students is one academic year, excluding the summer semester. Suspended students will be reinstated after the normal suspension period at the discretion of the SPA Dean, upon reapplying for admission to the university. Requests for reinstatement must be made in writing. Students who are in doubt about their standing with regard to scholastic deficiency and the process for reinstatement are strongly urged to consult with their academic advisor.

Independent Study
Students who have completed a considerable portion of their undergraduate studies with distinction may register for independent study with the approval of the BACJ Director. The amount of credit to be given for an independent study project shall be arranged with the instructor. Not more than eight hours of independent study may be credited toward the major, and not more than 16 hours toward the bachelor’s degree. No student may register for more than eight hours of independent study in any one term (summer, fall, or spring).

Accelerated BA/MCJ
The School of Public Affairs offers a unique opportunity for highly qualified undergraduate criminal justice students. The accelerated Bachelor of Arts/Master of Criminal Justice (BA/MCJ) program is designed to allow students to work concurrently toward the BA in Criminal Justice (BACJ) and the Master of Criminal Justice (MCJ). The program allows qualified undergraduate students to start on their MCJ degree while simultaneously completing their BACJ degree. Graduate credit hours earned while enrolled in the BA/MCJ program can be counted toward both the BA and the MCJ degrees. Coursework requirements are detailed on the following web page: http://www.uccs.edu/spa/programs.html.

Master’s Programs
The School of Public Affairs offers the following graduate programs:
- Master of Public Administration (MPA) degree
- Master of Criminal Justice (MCJ) degree
- Master of Public Administration/Master of Criminal Justice (MPA/MCJ) dual degree.

In addition to the full master’s programs, the School of Public Affairs offers eight graduate certificate programs, each requiring twelve semester hours of coursework. The graduate certificate programs offered through the School of Public Affairs include: Public Management; Nonprofit Management; Nonprofit Fund Development; Grant Writing, Management, and Program Evaluation; Local Government Management; Criminal Justice; Homeland Defense; and Security Intelligence.

MPA Program Requirements (36 - 39 hours)

Core Courses (18 hours):
PAD 5001 Intro to Public Administration and Public Service
Students are expected to complete PAD 5001 within their first two semesters of enrollment.
PAD 5002 Organizational Management and Behavior
PAD 5003 Research and Analytic Methods
PAD 5003 should be taken the semester before
PAD 5361 Capstone Seminar
PAD 5004 Economics and Public Finance
PAD 5005 The Policy Process and Democracy
PAD 5006 Ethics and Leadership

Electives (15 hours)
Internship (3 hours), if required
Capstone (3 hours) or Thesis (6 hours)
MCJ Program Requirements (36 hours)

Core Courses (18 hours):
- CJ 5001 CJ Systems, Policy and Practice
- CJ 5002 Criminological Theory
- CJ 5003 Research Methods
  
  **CJ 5003 should be taken the semester before**

  **CJ 5361 Capstone Seminar**

- CJ 5007 Violence
- CJ 5008 Gender, Race, Ethnicity, and Social Class
- CJ 5009 Crime and Violence Prevention and Intervention

Electives (9 - 15 hours)
- Internship (3 hours), if required
- Capstone (3 hours) or Thesis (6 hours)

MPA/MCJ Dual Degree Program Requirements (54 hours)

The School of Public Affairs also offers a dual degree in Public Administration and Criminal Justice. This degree provides an opportunity for students to complete both programs in a shorter period of time. Students pursuing the dual degree program must apply separately and be admitted to each of the programs. It is possible for students currently admitted to one program to apply after admission to the other. The MPA and MCJ Directors serve as advisors for this program. Interested applicants should contact one of the directors prior to making an application. Coursework requirements are detailed on the following web page: [http://www.uccs.edu/spa/programs/graduate.html](http://www.uccs.edu/spa/programs/graduate.html)

Capstone Seminar or Thesis: All graduate students are required to complete the Capstone Seminar or write a thesis. In the Capstone Seminar, students work with a client in a public, nonprofit or criminal justice agency to identify a problem. Then, using the knowledge and skills they have gained in the program, they carry out a project and write a paper to address the problem. The principle of the course is that it provides students with an opportunity to integrate what they have learned and apply their knowledge and skills to a real-world problem. The Capstone Seminar is taken during the last semester of the student's degree program. **All core courses must be completed before taking the Capstone Seminar.** The Capstone Seminar is not offered in the summer.

The thesis option is available in lieu of the Capstone Seminar for students who have an interest in pursuing a topic in-depth or who are planning to pursue a career in research or academia. The thesis requires six semester hours of credit that normally spans two semesters. Thesis students must conduct a comprehensive review of the theoretical and research literature in the subject area of their thesis and collect original data or analyze existing data in new ways. Minimum eligibility requirements apply; check the UCCS Catalog for more information.

Non-Degree Seeking Student Status

A prospective graduate student who is preparing his/her application to SPA or awaiting an admission decision may take up to 12 semester hours of SPA coursework as a non-degree seeking student. Unless prior written approval is obtained from the SPA Dean and the Graduate School Dean, coursework in excess of 12 semester hours as a non-degree seeking student will not be applied toward the MPA or MCJ degree.

Standards of Performance

To be in good standing, students must have an overall grade point average of 3.0 or better in all course work. A grade of B- or better is required in all core and Capstone classes. The academic performance of each student will be reviewed at the end of each semester. A student who has a grade point average less than 3.0 will, at the Dean's discretion, be placed on probation or suspension. Non-degree students who do not maintain a 3.0 grade point average may not be allowed to enroll in SPA courses. See the UCCS Catalog for more detailed information.

Transfer of Credit

Up to nine semester hours of appropriate graduate work from an accredited college or university may be credited toward the master's degree. Only courses taken within six years prior to the semester of graduation may be applied to the degree. All transfer work must be approved in writing by the Dean. Courses equivalent to PAD 5001, 5002, 5004, 5005, and 5006 will only be accepted from a NASPAA accredited MPA program.
Current students, search for School of Public Affairs classes in your MyUCCS Portal: [http://www.uccs.edu/students.html/](http://www.uccs.edu/students.html/)

Spring classes can also be found on the UCCS Guest Search website: [http://course.uccs.edu/](http://course.uccs.edu/)

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<th>Public Administration</th>
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<td>PAD</td>
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SHORT COURSE INFORMATION

Short Course Refund Deadlines:
Courses that meet less than 16 weeks during the fall and spring terms or 8 weeks during the summer have special refund deadlines. The deadlines for dropping short courses (or withdrawing for the term when only enrolled in a short course) without financial penalty are based upon the length of the course. See pages 8 and 9 for details regarding drops and withdrawals. If you have questions, please contact the Records Office at 719-255-3361 or email registrar@uccs.edu.

To find specific course deadlines, log into your myUCCS Portal, 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. Specific deadlines by course can be found at http://www.uccs.edu/registrar/course-deadlines/spring-2016.html

Full-time/Part-time Definition

1. A full-time undergraduate degree student is one who is enrolled for at least 12 credit hours. Undergraduate degree students are considered part-time when they are enrolled for fewer than the hours described above. Undergraduates enrolled 6-11 hours are considered half-time. These criteria also apply to all unclassified (non-degree) students.

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 undergraduate/graduate course work acceptable for graduate credit, or any number of thesis hours.

3. Unclassified (non-degree) students with a degree seeking student loan deferment must be enrolled for 12 semester hours to be considered full-time or 6-11 hours to be considered half-time.
It is the policy of the University of Colorado Colorado Springs to adhere to the final examination schedule as published in the Registration Handbook each semester. While it may be appropriate not to give a final in some cases such as laboratory courses, seminars, and colloquia, final examinations should be given in all other undergraduate courses.

Exceptions to this policy should be agreed upon by the faculty member and the chair of the department no later than the beginning of the semester in which an exception is requested. The resulting decision should be announced in writing to students in the class during the first week of classes.

In addition to the principles stated above, the following guidelines should be followed by all faculty members and administrators in order to assure fairness and the best possible education experience for students:

1. The scheduled final examination period should be considered an important part of the course and used as a final examination period or additional instruction.

2. The final examination in a course should be given as scheduled and not at other times even if the faculty member and all students in a course agree to such a change.

3. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No hourly examinations are to be given during the week preceding final examinations.

4. Individual students may be granted a variance from these policies provided the instructor is satisfied that (a) the exception is based on good and sufficient reasons (such as religious observances) and (b) such an exception for an early or late examination will not prejudice the interests of other students in the course.

5. When students have three or more examinations on the same day, they will be entitled to arrange an alternative examination time for the 1st exam or exams scheduled on that day. Such arrangements must be made no later than the end of the 10th week of the semester (i.e. at the end of the drop period). Students will be expected to provide evidence that they have three or more examinations in order to qualify for exceptions.

6. This policy applies to all undergraduate students, including seniors. Graduating seniors should not be exempt from final examinations. Such exemptions are inappropriate on both procedural and academic grounds.

WEB GRADES - STUDENT PORTAL

Grade reporting service is available at the end of the term,
Monday - Friday, 7:00 a.m. to 11:59 p.m.
spring grades will be posted by May 24, 2016.
Please call 719-255-3361 to report any problems.


2. Click on Students> MyUCCS Student Portal.

3. Log on using your logon and password, click submit.

4. Click on the Records button, at bottom of the page.

5. Click on Final Grades button.

Note: You may view your academic transcript by selecting the Transcript button.
**FINAL EXAMINATION SCHEDULE SPRING 2016**

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**Note:**

- Classes meet according to the My Schedule.
- Final Exam Schedule is conducted the week of May 9-12.
- All classes meet according to the My Schedule.

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**Commencement**

**May 13**

- Time: 9:00am
- Place: University of Colorado Colorado Springs

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**Final Exam Schedule**

Find the day(s) and times of your normal class meeting schedule will meet once during the final exam period for two hour final exams.

Schedule below in the same classroom in which their class has been meeting all semester. Each class is conducted the week of May 9-12.
You need this information if you are an undergraduate student classified for tuition purposes as a Colorado resident.

Please take the time to figure out how COF applies to you, and how to work with the College Opportunity Fund (COF)!

1. You MUST Apply once in your lifetime to College Assist to create a COF Account. Apply online at: http://cof.college-assist.org/. Click on Schools then College Opportunity Fund.

2. Authorize the use of COF when you Register for classes. If you authorize, all COF eligible hours will receive a COF per credit reduction on your tuition and fee bill. If you don’t authorize, you’ll have to pay the full tuition for all courses, without the COF voucher credit.

3. Important Information Concerning COF and Registration. Courses added after the close of registration drop/add period (census date) are not eligible for COF funding and will not count against the COF lifetime hours. Students will be required to pay full tuition, including the COF portion, for these courses. Courses dropped or withdrawals from school occurring after census date will result in the loss of COF eligible hours. These changes are based upon Colorado Commission on Higher Education (CCHE) policy.

4. Understand How Eligible COF Hours Will be Determined. Everyone at the undergraduate level begins this program with 145 COF lifetime hours. Students who were enrolled in fall 2004 or spring 2005 at any COF participating institution in Colorado have a class level set by data submitted to the CCHE. This class level results in a “remaining hours balance available” as follows:

- Freshman 145 COF hours remaining
- Sophomore 115 COF hours remaining
- Junior 85 COF hours remaining
- Senior 55 COF hours remaining

COF lifetime hours, hours used, and hours available are updated each night from the College Assist data base. CU turns in your CU hours to College Assist twice a term – once at the end of the drop/add period, and again at the end of the term.

COF lifetime hours available or used can be found on the College Assist website. You should check your balance at least twice each term – after drop/add ends; and at the end of the term. You can go either to the Student Self-Service Center’s registration web page; or to the College Assist account that you created when you applied for COF.
5. Know what the tuition rate will be for the upcoming academic year, and what the COF voucher per credit hour will be. This information will generally be available in early June and will be published to the campus home page at www.uccs.edu. Both of these rates, along with the hours that you decide to take, will determine your tuition and fees.

Each time you drop and add a course before the end of the drop/add deadline, your bill will be adjusted, because COF is calculated on a per credit hour basis. So, if you begin registering for 15 COF eligible hours, drop 3, and add 2, your COF voucher will adjust each time, but will finally reflect 14 total COF eligible hours.

6. Know how decisions about courses and your degree program are impacted by COF.

- You have a lifetime limit of 145 COF eligible hours to complete an undergraduate degree. Any hours above the 145 COF credit hour limit will be charged at the full tuition rate, without a COF voucher credit.
- If you change majors or decide on a dual degree program later in your academic career, you could run out of COF hours.
- If you decide to take a course through Continuing Education or Extended Studies, those courses will not be covered by COF because those courses are not currently subsidized by the State of Colorado.
- COF hours are used whether or not you successfully complete a course during a term – so hours failed, or retaken, are counted against your COF lifetime balance. Courses dropped or withdrawals which occur after census date count against your COF lifetime total hours. Courses added after the term census date are not eligible for COF. You will have to pay the full tuition, including the COF portion, but the hours will not count against COF lifetime hours.

Where do I go if I need help?
Admissions & Records – questions about COF courses, schedule, etc, Main Hall 108, 719-255-3361

Bursar/Cashier’s Office – questions about your bill, tuition and fees, etc, Main Hall 209, 719-255-3391

COF Frequently Asked Questions: http://www.cu.edu/ums/cof/faq.html

College Assist – if you have questions about your COF hours balance, and want to know what hours were reported each term by what Colorado participating institutions. E-mail: askCOF@college-access.net; or phone 1-800-777-2757 (or 720-264-8550).
**UCCS COURSE INFORMATION**

### Business, College of (see page 34)
- **ACCT** Accounting
- **BGSO** Business, Government, and Society
- **BLAW** Business Law
- **BUAD** Business Administration
- **ENTP** Entrepreneurship
- **FNCE** Finance
- **HCAD** Health Care Administration
- **HRMG** Human Resource Management
- **INF5** Information Systems
- **INTB** International Business
- **MGMT** Management
- **MKTG** Marketing
- **OPTM** Operations Management
- **PGMT** Professional Golf Management
- **QUAN** Quantitative Methods
- **SPTM** Sport Management
- **STRT** Strategy

### Education, College of (see page 37)
- **COUN** Counseling & Human Services
- **CURR** Curriculum and Instruction
- **IECE** Inclusive Early Childhood Education
- **LEAD** Leadership, ED
- **SPED** Special Education
- **TED** Teacher Education
- **UTED** UTeach Education

### Engineering, College of (see page 39)
- **CS** Computer Science
- **ECE** Electrical & Computer Engr.
- **EMGT** Engineering Management
- **ENE** Energy Engineering
- **ENGR** Engineering
- **GDD** Game Design and Development
- **INOV** Innovation
- **MAE** Mechanical & Aerospace Engr
- **SPCE** Space Operations
- **SYSE** Systems Engineering

### Letters, Arts and Sciences, College of (see page 41)
- **AH** Art History
- **ANTH** Anthropology
- **ARBC** Arabic
- **ASL** American Sign Language
- **BIOL** Biology
- **CHEM** Chemistry
- **CHIN** Chinese
- **COMM** Communication
- **DNCE** Dance
- **ECON** Economics
- **ENGL** English
- **ENSC** Energy Science
- **FCS** Foreign and Cultural Studies
- **FILM** Film Studies
- **FR** French
- **GEOG** Geography
- **GER** German
- **GES** Geog. and Environmental Studies
- **GPS** Gateway Program Seminar
- **GRK** Greek
- **GRNT** Gerontology
- **HIST** History
- **HUM** Humanities
- **ID** Interdepartmental Studies
- **JPNS** Japanese
- **LAT** Latin
- **MATH** Mathematics
- **MS** Military Science
- **MSGP** Museum Studies and Gallery Practice
- **MUS** Music
- **PES/PHYS** Physics
- **PHIL** Philosophy
- **PORT** Writing Portfolio
- **PSC** Political Science
- **PSY** Psychology
- **RUSS** Russian
- **SOC** Sociology
- **SPAN** Spanish
- **THTR** Theatre
- **UTLS** UTeach - LAS
- **VA** Visual Arts
- **VAPA** Visual and Performing Arts
- **WEST** Women's and Ethnic Studies

### Nursing & Health Science, Beth-El College of (see page 47)
- **HSCI** Health Sciences
- **NURS** Nursing

### Public Affairs, School of (see page 51)
- **CJ** Criminal Justice
- **PAD** Public Administration

### Cross-College Programs
- **NAVI** Navigate

---

**Day Abbreviation Key**
- **Mo** = Monday
- **Tu** = Tuesday
- **W** = Wednesday
- **Th** = Thursday
- **Fr** = Friday
- **Sa** = Saturday
- **Su** = Sunday

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**Course Numbering System**

The course number is comprised of a subject abbreviation, a course number, and a section number. The subject is an abbreviation for the department offering the course. The course number consists of 4 digits. The first digit indicates in a general way the class level of the course: “1000” courses are primarily for freshmen; “2000” for sophomore; “3000” courses for juniors; “4000” for seniors; and “5000” and “6000” for graduate students.

### Level of courses numbered 9000-9980:
- 9000-9290, Lower Division, Undergraduate
- 9300-9490, Upper Division, Undergraduate
- 9500-9590, Graduate, Level 1
- 9600-9790, Graduate, Level 2
- 9800-9980, Other
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What is the College Opportunity Fund?
In fall 2005, the state of Colorado began providing direct funding to undergraduate resident students through the College Opportunity Fund or “COF.” This program is also known as “vouchers” or “stipends.” COF vouchers will be applied to an eligible student’s university bill, provided that the student has applied for COF and then authorized the use of the voucher each term of registration.

Where can I get additional information?
http://www.cu.edu/ums/cof/faq.html

How can I make sure that the COF process works smoothly for me?
Apply to College Assist to create your COF account. This needs to be done only once in your lifetime. New students should apply by January 19, 2016, to best help us provide better service during the registration and billing process for spring 2016.

Where can I Authorize COF?
Login to your MyUCCS Portal, click on Records and Registration, then Access Student Self Services. Under the “My Academics” section, click the blue link that says “COF Authorization/Review.” Authorize for lifetime or by term.

The voucher will appear on your tuition and fee bill, reducing your tuition, IF you have applied for it and authorized its allocation for that term. (The tuition reduction will vary each term depending on the number of COF eligible credits registered for.)

Your college’s total in-state tuition
- The College Opportunity Fund state stipend
- The share you pay for in-state tuition

*Apply NOW! for your stipend at:
https://cof.college-assist.org

The COF Stipend is $75.00 per credit hour for spring 2016

Have you applied for the College Opportunity Fund?