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<tr>
<td>ACAD</td>
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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>
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<tr>
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<td>Advising, Undergrad</td>
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<td>Orientation Program</td>
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<tr>
<td>Admissions &amp; Records</td>
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</table>
## Campus Calendar - Summer 2015

| Regular Application Deadline | May 1 | May 1 | Dec 1 |
| Begin Online Registration | March 30 | April 13 | Oct 26, 2015 |
| Late Application Period | May 2-June 15 | May 2 - Aug 24 | Dec 2 - Jan 19 |
| Open enrollment begins | June 1 |
| Begin parking permit and photo ID pick-up/validations | May 5 |
| 1st E-Bills Available on Student Portal | June 10 |
| First Day of Classes | June 15 | Aug 24 | Jan 19 |
| Last date to register online for full semester courses | June 18 |
| Instructor permission required for adds on full semester courses | June 19 - June 22 |
| Pay in full or enroll in a payment plan | June 19 |
| Payment Plan #1 | June 20 |

**Census Date: Last Day to Register (Regular semester courses)**

- Instructor and dean's signature required on adds after June 22nd.
- Withdrawals (complete schedule dropped) through this date receive a 100% adjustment.
- Drops (partial schedule remaining) through this date will be refunded 100%.

**Important Note: No drop refunds after this date**

**Final date to Withdraw completely (drop all courses) from school with 80% adjustment (Regular semester courses)** | June 26 |
| Independence Day Holiday | July 3 |
| **Last day to drop or withdraw without special permission from instructors and deans (Regular semester courses)** | July 15 |
| Payment Plan #2 | July 20 |
| Semester Ends | Aug 7 | Dec 19 | May 14 |
| Commencement - (Tentative date for summer and fall 2015, and spring 2016) | Dec 18, 2015 | Dec 18, 2015 | May 13, 2016 |
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 summer 2014 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 summer 2014 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.

Summer 2015 Application Deadlines

Regular Deadline: May 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: May 2 - June 15
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 Office of Admissions Services
Main Hall 108
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733

Office Hours:
Monday  8:00 a.m. - 6:00 p.m.
Tues. - Fri.  8:00 a.m. - 5:00 p.m.

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

Future Application Dates

Fall 2015
Regular Deadline: May 1
Late Period: May 2 - August 24

Spring 2016
Regular Deadline: December 1
Late Period: December 2 - January 19

Summer 2016
Regular Deadline: May 1
Late Period: May 2 - June 13

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

## Type of Applicant

- **FRESHMEN**  
  (Students seeking a bachelor’s degree who have never attended a collegiate institution.)

- **TRANSFER**  
  (Students seeking a bachelor’s degree who have attended a collegiate institution other than CU.)

- **UNCLASSIFIED (NON-DEGREE)**  
  (Students who are not seeking a degree at this institution or who have not yet been admitted to degree status.)

- **FORMER CU RE-ENTERING**  
  (Degree student who has attempted 12 or more hours at another institution since attending CU.)

- **CHANGE OF STATUS: UNCLASSIFIED TO DEGREE**  
  (Current or former CU unclassified students who wish to enter a degree program.)

- **CHANGE OF STATUS: DEGREE TO UNCLASSIFIED**  
  (Current or former CU degree students who have graduated and wish to take additional work.)

- **INTER-CAMPUS TRANSFER**  
  (Students who have been enrolled on one CU campus and wish to take courses on another.)

- **GRADUATE**  
  (Students seeking a master’s or PhD who have a bachelor’s degree)

## Criteria for Admission

### FRESHMEN

- 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.
- 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.

### TRANSFER

- Must be at least 20 years of age by Sept. 1 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.
- Same as for transfers.

### UNCLASSIFIED (NON-DEGREE)

- Must be at least 20 years of age by Sept. 1 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.
- Same as for transfers.

### FORMER CU RE-ENTERING

- Must have completed degree.
- Must be in good standing and eligible to return to all institutions attended.
- Unclassified student application.
- NO application fee required.

### CHANGE OF STATUS: UNCLASSIFIED TO DEGREE

- Must have completed degree.
- Must be in good standing and eligible to return to all institutions attended.
- Former student application.
- Credentials as required by campus Admissions Office.

### CHANGE OF STATUS: DEGREE TO UNCLASSIFIED

- Must have completed degree.
- Must be in good standing and eligible to return to all institutions attended.
- Former student application.
- Credentials as required by campus Admissions Office.

### INTER-CAMPUS TRANSFER

- Must be in good standing.
- 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.

### GRADUATE

- 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.

## Required Credentials

- Complete application.
- $35 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.

- Complete application.
- $25 application fee (nonrefundable).
- Non-high school graduates must submit copies of GED scores and state equivalency certificates.

- Same as for transfers. Application fee required.

- Same as for transfers. Application fee required.

- 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.
- Not eligible for most forms of financial aid.

## Notes

- 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.
- 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.
- Only students who have completed and received a degree are eligible for change from degree status to unclassified.
- Transfers from Colorado Springs to another campus of CU should refer to appropriate Catalog for any additional requirements.
- Contact program for specific requirements.

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

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 My UCCS Student 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 June 18, 2015, for full semester length classes.

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

Register Online

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

1. Connect to campus home page www.uccs.edu
2. Click on STUDENTS.
3. Log into MyUCCS portal
4. Click Student tab on upper left
5. Click on Records and Registration
6. Click on Register for Classes
7. On the Add Classes to Shopping Cart page, enter the Course ID of the class you wish to add in the Enter Class Nbr field, or search for courses based on specific criteria.

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 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 in your Shopping Cart. Then at your assigned time select “Enroll” from your Shopping Cart & 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 June 19.

NOTE: You may still add courses with instructor written permission after waitlists are purged through June 22, 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 Academic Advising 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.
**ADDITIONAL REGISTRATION INFORMATION**

**Adding Courses**
The deadline to add a course through MyUCCS Portal is **June 18**. Course may be added with instructor permission (permission number or add form) through census day, June 22. After this date courses must be added in person at the Admissions and Records Office with approval signatures from the instructor or and dean. All courses added after the respective course census date will be subject to standard billing processes and associated adjustments. **If a student doesn’t register for their first full semester class(es) until after Census Date, a $50 late registration fee is assessed.**

**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 **June 22**, 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 July 15. After this date, signatures from the instructor and dean are required. PLEASE NOTE: Financial Aid or Veteran benefit recipients are strongly encouraged to verify the impact of the requested course change(s) on their eligibility and funding.

**NOTE:** To find specific course deadlines, log into your MyUCCSPortal, locate your classes under "academics" and click on the “deadlines” icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on "My Class Schedule" for each course.

**IMPORTANT**
NO REFUND for full semester courses dropped after June 22, if you have at least one course remaining in your schedule. If you are dropping ALL of your courses, the University considers you to be WITHDRAWING. See WITHDRAWING in this section for more information.

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

PLEASE NOTE: Business and graduate level courses in the School of Public Affairs, Nursing and Health Sciences courses will not be approved for no credit. Letters, Arts and Sciences courses require dean's approval for changes to occur on or after June 22.

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

To enroll Pass/Fail, enroll in the course following normal enrollment procedures. Once you are enrolled, complete a Pass/Fail Registration form at the Admissions and Records Office. The deadline for pass/fail registrations is June 22.

**NOTE These Exceptions:**
With the exception of BUAD 3010, 3020, and 3030, business students need permission of the advising office to take a non-business elective pass/fail.

Graduate level courses in the School of Public Affairs and Nursing and Health Sciences courses cannot be taken on a pass/fail basis.

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

**Schedule Changes**
Changes to the published schedule:

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

will be listed on the web weekly.

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

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

Withdrawal refunds are based on withdrawals 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.
WITHDRAWAL & REFUND POLICIES

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, June 22, 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 June 22.
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 July 15, withdrawals must be initiated through the MyUCCS Portal.

Important Notice
Withdrawals and Drops posted after June 22, 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 July 15:

1. Obtain the Withdrawal Form from the Admissions and Records Office, and complete as instructed.
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. WITHDRAWALS are recorded and become effective when the completed Withdrawal form is received at the Admissions and Records Office.
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 June 22, except by appeal and following the steps below.

June 22 is the last day to withdraw and receive the 100% credit against your TOTAL bill minus any non-refundable fees.

June 26, 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.

July 3, 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 July 3, no further adjustments will be made.

July 15, 11:00 p.m. via myUCCS Portal, is the last day to withdraw. You must officially withdraw to avoid “F” grades on your record.

After July 15, 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 have special academic and financial deadlines. Click “Deadlines” by your classes in the Student Self Service Center to see these deadlines.
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 June 9, 2015, by 5:00 pm, your tuition and fee bill will be available online on June 10, 2015. If you register after June 9, 2015, 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. Students who register on or before June 22, 2015: You must pay your tuition and fees in full or enroll in a deferred payment plan by June 19, 2015. 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
other orientation.

GENERAL FEES - MANDATORY
APPLY TO UNDERGRADUATE STUDENTS ONLY
Student Life Fees
Univ Center Bond Base Fee .................................................. $16.50
PLUS per credit hour.......................................................... $9.50
Recreation Fee per Credit Hour ........................................... $1.00
Athletics Fee, per credit hour.............................................. $4.85
Student Activity Fee .......................................................... $7.00
Family Development Op Fee ............................................. $1.50
Family Development Bond Fee ....................................... $5.00
Campus Recreation Center Bond Fee ...................... $80.00

Other Fees
Wellness Center Fee .......................................................... $30.00
CUISIS 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 ............................................. $38.50
Solar Energy Fee (per semester).................................. $2.50

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 other 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 PGA 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, 4720, 4730 .................................. $50
UTLS 3030, 3040, 3480 ...................................................... $50

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-Anthropical Rch Methods .................................. $75
Includes ANTH 3500
Program Fee-Anthropical Field 1 .................................. $10
Includes ANTH 3010, 3210
Program Fee-Anthropical Field 2 .................................. $120
Includes ANTH 2220
Program Fee-Anthropical Lab ........................................ $20
Includes ANTH 3170, 3190, 4200
Program Fee-Biology Lab .............................................. $50
Includes BIOL 1060, 1300, 1350, 1530
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 Level 3 ................................ $20
Includes COMM 3500
Program Fee-English .......................................................... $10
Includes ENGL 1300, 1305, 1310, 1410, 1800,
2030, 2040, 2050, 2080, 2090, 3010, 3020, 3040,
3050, 3060, 3120, 3130, 3140, 3160, 3750, 3850,
4080, 4100, 4800, 4820, 4860, 5800, 5860,
Program Fee-English .......................................................... $15
Program Fee-PORT 3000 Portfolio Fee ........................... $25
Program Fee-Geology Field Trip 1 ................................... $10
Includes GEOL 1010, 3700
Program Fee-Geology Field Trip 2 ................................... $15
Includes GEOL 1020
Program Fee-Geology Field Trip 3 ................................... $15
Includes GEOL 1020
Program Fee-Geology Lab 1 ............................................. $10
Includes GEOS 1050, 4060, 4090, 4270, 5060,
5090, 5270
Program Fee-Geology Lab 2 ............................................. $15
Includes GEOS 3200, 4310, 4340, 5310, 5340
Program Fee-Geology Lab 3 ............................................. $20
Includes GEOS 2050, 3050, 4080, 4120, 4130, 5050, 5080, 5120, 5130
Program Fee-Geology Lab 4 ............................................. $30
Includes GEOS 4100
Program Fee-Geography .................................................. $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-Geography .................................................. $25
Includes FCS 3890
Program Fee-LAB ............................................................. $20 per cr hr
Includes ENSC, PES, PHIL 1300, PHYS
Program Fee-Math ........................................................... $20 per credit hour
Maximum of $120 per semester
Excluding 7000-8000 level MATH
Program Fee-Theatre Level 1 ........................................... $25
Includes THTR 1000, 2000, 2020, 2030,
2050, 2500, 3020, 3030, 3050, 3100, 3280,
3390, 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, 2300, 2350, 2400,
2850, 3010, 3150, 3200, 3750, 3850, 4500
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, 3110, 3110, 4100, 4110
Program Fee-Film Level 1 ................................................ $15
Includes FILM 1000, 2000, 3550, 3900, 4250, 4500
PhD psychology Students
fall/spring term .......................................................... $423
summer term ............................................................ $211
Course Fee Psychology .................................................. $7
Includes PSY 2110, 3840
Psychology – MA students ............................................. $72 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

Helen and Arthur E. Johnson Beth-El
College of Nursing and Health Sciences
All Online Courses .......................................................... $100
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.

Tuition & Fees
TUITION & FEES

Safety and Transportation Fee
All students are automatically charged a Transportation and 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 summer 2015 semester is $38.50.

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 the Four Diamonds Sports Complex, 5025 N. Nevada Ave. Free bus service between Four Diamonds 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 10-15 minutes. Due to high demand on this system, students parking at Four Diamonds 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 Hall, 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 Four Diamonds 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, June 15, 2015. 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 summer 2015 semester only and will expire August 7, 2015.

PARKING SERVICES OFFICE
Parkway Garage First Floor
719-255-3528
Office Hours:
Monday-Friday 8:00 am - 5:00 pm

Special Office Hours
Saturday, June 6th from 9:00 a.m. until 4:00 p.m.
CLOSED
INDEPENDENCE DAY, FRIDAY,
JULY 3, 2015

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 UCSC 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 UCSC. 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 UCSC 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 UCSC. The one-time charge covers the establishment of a permanent record at UCSC. 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:** $30
The Wellness Center Fee is mandatory for all students. It provides access to all of the services and programs of the UCCS Student Health Center and Counseling Center.

**CUSIS Information System Fee:** $2.00 Per Credit Hour
The CUSIS 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:** $2.50
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:** ($16.50 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:** ($80.00 base) Repayment of bonded indebtedness on building as well as support for operations and programs.

**Student Activities Fee:** ($7 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** ($1.50 base): Support for programs and services.

**Family Development Center Bond Fee** ($5.00 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 June 22, 2015

**Option 2: 2 Pay - Payment Plan**
You must pay $35 (Non-Refundable Payment Plan Fee) to enroll in the 2 Pay Payment Plan by June 19, 2015.
1/2 Auto Deduction - June 20, 2015
1/2 Auto Deduction - July 20, 2015
Please refer to our Student Financial Services website for Payment Plan dates and details.
http://www.uccs.edu/bursar/calendar/summer-2015.html

**Option 3: Financial Aid**
All financial aid is applied to the tuition and fee bill, any overpayment will be refunded to the student.

Students enrolled for summer 2015, will have until June 22, 2015, to pay for any charges not covered by their financial aid awards, or enroll in a Payment Plan by June 19, 2015.

**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. 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.
   June 22 - Last day to turn in authorization to avoid late fees and service charges.
   July 24 - 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, 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 June 22, 2015. 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.
PAYMENT DUE DATE
JUNE 22, 2015.

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

2 PAY - PAYMENT PLAN:
You must pay the $35.00 (Non Refundable Payment Plan Fee) to enroll in the
2 Pay - Payment Plan by June 19, 2015

½ Auto Deduction - June 20, 2015
½ Auto Deduction - July 20, 2015

Please refer to our Student Financial Services website for Payment Plan dates and details:
http://www.uccs.edu/bursar/calendar/summer-2015.html

First Student Electronic Bills Will Be Available Online:
JUNE 10, 2015.

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
JUNE 22, 2015 WILL BE SUBJECT TO LATE FINES AND SERVICE CHARGES.

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

BILLS WILL ONLY BE ACCESSIBLE ONLINE.
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.

Access your bill @ “my UCCS” student portal
Additional Information about Payment Policies, Call 719.255.3391

<table>
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<th>Payments by Mail</th>
<th>Payments in Person</th>
<th>Online Payments</th>
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<td>UCCS-Cashier</td>
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<td>Credit Cards &amp; Electronic Checks</td>
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<tr>
<td>1420 Austin Bluffs Parkway</td>
<td>Cashier Office</td>
<td>UCCS Student Portal</td>
</tr>
<tr>
<td>Colorado Springs, CO. 80918</td>
<td>2nd floor Main Hall</td>
<td><a href="http://www.uccs.edu/portal">http://www.uccs.edu/portal</a></td>
</tr>
</tbody>
</table>

We accept MasterCard, Visa, American Express and Discover
REVIEW THIS PAGE CAREFULLY.
PLease call 719-255-3391, if you have any questions, comments or concerns.
## Tuition Rates

### Tuition Schedule for Summer 2015

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 Junior and Senior Students in the College of Business or Engineering

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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.
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** See note for greater than 15 hours.

**TUITION RATES**

Tuition Schedule for Summer 2015

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:

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<td>$3,135</td>
<td>$5,550</td>
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<tr>
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<td>$6,624</td>
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<tr>
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<td>$9,845</td>
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<td>15</td>
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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:**

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<td>1</td>
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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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<td>$16,285</td>
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** 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 Summer 2015
Tuition is based on your student status NOT the level of the courses

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

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<td>$5,160</td>
</tr>
<tr>
<td>15</td>
<td>$5,515</td>
<td>$5,515</td>
</tr>
</tbody>
</table>

** See note for greater than 15 hours.

### Online Completion Program
#### UNDERGRADUATE 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>
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<td>15</td>
<td>$5,815</td>
<td>$5,815</td>
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</tbody>
</table>

** See note for greater than 15 hours.

### Online Completion Program
#### UNDERGRADUATE JUNIOR AND SENIOR IN THE COLLEGE OF BUSINESS or COLLEGE OF ENGINEERING

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>*Resident</th>
<th>Non-resident</th>
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<tbody>
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<tr>
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<td>$6,400</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>
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<th>Non-resident</th>
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<tr>
<td>15</td>
<td>$7,195</td>
<td>$7,195</td>
</tr>
</tbody>
</table>

** 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/](http://www.uccs.edu/~bursar/) or call the Bursar’s Office at 719-255-3391.
NOTE:

**DO NOT WAIT FOR YOUR BILL!!** Your account balance is due on June 22, 2015. 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](http://www.uccs.edu/bursar) or call 719-255-3391 for more details.

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### 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.

**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 summer 2015 Semester: ______________ hrs x (to be determined)

1. **Tuition** (see tables on pp 18 &19)
   - 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
   - Campus Recreation Center bond Fee
   - Additional $9.50 per credit hour
   - Student Recreation Fee ($1.00 per credit hour)
   - Athletic Fee ($4.85 per credit hour)
   - Student Activities Fee
   - Family Development Operating Fee
   - Family Development Center Bond Fee
   - Wellness Center Fee

3. **Wellness Center Fee**
   - $30.00 (mandatory each semester)

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

5. **CUSIS Fee**
   - (mandatory each semester)

6. **Learning Technology Fee**
   - (mandatory each term., $5 per credit hour)

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

8. **Student Orientation Fee**
   - (nonrefundable - please see page 15)

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

10. **Solar Energy Fee**
    - (mandatory each semester)

11. **Transportation and Safety Fee**
    - (mandatory each semester)

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) = ______________

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**A PAYMENT MUST BE RECEIVED BY 5:00 PM, JUNE 22, 2015.**

**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.**
WHAT ARE THE SEMESTER DATES?
June 15 to Aug 7. A few courses have special start dates (check individual course listings for these).

HOW DO I APPLY FOR ADMISSION, AND WHAT IS THE DEADLINE FOR APPLYING?
See admission information on pp 5 & 6.

I HAVE ALREADY BEEN ADMITTED. HOW DO I REGISTER FOR CLASSES?
You will register using the Student Self Service Center registration system, see p 7 for specific instructions. New freshmen and transfer students must attend orientation before registering, see p 21.

WHEN CAN I REGISTER?
You will be able to find your registration date/time through the Self Service Center. See p 5 for application dates and deadlines and p 7 for registration instructions. New freshmen and transfer students must attend orientation before registering.
www.uccs.edu/orientation.

WHAT IS THE PAYMENT POLICY?
If you register by 5:00 pm, June 22, 2015, you are required to pay in full or enroll in a payment plan by June 19, 2015.

WHAT IF I DROP A COURSE BUT AM STILL ENROLLED IN OTHER COURSES? WILL I GET A REFUND?
Yes, if you drop by the June 22, 2015, deadline. No drop refunds after this date. See p 4.

WHAT IF I WITHDRAW FROM SCHOOL COMPLETELY? WILL I RECEIVE AN ADJUSTMENT AGAINST MY TOTAL BILL?
Yes, less non-refundable fees, if you withdraw by June 22 (100% adjustment), or by June 26 (80% adjustment), or by July 3 (60% adjustment). No adjustments after this date. See p 9 for details.

WHAT IF I NEED ACADEMIC ADVISING?
You can get academic advising at Academic Advising, Main Hall, Room 208 (719-255-3260). New students also attend a required Orientation session before the semester begins. See Academic Advising under Student Resources section for more information.

DO NOT WAIT FOR A BILL!!! Your account balance is due on June 22, 2015. You can make your payment on the student portal. In order to view your account information, bills and make payments, you may need to disable your Pop-Up Blocker. 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.

SUMMER SEMESTER 2015 - REFUND DEADLINE

REGULAR SEMESTER CLASSES (JUNE 15 - AUG 7)

JUNE 22 • 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

JUNE 26 • 80% adjustment if ALL courses are dropped (withdrawn) by this date.

JULY 3 • 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 July 15. See the instructions on page 8 of the Registration Handbook.

After July 15, 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 Academic Advising under Student Resources

Commencement
Commencement is held twice a year at the end of the fall and spring semesters. The date for summer 2015 commencement is Friday, Dec 18, 2015. 10:30am for the College of Letters, Arts and Sciences. 2:30pm for Helen and Arthur E. Johnson Beth-EI 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 Summer 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. Department submittal to Graduate School by June 12, 2015.


No later than July 31, 2015: Submit thesis/dissertation to library.

By Aug 10, 2015: After defense, submit report forms, showing a satisfactory pass, with at least three departmental signatures to the graduate school. Process all grade changes for any incomplete grades on courses needed for the degree. Students must submit completed thesis to the Library by the last day of finals of the semester in which they intend to graduate.

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. Official transcripts previously requested that were being held for degree posting are mailed out within a week to ten days.

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](mailto: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
Current students can order official transcripts on the myUCCS Portal for standard processing. Transcripts will be processed 5-7 business days from the date the transcript is ordered and mailed through the United States Postal Service via first class mail.

Former students and those requesting special processing (Fed Express, PDF, or Pickup) can visit [www.uccs.edu/admrec/transcripts.html](http://www.uccs.edu/admrec/transcripts.html) for detailed ordering information, special handling charges and easy online payment.

Transcripts will be withheld for students with current financial obligations to the university, or disciplinary actions that are in progress from any CU campus.

Please visit [www.uccs.edu/admrec/transcripts.html](http://www.uccs.edu/admrec/transcripts.html) or call 719-255-3376 if you have further questions.
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 you dropped before the semester Census Date. MyUCCS portal printout required to show course was dropped. Books must be returned within 7 days of dropping the course.

Textbook Buy Back
Textbook Buy Back is normally scheduled during the first week of the semester and Finals week. Please check the website for the most up-to-date dates. Books are bought back by the wholesalers based on the demand for the book next semester on our campus, as well as nationally by other bookstores. Buy Back payouts are generally 50-25% of the original retail price; however, some books may not be worth as much due to changes in the supply market.

Hours
Open year-round, Monday - Friday. Daily hours and holiday hours vary and are posted at www.uccsbookstore.com. The Bookstore is also open select Saturdays throughout the year.

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 or listen to the following stations for cancellation information.

Colorado Springs
- KVUU
- KVOR
- KRDO
- KSSS
- KRCC
- KTFL
- KMAX
- KKLI
- KILQ
- KKF
- KATM
Pueblo
- KRYT
- KCFJ
- KCCY
- KGHL
- KOA
- KYGO
- TV
- KTV
- 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 Campus Recreation 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.

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!!

**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.

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**Financial Aid, Student Employment, and Scholarships**

719-255-3460  Cragmor Hall 201

Office website:  www.uccs.edu/finaid

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](http://www.uccs.edu/fye)

**Global Engagement Office**
719-255-5018 Copper Hall, Suite 9202
Email: international@uccs.edu
The Global Engagement Office (GEO) 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 Student Health Center
UCCS does not have a mandatory insurance policy. Although medical insurance is not necessary for students to attend the University or to utilize Student Health Center (SHC) services, it is recommended that all students consider having insurance coverage. The SHC offers their own plan, Clyde’s Care, which offers students an unlimited number of office visits each semester at the SHC along with free in-office labs and procedures. This plan is strictly for visits at the SHC and is limited in coverage. For more information, please visit: [www.uccs.edu/shc](http://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.
STUDENT RESOURCES

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
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.

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

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 students in the study of language and culture. Services include tutoring, placement exams, conversation tables, and international travel information. A wide variety of instructional aids is 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 summer term*:
Mon-Thur 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 6:00 p.m.
Saturday 10:00 a.m. - 6:00 p.m.
Sunday 11:00 a.m. - 7:00 p.m.

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.
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 or vdelgado@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 and learning communities for students who show strong potential to succeed in college even though facing particular academic and social challenges. Nominations to the program are made by UCCS admissions committees upon review of a UCCS application and required support documents—www.uccs.edu/apply. A limited number of students are admitted on a case-by-case basis and are required to participate in MOSAIC Gateway programs. 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, academic advising, mentoring, and college transition for all students. MOSAIC reaches out particularly to 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.

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.

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/emergplan.html

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 reports of 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 provides services to students who need help in understanding basic scientific concepts in specific science courses and in mastering laboratory instrument skills. A wide variety of instructional aids is available at the center. These include:
- • Drop-in Tutoring
- • Computer-Aided Instruction
- • Audio-Visual Presentations
- • Hands-on Lab Instrument Practice
- • Self-paced Learning Modules
- • Calculators
- • Word Processing/Graphing Programs
- • Test Banks

Student Health Center
719-255-4444  First floor of Public Safety building
The Student Health Center provides convenient and affordable access to quality medical care for students. Appointments are recommended. The clinic is located on the east side of the Parking Garage complex. Information is also available at www.uccs.edu/shc.

All actively enrolled students are welcome at the Health Center and medical insurance is not needed to be seen for an appointment. The clinic’s medical staff consists of a physician, nurse practitioners and other qualified health professionals. The clinic hours are Monday through Friday 8:00am to 5:00pm and closed on holidays. Many services are provided including evaluation and treatment of acute illnesses and injuries, as well as preventative visits such as physicals, immunizations, and much more. The Health 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. For additional information or to schedule an appointment, please call or stop by.

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.

Academic Advising
719-255-3260  Main Hall, 2nd Floor
Advising is available for all undergraduate students. Appointments are recommended - please call 719-255-3260 to schedule. Our office is open on Monday - Friday from 8 a.m. - 5 p.m. Walk-in hours for quick questions are offered weekly and are posted on our website: 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 Report
719-255-3260  Main Hall, 2nd Floor
A degree audit report 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.

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.

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 ext. 3084.

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.
STUDENT RESOURCES

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, Jazzman's 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 Counseling Center
719-255-3265  Main Hall 324
counsel@uccs.edu
The University Counseling Center (UCC) helps UCCS students address personal issues, relationship issues, and issues about career decisions. When encountered, such problems may get in the way of academic achievement and overall wellbeing. The UCC targets these issues through short-term psychotherapy interventions. The UCC provides the following:

1. Individual, couples, family and group counseling to help students address mental health related issues experienced while enrolled at the university.

2. 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.

3. 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.

4. Consultation services for faculty, staff and students to help with mental health-related challenges and questions they may have. For information regarding services, costs and scheduling, please call 719-255-3265.

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 Veterans 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
Chapters 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.

Writing Center
719-255-4336  Columbine Hall 316
The Writing Center, offers individual consulting in writing for all students. Students may schedule 45-minute appointments Monday through Saturday by visiting our website at http://www.uccs.edu/~writingcenter/. Consultants provide support for idea development, organization, structure, revisions, audience analysis, and other concerns students may have.
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. In pursuance of this policy, no campus department, unit, discipline, or employee shall discriminate against an individual or group on the basis of race, color, religion, sex, age, national origin, sexual orientation, individual handicap, or veteran status. 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.

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; 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)

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).

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

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 June 15, 2015, for the summer 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.

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.
UNIVERSITY POLICIES

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

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, 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 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
As required by the Student Right-to-Know and Campus Security Act, the University of Colorado Colorado Springs is complying fully with the provisions of this law by informing all currently enrolled and prospective students of the “projected graduation rate” of specific cohorts. The projected completion or graduation rates of the cohorts reflects the percentage of students in the cohort who (1) have already completed or graduated from their respective programs, or (2) re-enrolled during the period of July 1 through September 16, 2013. http://www.uccs.edu/ir/Data/Students.html

Based on the above definition the projected completion rate for:

- 1999 cohort equals 54%
- 2000 cohort equals 56%
- 2001 cohort equals 59%
- 2002 cohort equals 61%
- 2003 cohort equals 67%
- 2004 cohort equals 67%
- 2005 cohort equals 63%
- 2006 cohort equals 68%
- 2007 cohort equals 70%
- 2008 cohort equals 67%
- 2009 cohort equals 67%
- 2010 cohort equals 71%
- 2011 cohort equals 66%
- 2012 cohort equals 70%
- 2013 cohort equals 66%
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 Student Health 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.

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**Student Health Center**

Pkg Garage/Pub Safety 109
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918
Phone 719-255-4444
Fax: 719-255-4403
# MMR 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>Measles</td>
<td></td>
<td>Rubella</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td>Meningococcal</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 the Certificate or record test results and dates in the boxes 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>DTPaDTaPTaDT (Diphtheria-Tetanus-Pertussis)</td>
<td>Varicella (Chickenpox)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Td (Tetanus-Diphtheria)</td>
<td></td>
<td>HPV (Human Papillomavirus)</td>
<td></td>
</tr>
<tr>
<td>OPV/IPV (Poli)</td>
<td>Other:</td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Hep B (Hepatitis B)</td>
<td></td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Hep A (Hepatitis A)</td>
<td></td>
<td>Other:</td>
<td></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.

Si se presenta un brote de la enfermedad, es posible que a las personas exentas se les ponga en cuarentena o se les excluya de la escuela.

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

*Médico:*

**Exención por razones médicas:** La vacunación representa un riesgo para la salud o la vida del sujeto. La vacunación no es recomendable debido a otra condición médica.

Signed (Firma): ______________________________

Date (Fecha): ______________________________

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

*Religioso:*

**Exención por motivos religiosos:** El padre o tutor de la persona anteriormente citada es un adherente a una religión en la que se opone a la vacunación.

Signed (Firma): ______________________________

Date (Fecha): ______________________________

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

*Personal:*

**Exención por creencias personales:** Los padres y/o tutores del sujeto anteriormente citado, se opone a la vacunación.

Signed (Firma): ______________________________

Date (Fecha): ______________________________

Form Approved: 1/09  CDPR-12MM D/C RC Rev. 9/03
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 the Center (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></td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td></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: PGA Golf Management</td>
<td></td>
<td>X</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 Pre-Business. 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 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.
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 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 Academic Advising 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 pre-Business (PRBU) 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 PRBU 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 Program Director, Undergraduate Programs for the College of Business.

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 subject to 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 program director 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>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5500</td>
<td>Introduction to Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BUAD 5500</td>
<td>Fundamentals of Economics</td>
<td>3.0</td>
</tr>
<tr>
<td>BUAD 5600</td>
<td>Business, Government and Society</td>
<td>3.0</td>
</tr>
<tr>
<td>QUAN 5500</td>
<td>Fundamentals of Business Statistics</td>
<td>3.0</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 count 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/

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Accounting</td>
</tr>
<tr>
<td>BLAW</td>
<td>Business Law</td>
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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 UCCS 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, synthesizes divergent 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 School Counseling, Special Education, Teacher 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."

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 the Center Main Hall, Second Floor, 719-255-3260

**General Information**
The academic policies, rules and regulations of the College and University are online in the *University of Colorado Colorado Springs Catalog*, ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROVISIONS SET FORTH IN THE CATALOG. The College cannot assume responsibility for problems resulting from a student's failing to follow the policies stated in the Catalog or from advice given by someone other than a staff member of the college. Similarly, STUDENTS ARE RESPONSIBLE FOR ALL DEADLINES, RULES AND REGULATIONS IN THIS SCHEDULE.

**Academic Degree Programs**
**Bachelor of Science**
- Computer Engineering
- Electrical Engineering

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

**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
- 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.

**Pre-Engineering Program**
Students who do not meet certain criteria are admitted into the College of Letters, Arts, and Sciences as Pre-Engineering students. Pre-Engineering is not a major and as soon as students meet the criteria for admission to the College of Engineering, they should make an appointment with their academic advisor to transfer into Engineering.

**Undergraduate Students Academic Advising**
All students must be advised prior to registering for courses in the fall or spring semesters.

**Transfer Credit Evaluation**
Once a student has been admitted, an initial transfer evaluation will be completed. He/she will need to attend an orientation session. The student’s credits will be applied to their degree program once they have attended orientation.

**Graduation Check**
Graduating seniors need to schedule an appointment with the Engineering Advisor, 719-255-3260, during the semester prior to the intended date of graduation to conduct a Senior Audit.

**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](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](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](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](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.
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/
COLLEGE OF LETTERS, ARTS & SCIENCES

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 Center. 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
- Education
- Economics
- English
- Geography & Environmental Studies
- German
- Geology
- Geology
- History
- Japanese
- Leadership Studies
- Literature
- Leadership Studies
- Philosophy
- Physics
- Political Science
- Psychology
- Psychology
- Sociology
- Spanish
- Visual & Performing Arts
- Women's & Ethnic 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
- Math as Liberal Art
- Mathematics
- Media Studies
- Military Science
- Museum Studies & Gallery Mgmt
- Music
- Music Performance
- Organ & Strategic Comm
- Philosophy
- Physics
- Political Economy
- Political Science
- Pre-Law
- Professional & Technical Writing
- Psychology
- Rhetoric & Writing
- Sociology
- Spanish
- Statistics
- Sustainable Development
- Theatre
- Visual & Performing Arts (VAPA)
- Visual Arts
- Women's and Ethnic Studies

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

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-Veterinary Medicine

Pre-Engineering: 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.

Pre-Child Health Associate/Physician Assistant
Pre-Physical Therapy (choose major)
Pre-Veterinary Medicine

Statement of Academic Standards-Undergraduate
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 calculation, and general quality of scholastic workmanship. In general, examinations are required in all courses and for all students including seniors. To be in good standing, students must have a cumulative CU grade-point average of not less than 2.0 (C=2.0) for all course work attempted. This applies to work taken at all University of Colorado campuses.

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 Academic Advising. 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 Center, Main Hall, Second Floor.

Admission and Academic Advising

Admission
Students should obtain an application form from the Office of Admission and Records and submit their application in accordance with the relevant deadlines.

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 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.

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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 the Center 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](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](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, 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 Center.

Correspondence Study: The College of LAS offers opportunities for correspondence study through Colorado Consortium. 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 General = 6
   b. Core = 3
   c. Social Sciences = 9
   d. Natural Sciences = 9
2. Composition = 6
3. Reasoning Skills = 3
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) = 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: 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:
- 1000-3 Intro to Film Studies
- 2000-3 Narrative Film
- 3690-3 Topics in Hispanic Film

Film Studies
- 1000-3 Intro to Film Studies
- 2000-3 Narrative Film
- 3690-3 Topics in Hispanic Film

History
- 1110-3 Asian History: Southeast Asia
- 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
- 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
- 1300-1 Intro to Philosophies of Asia
- 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
- 2020-3 Hiphop & Performance of Identities
- 2040-3 Global Black Women Writers
- 3020-3 Autobiography & Creation of Self
- 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

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
- 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
- 2500-3 Social Problems
- 3340-3 Food, Health & Inequality
- 3610-3 Gender & Society

Women’s and Ethnic Studies
- 2010-3 Intro to Social Justice Studies
- 3000-3 Race & Gender at the Movies
- 3060-3 Multi-Racial Identities
- 3070-3 Global Men & Masculinities
- 3090-3 Peep Show: Sexuality in Pop Culture
- 3620-3 Media and Consumption
- 4100-3 Native American Perspectives
- 4120-3 Indigenous Sustainability Views
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 the Center 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 Biology in the Modern World Lab
1050-3 Personal Nutrition
1510-3 Environmental Science I
*1530-1 Environmental Science Lab
2000-3 Environmental Physiology
3411-3 Conservation Ecology

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
*1301-5 General Chem I
*1311-5 General Chem 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
4660-5-4 Field Study in Geology

Interdepartmental Studies

2050-3 Beyond the Finite

Physics and Energy Science

1000-3 Physics in Everyday Life
*1140-1 Physics in Everyday Life 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 1310)
2. Comp II (ENGL 1410)
3. Composition Competency

For a 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.

For more information, including a comprehensive list of courses regarding this requirement, please see the UCCS Academic Catalog under General Education Requirements (LAS).

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 2010, 2100, 3240, 4100; PES 4810; PHIL 1040, 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; ANTH 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, 2220, 2250, 3220, 3250, 3290, 4240, 4290, 4390, 4680; SPAN 4210, 4420; THTR 3240; WEST 1010, 2020, 3090, 3130, 3150, 3250, 3290, 3360, 3420, 3520, 3580, 4120, 4280, 4390, 4550, 4680.

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 3430, 3450, 4450, 4470; ANTH 1040, 3040; BIOL 1510; CHEM 1111, 4521; ECON 3590, 3710; ENGL 2600, 2610, 4065; FCS 3180, 3190, 3250, 3340, 3380, 3690, 3890; FILM 2000, 3690; FR 3250; GER 3180, 3190; GES 1980, 1990, 3070, 3400, 3820, 3980, 4460; GRNT 3560; HIST 1110, 1120, 1130, 1140, 1400, 1410, 1600, 1610, 3220, 3560, 3590, 3680, 4050, 4060, 4130, 4150, 4160, 4280, 4860; ID 3700, 3710, 3720, 3730, 3740, 3750, 3760; MUS 3150; PHIL 1300, 1400, 3100, 3240, 3345, 3400, 3480, 3490, 3590; PSC 1010, 2070, 2080, 2090, 4170, 4190, 4210, 4570, 4580, 4590; PSY 3560; SOC 2220, 3340, 4380, 4660, 4700; SPAN 3690; WEST 3340, 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 may submit a writing sample to the Director of First-Year Rhetoric and Writing Program (aamicucc@uccs.edu or Columbine 1025E) 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 “final” 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 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.

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 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 programmatic assessment of these courses.
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 Helen and Arthur E. Johnson Beth-El 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 that 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 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 NP certificate program
  - Primary Care
- Nursing Education

Doctorate of Nursing Practice (NRSD)
- BSN to DNP (NRBD)
- Primary Care

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 Helen and Arthur E. Johnson Beth-El 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 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.

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 Bachelor of Science in Nursing Program
A registered nurse with an associate degree or diploma can choose the RN to BSN curriculum option. Beth-El 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 Beth-El or due to scheduling variation (full-time or part-time). 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 program 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 Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences builds upon and expands 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.

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 sport 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. Cheryl Kelly, Health Promotion:
719-255-4466

For application information please contact:
Hope Hoch:
719-255-4421
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. For further information on the graduate degree options offered in the Health Science Department contact Hope Hoch.

NOTICE: Graduate students are responsible for the content and policies of the Graduate Department Student Handbook from the Helen and Arthur E. Johnson Beth-El College of Nursing website:
http://www.uccs.edu/bethel/current/studenthandbooks.html
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
Helen and Arthur E. Johnson Beth-El College of Nursing 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.
HELEN AND ARTHUR E. JOHNSON BETH-EL COLLEGE OF NURSING & HEALTH SCIENCES

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<tr>
<th>Course Code</th>
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<tr>
<td>HSCI</td>
<td>Health Sciences</td>
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<td>NURS</td>
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Current students, search for Helen and Arthur E. Johnson 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/
SCHOOL OF PUBLIC AFFAIRS

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 UCSS 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 the Center for more information.

Required Coursework
Criminal Justice Major Courses:
CJ 1001 Introduction to Criminal Justice
CJ 2041 Crime Theory and Causes
CJ 3100 Criminal Justice Research Methods
CJ 3150 Statistics for Criminal Justice
CJ 3250 Violence in Society
CJ 4042 Corrections
CJ 4043 Law Enforcement
CJ 4044 Courts and Judicial Process
CJ 4121 Ethics in Criminal Justice
CJ 4960 Internship in Criminal Justice
6-10 Elective credits in Criminal Justice

Students must earn a grade of C or better in each course required for the major.

Minor in Criminal Justice
A minor in Criminal Justice requires 18 hours in Criminal Justice and includes the following courses:

Required
CJ 1001 Introduction to Criminal Justice
CJ 2041 Crime Theory and Causes

Electives
At least two of the following:
CJ 3250 Violence in Society
CJ 4042 Corrections
CJ 4043 Law Enforcement
CJ 4044 Courts and Judicial Process
CJ 4121 Ethics in Criminal Justice*

Plus two additional elective courses in Criminal Justice, one of which must be upper division.
*Senior standing only

A minimum of 9 hours of upper-division CJ courses are required for a minor in criminal justice.

Students must earn a grade of C or better in each course required for the minor.

Minor requirements may not be taken pass/fail.

No more than 9 credit hours, including 6 upper-division credit hours, of transfer work may count toward the minor in criminal justice.

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 Criminal Justice 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 correspondance 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 UCSS Catalog, as well as with the introductory pages of each semester’s official Schedule of Courses, 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 Advising
Students are expected to assume responsibility for planning their academic programs in accordance with school rules, policies and major requirements. Advisors in the Center can answer questions about school policies and graduation requirements and will assist students in course selection. Students expecting to graduate within one or two semesters should schedule a senior audit appointment by calling 719-255-3260 or by going to the Student Success Center. Although the advisors provide summary sheets of major requirements, it is the faculty who are responsible for major advising. It is the student’s responsibility to arrange such faculty consultation for questions involving major requirements and graduate school applications. Students should schedule appointments to discuss their questions well in advance of registration.

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. A more comprehensive statement on the academic probation policy is available in the Center in Main Hall.

Academic Suspension
The normal suspension period for students in the School of Public Affairs is one academic year. Suspended students will be reinstated after the normal suspension period has been served, upon reapplying for admission to the university. Suspended students may not be reinstated before the end of the normal suspension period. Requests for reinstatement must be made in writing. A more comprehensive statement on the academic suspension policy is available in the Center in Main Hall.

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).

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.

University of Colorado Colorado Springs / Summer 2015
In addition to the full master's programs, the School of Public Affairs offers six graduate certificate programs, each requiring twelve semester hours of coursework. The graduate certificate programs offered through the School of Public Affairs include the Graduate Certificate in Public Management, Graduate Certificate in Nonprofit Management, Graduate Certificate in Nonprofit Fund Development, Graduate Certificate in Criminal Justice, Graduate Certificate in Homeland Defense, and the Graduate Certificate in Security Intelligence.

**MPA Program Requirements (36 - 39 hours)**

**Core Courses (18 hours):**
- PAD 5001 Intro to Public Administration and Public Service
- PAD 5002 Organizational Management and Behavior
- PAD 5003 Research and Analytic Methods
- PAD 5004 Economics and Public Finance
- PAD 5005 The Policy Process and Democracy
- PAD 5006 Ethics and Leadership

*Students are expected to complete PAD 5001 within their first two semesters of enrollment.*

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

**MCJ Program Requirements (36 hours)**

**Core Courses (12 hours):**
- CJ 5001 CJ Systems, Policy and Practice
- CJ 5002 Criminological Theory
- CJ 5003 Research Methods
- CJ 5005 Law and Society

**Electives (21 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.

**Core Courses (24 hours):**
- PAD 5001 Intro to Public Administration and Public Service
- PAD 5002 Organizational Management and Behavior
- PAD 5004 Economics and Public Finance
- PAD 5005 The Policy Process and Democracy
- PAD 5006 Ethics and Leadership
- CJ 5001 CJ Systems, Policy and Practice
- CJ 5002 Criminological Theory
- CJ 5005 Law and Society

**Research Methods (3 hours):**
- PAD 5003 Research and Analytic Methods, or CJ 5003 Research Methods

**Electives (18 - 24 hours depending on need for internship and choice of capstone or thesis):**
- Internship (3 hours), if required
- Capstone (3 hours) or Thesis (6 hours)

**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 typically 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**

While your application to SPA is being assembled and pending the decision of the Admission Committee, prospective graduate students may take up to 12 semester hours of SPA coursework as a non-degree-seeking student. Unless prior written approval is obtained from the Dean of SPA and the Dean of the Graduate School, 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. Nondegree 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.

**Internship**

Students without significant public or nonprofit sector professional work experience (or, for the MCJ program, criminal justice experience) must enroll for a 3 credit hour internship as part of the graduation requirement. These credits are in addition to the 36 semester hour requirement in the MPA program and are part of the 36 hours in the MCJ program. Interns will not be placed until at least 9 hours of course credit have been completed. Students arranging their own internships must see the Internship Coordinator before committing to the placement.

**Graduating Students**

All students graduating from the MPA or MCJ program must notify the SPA office prior to the semester in which they intend to graduate. All students must complete a diploma card and an application for admission to candidacy before the start of the semester.

**Online Classes and Fees**

SPA students are welcome to enroll in online courses. Online courses are web-based versions of the same courses offered on campus. Online courses are not self-paced; they usually follow the regular semester schedule, but there is usually no set time that students need to be online. There is a $100 instruction fee for each online course. No portion of the $100 online instruction fee will be refunded after census date, regardless of reason or date initiated.

Class information will be sent to your UCCS email account. For information on how to access your account, call the IT helpdesk at 719-255-3536 or access [http://www.uccs.edu/~helpdesk/](http://www.uccs.edu/~helpdesk/).
## SCHOOL OF PUBLIC AFFAIRS

<table>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>PAD</td>
<td>Public Administration</td>
</tr>
</tbody>
</table>

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/)
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, Records and Registration, Access Student Self Services, 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.

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 Schedule of Courses 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.
summer grades will be posted by Aug 12, 2015.
Please call 719-255-3361 to report any problems.

Go to the campus home page at www.uccs.edu.
Click on Students> MyUCCS Portal.

To check grades for current term:
Log on using your logon and password, click submit.
Select tab “Course information and grade” (to the right of the schedule tab)

Note: You may view your unofficial academic transcript by:
Log into MyUCCS Portal
Records and Registration
Access Student Self Service
My Academics
Course info and grade
View unofficial transcript
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/](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
- **BLAW** Business Law
- **BUAD** Business Administration
- **ENTP** Entrepreneurship
- **FNCE** Finance
- **HCAD** Health Care Administration
- **HRMG** Human Resource Management
- **INFS** Information Systems
- **INTB** International Business
- **MGMT** Management
- **MKTG** Marketing
- **OPTM** Operations Management
- **PGMT** Professional Golf Management
- **QUAN** Quantitative Methods
- **SIFE** Students in Free Enterprise
- **SPTM** Sport Management

## 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
- **ENHL** Engineering Health
- **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, Helen & Arthur E. Johnson 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

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

### 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 June 15, 2015, to best help us provide better service during the registration and billing process for summer 2015.

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 summer 2015