THINGS YOU NEED TO KNOW FOR SUMMER 2019

1. How do I get my UCCS username and password for the student portal?
   Go to accounts.uccs.edu. Click “Claim Your Account.”

2. Where can I see my registration date and time?
   In your “myUCCS Portal” under “Records and Registration,” select “Student Self Service Center.”
   Click on the “Enroll in Classes” tile. Your “Enrollment Appointment or Enrollment Date & Time” for eligible terms
   will display in the pop-up box. Enrollment date and times are based upon academic level and status as a student
   and will not be changed for students.

3. Where do I enter a permission number?
   After you’ve found the class you want to add and have clicked the “select class” button, it will open to the
   class information. There is a box that says “Permission Number.” Input the unique number assigned to you
   either by your academic advisor or by the department to allow the system to enroll you. This must be done before
   moving on to your shopping cart.

4. How do I drop a class?
   Log in to the myUCCS portal and navigate to “Register
   for Classes.” Select “Drop” from the menu on the right
   hand side, select the classes you want to drop, and
   select finish dropping. If a green checkmark displays, you
   have successfully dropped the course. If you get a red
   X, that means the class was not properly dropped. Once
   the dean’s signature is required, students will no longer
   be able to drop from their portal, and will require a paper
   Add/Drop slip.

* Full semester length classes: After July 10, 2019
   Short Courses: Contact the Office of the Registrar for
   specific dates (transcript@uccs.edu)

5. How can I order official CU transcripts?
   For detailed instructions on ordering an official transcript,
   visit www.uccs.edu/Registrar/transcripts If you have
   transcript ordering questions, please contact
   transcript@uccs.edu or call 719-255-3381.

6. Do I qualify for in-state tuition rates?
   For information on residency, please visit
   www.uccs.edu/Registrar/tuition

7. Where can I search for classes?
   course.uccs.edu

OFFICE OF FIRST YEAR EXPERIENCE
AND STUDENT CONNECTIONS
MAIN HALL 324 • 719-255-3370 • www.uccs.edu/fye

Partnering for Your Academic Success
Our goal is to help you achieve your goals, whatever they are. Some of our helpful resources include:

Excel Centers:
Excel Center tutors provide help in math, science, writing, communication, languages, and social sciences. Stop by
the Mathematics Center, the Science Center, the Writing Center, the Communication Center, or the Languages
And Social Sciences Center for free tutoring. In addition, the Mechanical Engineering Center and the Electrical
Engineering Center serve engineering courses.

Academic Workshops: Need help with managing your time, taking notes, power studying, or other
academic skills? Our office provides you with academic coaching, either individually
or through group workshops. Contact our office to schedule
an appointment.

Early Alert: Early alert is a system that can help
identify students who are struggling academically. Our
office works with students on alert to develop individualized
academic plans for success.
## TABLE OF CONTENTS

4  Campus Directory
5  Campus Map
6  Campus Calendar
7  Admission Information
9  Registration Information
10  Addt’l Registration Information
11  Refund Policies and Procedures
12  Parking and Transportation Services
13  Tuition and Fees
15  Payment Policies and Deadlines
17  Frequently Asked Questions
17  Refund Deadlines
18  Academic Procedures
20  Student Resources
27  University Policies
30  Immunization Requirement
32  College of Business
35  College of Education
37  College of Engr & Applied Science
39  College of Letters, Arts & Sciences
45  College of Nursing & Health Sciences
49  School of Public Affairs
52  Short Course Information
53  COF Information
55  UCCS Course Information
56  Index
### CAMPUS DIRECTORY

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>MAIN 2nd Floor</td>
<td>3260</td>
</tr>
<tr>
<td>Advising, Undergrad</td>
<td>CRAG 008</td>
<td>3084</td>
</tr>
<tr>
<td>Admissions, Office of</td>
<td>MAIN 108</td>
<td>3098</td>
</tr>
<tr>
<td>Admissions Processing</td>
<td>ACAD 528/530</td>
<td>4324</td>
</tr>
<tr>
<td>Student Recruitment</td>
<td>LANE 321</td>
<td>8002</td>
</tr>
<tr>
<td>Orientation</td>
<td>ECFA 118</td>
<td>3567</td>
</tr>
<tr>
<td>Affirmative Action (Human Resources Compliance)</td>
<td>UCTR 3247</td>
<td></td>
</tr>
<tr>
<td>Aging Center</td>
<td>GWRC</td>
<td>7515</td>
</tr>
<tr>
<td>Art Gallery (GOCA)</td>
<td>CRAG 101</td>
<td>3340</td>
</tr>
<tr>
<td>Bookstore</td>
<td>CENT 128</td>
<td>8004</td>
</tr>
<tr>
<td>Business, Dean's Office</td>
<td>DFCT</td>
<td>3483</td>
</tr>
<tr>
<td>Advising (Undergrad)</td>
<td>COLU 316</td>
<td>4770</td>
</tr>
<tr>
<td>Advising (Grad)</td>
<td>UCTR 108</td>
<td>3213</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>CRAG 110</td>
<td>3417</td>
</tr>
<tr>
<td>Career Center</td>
<td>COLU 3023</td>
<td>4996</td>
</tr>
<tr>
<td>Center of Active Living</td>
<td>ENGR 201</td>
<td>3543</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>ENGR 233</td>
<td>3687</td>
</tr>
<tr>
<td>Communication Center</td>
<td>CENT 204</td>
<td>3689</td>
</tr>
<tr>
<td>Copy Center</td>
<td>COLU 316</td>
<td>4336</td>
</tr>
<tr>
<td>CU-NET</td>
<td>COLU 3023</td>
<td>4996</td>
</tr>
<tr>
<td>Dean of Students, Office of the</td>
<td>MAIN 201</td>
<td>3901</td>
</tr>
<tr>
<td>Disability Services</td>
<td>MAIN 105</td>
<td>3354</td>
</tr>
<tr>
<td>Education, College of</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Engineering &amp; Appl Sci</td>
<td>MAIN 324</td>
<td>3570</td>
</tr>
<tr>
<td>Dean's Office</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Advising (undergrad)</td>
<td>MAIN 2nd Floor</td>
<td>3260</td>
</tr>
<tr>
<td>Excel Centers</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Communication Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Languages and Social Sciences Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Mathematics Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Science Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Writing Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Family Development Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Disbursements</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Student Employment</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Gerontology Center</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Graduate Administration</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Graduate Recruitment</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Helen and Arthur E. Johnson</td>
<td>UHAL</td>
<td>4420</td>
</tr>
<tr>
<td>Beth-El Nursing &amp; Health Sciences</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Housing (Off-Campus)</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Housing Village Office</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Information Technology, Office of</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Institutional Equity, Office of</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Institutional Research</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>International Affairs</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Languages and Social Sciences Ctr(LSSC)</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Letters, Arts &amp; Sciences</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Dean's Office</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Advising (Undergrad)</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Kraemer Family</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Administration</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Circulation</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Reference</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Loan Disbursement</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Mathematics Center</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Math Placement Test Info</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Media Services</td>
<td>EPC</td>
<td>3060</td>
</tr>
<tr>
<td>Multicultural Office (MOSAIC)</td>
<td>UCTR</td>
<td>3060</td>
</tr>
<tr>
<td>MOSAIC Gateway</td>
<td>UCTR</td>
<td>3060</td>
</tr>
<tr>
<td>LGBT Resource Center</td>
<td>UCTR</td>
<td>3060</td>
</tr>
<tr>
<td>Nursing &amp; Health Sci</td>
<td>UHAL</td>
<td>4422</td>
</tr>
<tr>
<td>Office of Student Activities</td>
<td>UCTR</td>
<td>3470</td>
</tr>
<tr>
<td>Parking</td>
<td>GTWG</td>
<td>3528</td>
</tr>
<tr>
<td>Peak Nutrition Center</td>
<td>LANE</td>
<td>7524</td>
</tr>
<tr>
<td>Photo ID Cards</td>
<td>UCTR Info Desk</td>
<td>3450</td>
</tr>
<tr>
<td>Pre-Collegiate Support and SuccessCtr</td>
<td>OSCE A340</td>
<td>3239</td>
</tr>
<tr>
<td>Primary Care Clinic</td>
<td>LANE</td>
<td>8001</td>
</tr>
<tr>
<td>Public Affairs, School of</td>
<td>ACAD 3rd Floor</td>
<td>4302</td>
</tr>
<tr>
<td>Public Safety</td>
<td>GTWG</td>
<td>3111</td>
</tr>
<tr>
<td>Registrar, Office of the</td>
<td>MAIN 108</td>
<td>3361</td>
</tr>
<tr>
<td>Registration</td>
<td>MAIN 108</td>
<td>3361</td>
</tr>
<tr>
<td>Transcripts</td>
<td>MAIN 108</td>
<td>3361</td>
</tr>
<tr>
<td>Science Center</td>
<td>CENT</td>
<td>3689</td>
</tr>
<tr>
<td>Student Employment</td>
<td>CRAG 104</td>
<td>3454</td>
</tr>
<tr>
<td>Student Financial Services - Cashier</td>
<td>MAIN 211</td>
<td>3391</td>
</tr>
<tr>
<td>Student Government</td>
<td>UCTR 102E</td>
<td>3470</td>
</tr>
<tr>
<td>Student Life and Leadership</td>
<td>UCTR 102</td>
<td>3470</td>
</tr>
<tr>
<td>Student Recruitment and</td>
<td>CRAG 008</td>
<td>3084</td>
</tr>
<tr>
<td>Admissions Counseling</td>
<td>CRAG 008</td>
<td>3084</td>
</tr>
<tr>
<td>Testing Center</td>
<td>MAIN 105</td>
<td>3354</td>
</tr>
<tr>
<td>Theater (Box Office)</td>
<td>ECFA 106</td>
<td>3232</td>
</tr>
<tr>
<td>Third-Party Billing</td>
<td>MAIN 210</td>
<td>3399</td>
</tr>
<tr>
<td>Transportation</td>
<td>GTWG 104</td>
<td>3528</td>
</tr>
<tr>
<td>University Center</td>
<td>GTWG</td>
<td>3450</td>
</tr>
<tr>
<td>Veterans' Affairs</td>
<td>GTWH</td>
<td>3253</td>
</tr>
<tr>
<td>Veteran's Health and Trauma Clinic</td>
<td>LANE</td>
<td>8003</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>GRWC</td>
<td>4444</td>
</tr>
<tr>
<td>Counseling Center (Wellness Ctr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Center</td>
<td>COLU 316</td>
<td>4336</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUILDING CODES</th>
<th>ABBR</th>
<th>BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD</td>
<td>Academic Office Bldg</td>
<td>GLRY</td>
</tr>
<tr>
<td>B</td>
<td>Eaglerock Complex</td>
<td>KEY</td>
</tr>
<tr>
<td>BREC</td>
<td>Breckenridge</td>
<td>LANE</td>
</tr>
<tr>
<td>CENT</td>
<td>Centennial Hall</td>
<td>LIBR</td>
</tr>
<tr>
<td>CRAG</td>
<td>Cragmor Hall</td>
<td>MAIN</td>
</tr>
<tr>
<td>COLU</td>
<td>Columbine Hall</td>
<td>MON</td>
</tr>
<tr>
<td>COPR</td>
<td>Copper Hall</td>
<td>OCSE</td>
</tr>
<tr>
<td>CSB</td>
<td>Campus Services Bldg</td>
<td>Science &amp; Engineering</td>
</tr>
<tr>
<td>D</td>
<td>Dwire Hall</td>
<td>GRWC</td>
</tr>
<tr>
<td>ECFA</td>
<td>Ent Ctr for the Arts</td>
<td>GTWG</td>
</tr>
<tr>
<td>EPC</td>
<td>El Pomar Center</td>
<td>Gateway Hall</td>
</tr>
<tr>
<td>ENGR</td>
<td>Engineering Building</td>
<td>UCTR</td>
</tr>
<tr>
<td>FDCT</td>
<td>Family Dvlpmnt Ctr</td>
<td>UHAL</td>
</tr>
<tr>
<td>FINE</td>
<td>Fine Arts Building</td>
<td>ULR</td>
</tr>
<tr>
<td>FORS</td>
<td>Forster House</td>
<td>UOPK</td>
</tr>
</tbody>
</table>

4 Summer 2019 / University of Colorado Colorado Springs
## CAMPUS CALENDAR - SUMMER 2019

**Tentative**

### MARCH 19
- Summer 2019
- Tentative
- Tentative

### JUNE 19
- S M T W T F S
- Summer 2019
- Tentative
- Tentative

### JULY 19
- S M T W T F S
- Summer 2019
- Tentative
- Tentative

### AUGUST 19
- S M T W T F S
- Summer 2019
- Tentative
- Tentative

**SHOrT COurSES (those fewer than 8 weeks in the summer, 16 weeks in the fall and spring) have special academic and financial deadlines. To find specific course deadlines, log into your MyUCSSPortal, locate your classes under “academics” and click on the “deadlines” icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on “My Class Schedule” for each course.**

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer 2019</th>
<th>Tentative</th>
<th>Tentative Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Application Deadline</td>
<td>May 1, 2019</td>
<td>May 1, 2019</td>
<td>Dec 1, 2019</td>
</tr>
<tr>
<td>Begin Online Registration</td>
<td>April 1, 2019</td>
<td>April 15, 2019</td>
<td>Oct 28, 2019</td>
</tr>
<tr>
<td>Late Application Period</td>
<td>May 2 - June 10</td>
<td>May 2 - Aug 26</td>
<td>Dec 2 - Jan 21</td>
</tr>
<tr>
<td>Open enrollment begins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Tuition and Fee charges loaded</td>
<td>May 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin parking permit and photo</td>
<td>May 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID pick-up/validations 1st E-Bills available on MyUCSS Portal</td>
<td>June 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>June 10</td>
<td>Aug 26</td>
<td>Jan 21, 2020</td>
</tr>
<tr>
<td>Last day to enroll w/o instructor permission for summer sem courses</td>
<td>June 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor permission required for adds on full semester courses</td>
<td>June 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Census Date: Last Day to Register (Full semester courses)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor and dean's signature required on adds after June 17</td>
<td>June 17</td>
<td>Sept 12</td>
<td>Feb 5</td>
</tr>
<tr>
<td>‘Withdrawals (complete schedule dropped) through this date receive a 100% adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘Drops (partial schedule remaining) through this date will be refunded 100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Important Note: No refunds after this date</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay in full or enroll in a 2 Pay Payment Plan (see pg 15 for details)</td>
<td>June 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Important Note: Short classes such as pre-term and intensive courses have different withdrawal and refund dates. See pgs 10-11</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td></td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td><strong>Last day to drop or withdraw without special permission from instructors and deans (Full semester courses)</strong></td>
<td></td>
<td>July 10</td>
<td></td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Aug 2</td>
<td>Dec 21</td>
<td>May 16</td>
</tr>
<tr>
<td>Commencement</td>
<td>Dec 20, 2019</td>
<td>Dec 20, 2019</td>
<td>May 15, 2020</td>
</tr>
</tbody>
</table>
New Student
You have never attended any campus of the University of Colorado. You must apply and be admitted before you can register. The chart on page 8 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 2018 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 8 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 2018 or later and have none of the exceptions noted above.

When to apply...
Submit your application as early as possible. All credentials must be in the Admissions office before your application can be processed. Check page 8 for credential requirements and application fees.

Summer 2019 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 10
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:
www.uccs.edu/admissionsenrollment/apply-uccs-today

Mail:
UCCS Admissions Office
Cragmor Hall, Room 008
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733

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

Email: Ugapp@uccs.edu (undergrad) Gradinfo@uccs.edu (graduate)

Phone: 719-255-3084

Future Application Dates

Fall 2019
Regular Deadline: May 1
Late Period: May 2 - August 20

Spring 2020
Regular Deadline: December 1
Late Period: December 2 - January 21

Summer 2020
Regular Deadline: May 1
Late Period: May 2 - June 15

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

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

<table>
<thead>
<tr>
<th>Type of Applicant</th>
<th>Criteria for Admission</th>
<th>Required Credentials</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRESHMEN (Students seeking a bachelor’s degree who have never attended a collegiate institution.)</td>
<td>• Have 15/16 units of acceptable academic high school work. • Submission of ACT or SAT and high school transcripts are required for a wholistic review of test scores, strength of curriculum, GPA and class rank.</td>
<td>• Complete application. • $50 domestic application fee or $100 international application fee (nonrefundable). • Official high school transcript showing rank-in-class and date of graduation. • Official ACT or SAT score report.</td>
<td>• For specific unit requirements refer to the college sections of the Catalog. • Alternative review processes exist for students with foreign transcripts who may not have ACT or SAT score report.</td>
</tr>
<tr>
<td>TRANSFER (Students seeking a bachelor’s degree who have attended a collegiate institution including CU.)</td>
<td>• Must be in good standing and eligible to return to all institutions previously attended. • Minimum GPA requirement is 2.4 GPA.</td>
<td>• Complete application. • $50 domestic application fee or $100 international application fee (nonrefundable). • One official transcript from each college attended. • Freshmen credentials may be required. • Non-high school graduates must submit copies of GED scores and state equivalency certificates.</td>
<td>• Non-degree students without a degree must maintain a “C” grade (2.0 G.P.A.) to remain eligible to continue. • After completing 12 semester hours, nondegree-seeking students must change to degree status. • Not eligible for most forms of financial aid.</td>
</tr>
<tr>
<td>NON-DEGREE UNDERGRADUATE (UNCLASSIFIED) (Students who are not seeking a degree at this institution or who have not yet been admitted to degree status.)</td>
<td>• <em>Summer exception 1 term only</em> • Must be at least 20 years of age by Sept. 15 for fall semester or summer term or Feb. 15 for spring semester. • Must be a high school graduate or possess equivalency certificate. • Must have at least a 2.0 G.P.A. and be in good standing and eligible to return to all institutions previously attended.</td>
<td>• College transcript required if GPA is below 2.0 • Complete application. • $50 application fee (nonrefundable).</td>
<td>• 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. Applicants with any foreign post-secondary course work are required to submit a course-by-course foreign degree evaluation by a NACES member to be considered to receive transfer credits at UCCS</td>
</tr>
<tr>
<td>NON-DEGREE (EDUC LICENSURE)</td>
<td>• Same as for transfers.</td>
<td>• Complete application. • $50 application fee. • Same as for transfers.</td>
<td>Must meet same criteria as transfer student.</td>
</tr>
<tr>
<td>CHANGE OF STATUS: NON-DEGREE TO DEGREE (Current or former CU non-degree students who wish to enter a degree program.)</td>
<td>• Same as for transfers.</td>
<td>• Same as for transfers.</td>
<td></td>
</tr>
<tr>
<td>CHANGE OF STATUS: DEGREE TO NON-DEGREE* (Current or former CU degree students who have graduated and wish to take additional work.)</td>
<td>• Must have completed degree. • Must be in good standing and eligible to return to all institutions attended.</td>
<td>• Unclassified student application.</td>
<td></td>
</tr>
<tr>
<td>INTER-CAMPUS TRANSFER (Students who have been enrolled on one CU campus and wish to take courses on another.)</td>
<td>• Must be in good standing.</td>
<td>• Transfer student application. • Credentials as required by campus Admissions Office.</td>
<td>Transfers from Colorado Springs to another campus of CU should refer to appropriate Catalog for any additional requirements.</td>
</tr>
<tr>
<td>GRADUATE (Students seeking a masters’ or PhD who have a bachelor’s degree)</td>
<td>• G.P.A. 2.75 or higher • Contact your program of interest for criteria. Some graduate programs require a higher GPA</td>
<td>• Complete application • $60 domestic or $100 international nonrefundable. • Official college transcripts and Official GRE or GMAT scores may be required</td>
<td>Contact dept for specific requirements.</td>
</tr>
<tr>
<td>NON-DEGREE GRAD (UNCLASSIFIED) (student not seeking a degree with a baccalaureate degree or higher conferred)</td>
<td></td>
<td>• Complete application. • $50 application fee</td>
<td>After completing 9 semester hours change to a graduate program.</td>
</tr>
<tr>
<td>NON-DEGREE GRAD GAINFUL EMPLOYMENT CERTIFICATE</td>
<td></td>
<td>• Complete application. • $50 application fee</td>
<td>Contact dept for specific requirements.</td>
</tr>
</tbody>
</table>

---

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.
READ Before Registering

Please read through ALL the registration instructions before registering.

All new undergraduates – freshmen and transfer students - are required to attend a new student orientation (see page 19). Registration occurs at orientation. Graduate students are not required to attend an orientation; but, may if they choose to. See page 19 for details.

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

Your Invitation to Register

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

- Check the address on your Invitation to Register: If it is incorrect, please update it through your Student Self-Service Center, or visit the Office of the Registrar 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 13, 2019, for full semester length classes.

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

Register Online

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

For videos and instruction on registering for your courses, visit: www.uccs.edu/registrar/register

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

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

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

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

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. You will receive an email informing you if you have enrolled in the class from the waitlist.

- **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 14.

**NOTE:** After waitlists are purged you may still add courses with instructor written permission (course add form or permission number) through June 17, after which you will also need the dean’s signature.

Time Conflicts, Credit Overloads, and Requisites

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

**WARNING**

Always print your schedule at the end of each online registration session for your record.

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

**NOTE:** Registering in a course without meeting a course prerequisite is subject to disenrollment from that course.
**ADDITIONAL REGISTRATION INFORMATION**

**Adding Courses**
The deadline to add a full semester length course through MyUCCS Portal without permission is **June 13**. Courses may be added with instructor permission (permission number or add form) through census day, June 17. After this date courses must be added in person at the Office of the Registrar with approval signatures from the instructor and dean. All courses added after the respective course census date will be subject to standard billing processes and associated adjustments. If a student doesn’t register for their first full-semester class(es) until after Census Date, a $50 late registration fee is assessed.

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

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

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

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

**Intercampus 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. Intercampus registrations will only be approved for courses that are required for graduation and are not available at the home campus.

Intercampus Registration forms are available in the Office of the Registrar. Intercampus 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 Office of the Registrar. Deadlines and rules for changing are the same as for DROP/ADD. Students may also use the course ‘Edit’ feature in their myUCCS Portal to edit (increase or decrease) the amount of credits they wish to take for a variable credit course. This functionality is not available after June 17. Applies to full semester length courses. Exceptions are noted below.

**PLEASE NOTE:** After **June 17**, courses in the College of Letters, Arts & 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 10. After this date, signatures from the instructor and dean are required. **PLEASE NOTE:** Financial Aid or Veteran benefit recipients are strongly encouraged to verify the impact of the requested course change(s) on their eligibility and funding.

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

**IMPORTANT**

NO REFUND for full semester courses dropped after **June 17**, 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 the Office of the Registrar. Deadlines and rules for changing are the same as for DROP/ADD. Exceptions follow.

**PLEASE NOTE:** Courses in the College of Business, School of Public Affairs (graduate level courses) and Beth-El College of Nursing & Health Sciences cannot be taken for no credit. The College of Letters, Arts & Sciences requires the dean’s approval after June 17.

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

To enroll Pass/Fail, enroll in the course following normal enrollment procedures. Once you are enrolled, complete a Pass/Fail Registration form at the Office of the Registrar. The deadline for pass/fail registrations is June 17.

**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: [www.uccs.edu/gradschl/](http://www.uccs.edu/gradschl/)

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

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

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

Withdrawing from School

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

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

Virtual parking permits MUST BE RETURNED to the Parking Services office IMMEDIATELY after withdrawing from UCCS if a refund of the permit is desired. Parking Services is located on the first floor of the Gateway Hall, just east of the Gateway 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 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 17, 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 10 and drop ALL of your courses by 11:59 pm on June 17.
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 virtual parking permit by coming to the Parking Services office, located on the first level of Gateway Hall, just east of the Parkway Garage.
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 10, withdrawals must be initiated through the MyUCCS Portal.

Important Notice

Withdrawals and Drops posted after June 17, 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 10:

1. Obtain the Withdrawal Form from the Office of the Registrar.
2. Financial Aid recipients may be required to repay their financial aid. Veteran’s benefits recipients will be required to repay benefits.
3. The Withdrawal Form must be approved and signed by all instructors and the dean.
4. Take the Withdrawal Form to the Bursar/Cashier Window (Main Hall, second floor) for approval.
5. Submit the Withdrawal form to the Office of the Registrar for final approval and recording. WITHDRAWALS are recorded and become effective when the completed Withdrawal form is received at the Office of the Registrar. 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.

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 17, except by appeal and following the steps below.

June 17, is the last day to withdraw and receive the 100% credit against your TOTAL bill minus any non-refundable fees, for full-semester length courses.

After June 17 no further adjustments will be made.

July 10, 5:00 p.m., is the last day to withdraw. You must officially withdraw to avoid “F” grades on your record.

After July 10, 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 Office of the Registrar.

⇒ NOTE: SHORT COURSES (those that do not meet for the entire term such as “intersession” and “intensive” courses) have special academic and financial deadlines. Click “Deadlines” by your classes in the Student Self Service Center to see these deadlines.
Parking and Transportation Services

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 in 500 series lots at and near the Ent Center for the Arts, 5225 N. Nevada Ave. However, online permit registration for these free 500 series lots is required. Free shuttle service between Ent Center for the Arts and the main campus is offered during the semester while classes are in session from 6:40 a.m. to 10:35 p.m. Monday through Friday. Shuttles do NOT operate during semester breaks, holidays that campus is closed, or on weekends. Shuttles usually arrive every 15-20 minutes. Due to high demand on this system, students parking in lots near the Ent Center for the Arts building 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
A valid parking permit is required to park in ALL lots on campus, even the free 500 series lots. A valid virtual permit MUST be purchased by the first day of classes, June 10, 2019. There is NO grace period. Tickets WILL be written for violations starting 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. All other violations such as illegally parking in a fire lane, loading zone, roadway, disabled space, etc. are enforced 24/7, all 365 days of the year. Semester permits are valid for the summer 2019 semester only and will expire August 3, 2019.

Parking spaces are available on a first-come, first-served basis only. Parking in restricted lots without a permit is allowed between semesters, on weekends, and on holidays when UCCS is closed. Students should direct all inquiries concerning parking to Parking Services at 719-255-3528. Cars violating parking regulations are subject to ticket, tow and/or booting. View parking info and regulations at www.uccs.edu/pts. Please read the following information regarding parking options.

Motorcycle Permit: Valid in designated motorcycle parking only. There are multiple permits available. Price- $19 - $30

Student Resident “RES” Permit: Available to campus residents only. Valid anytime in green (Alpine Garage - except for visitor section of level 1) and orange (Border) parking lots only. Price – already included in room and board plan, but online permit registration is still required.

Refunds: Permits may be returned for a full refund through June 17, 2019. No refunds offered after June 17.

BICYCLE REGISTRATION
Bicycles on campus must be registered. Registration is available online through the parking portal. Once you have registered your bike online, come to the Parking Services Office to pick up your bike registration sticker.

PARKING SERVICES OFFICE
Gateway Hall First Floor
719-255-3528

Office Hours:
Monday- Friday 8am - 5pm

Summer permits go on sale Tuesday, May 21, 2019 at 8am.
Virtual permits are sold on a first come, first-served basis, so purchase your permit early!!!
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 May 19, 2019, by 5:00 pm, your tuition and fee bill will be available online on May 20, 2019. If you register after May 20, 2019, your account balance will be available on the Student Self Service Center after you register. Estimate your tuition and fees at: www.uccs.edu/bursar/estimate-your-total-bill. Students who register on or before June 17, 2019, must pay your tuition and fees in full or enroll in a payment plan by June 17, 2019. See page 15 for details.

> **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.

**Payment Options:**

**Option 1: Pay in Full**  
Due date is June 17, 2019.

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

We offer 2 Payment Plans to choose from:  
**2 Pay-Payment Plan** - Available May 20, enroll by June 17, 2019

* June 17, 2019 is the last day to enroll in a payment plan without late fines and service charges being assessed.  
Please refer to page 15 or our Student Financial Services website for more details. www.uccs.edu/bursar/calendar/summer-2019

**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 2019, will have until June 17, 2019, to pay for any charges not covered by their financial aid awards, or enroll in a Payment Plan.

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

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

> **NOTE:** Postmarks are not honored

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

**Payments in Person**  
We accept Cash or Checks  
We do not accept Credit/Debit Card payments in person  
The Cashier is located on the 2nd Floor, Main Hall

**Online Payments**  
UCCS Student Portal www.uccs.edu/portal  
We accept Visa, MasterCard, American Express, Discover, and electronic check payments. (2.75% Credit/Debit Card Service Fee)

**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 17- Last day to turn in authorization to avoid late fees and service charges.  
July 12- Last day to charge books and supplies paid for by agencies.

Students receiving Chapter 30 GI Bill benefits must pay according to the payment options.

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

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

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

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

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

Refunds for withdrawals and dropped classes will be processed after June 17, 2019. Contact Student Financial Services at 719-255-3391 with any questions.

> **IMPORTANT REMINDER:** All students should set up their direct deposit information online through the Student Portal. If 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/Debit 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 Registration Handbook. 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 judgment is pursued)
   c. reporting to national credit bureaus
   d. withholding of state income tax refund

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

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

ATTENTION STUDENTS
PLEASE REVIEW THIS PAGE CAREFULLY.
IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS PLEASE CALL 719-255-3391.

Tuition Rates are published at:
www.uccs.edu/bursar/tuition-and-fees

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

Your Tuition Rate may change when you reach Junior status.
   **Lower Division** (Freshman-Sophomore) rates are assessed from 0-59 cumulative credit hours.
   **Upper Division** (Junior-Senior) rates are assessed for more than 59 cumulative credit hours.

Costs and Descriptions of Mandatory and Course Specific Fees are available online at:
www.uccs.edu/bursar/tuition-and-fees

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.
Summer 2019 Payment Policies and Deadlines

PAYMENT DUE DATE: JUNE 17, 2019

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

$40.00 Payment Plan Enrollment Fee Upon Sign-Up

2

Payment Plan

Available: May 20
Enroll by: June 17

Auto Deductions Occur:
June 20
July 20

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

Please refer to our Student Financial Services website for Payment Plan dates and details:
http://www.uccs.edu/bursar/calendar/summer-2019.html

First Student Electronic Bills Will Be Available Online:
JUNE 4, 2019

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 17, 2019 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, WITHDRAW OR DROP ALL OF YOUR CLASSES.

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

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

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

Payments in Person
Cash or Checks
Cashier Office
2nd Floor Main Hall

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

Student account credit/debit card payments must be made online or on the UCCS2GO App.
We do not accept credit/debit card payments in person.
*If you pay by credit/debit card, there will be a 2.75% service fee.

IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS, call 719-255-3391 or email BURSAR@uccs.edu
ONLINE PAYMENT

NOTE:

DO NOT WAIT FOR YOUR BILL!! Your account balance is due on June 17, 2019. You can make your payment on the student portal. There will be no disenrollment for non-payment. If you do not intend to attend classes, you will have to withdraw from all of your classes.

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

Estimate Your Tuition and Fees online at:  www.uccs.edu/bursar/estimate-your-total-bill

A PAYMENT MUST BE RECEIVED BY 5:00 PM, JUNE 17, 2019.
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.
**FREQUENTLY ASKED QUESTIONS**

**WHAT ARE THE SEMESTER DATES?**
June 10 to Aug 2. 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 p 7 & 8.

**I HAVE ALREADY BEEN ADMITTED. HOW DO I REGISTER FOR CLASSES?**
You will register using the Student Self Service Center registration system. See p 9 for specific instructions. New freshmen and transfer students must attend orientation before registering; see p 19.

**WHEN CAN I REGISTER?**
You will be able to find your registration date/time through the Self Service Center. See p 9 for registration instructions. New freshmen and transfer students must attend orientation before registering.

**WHAT IS THE PAYMENT POLICY?**
If you register by 5:00 pm, June 17, 2019, you are required to pay in full or enroll in a payment plan by June 17, 2019.

**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 17, 2019 deadline. No drop refunds after this date. See p 6.

**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 17 (100% adjustment). No adjustments after this date. See p 11 for details.

**WHAT IF I NEED ACADEMIC ADVISING?**
You can get undergraduate academic advising at Academic Advising, Main Hall, Room 208 (719-255-3260). New degree seeking 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 17, 2019. 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 2019 - REFUND DEADLINE**

**FULL SEMESTER LENGTH COURSES (JUNE 10 - AUG 2)**

- **JUNE 17** - 100% adjustment if **ALL** courses are dropped by this date.
  - 100% if individual courses are dropped by this date.

  **NO** refunds after this date

**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

Commencement
Commencement is held twice a year at the end of the fall and spring semesters. All undergraduate and graduate students graduating during the summer semester can participate in the December Commencement ceremony. The December 2019 ceremony is Friday, December 20 at 2:00 p.m.

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 Degree Audit and Planning and clicking on Access Degree Audit, or through Academic Advising.

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/~osp.

Enrollment Verification
Current students can view their enrollment history, print enrollment verifications and check loan deferments sent to their lenders by the National Student Clearinghouse in their myUCCS Portal. The Enrollment Verification link is available under the "Records and Registration" section in your myUCCS Portal. For questions, please contact registrar@uccs.edu or 719-255-3361.

FERPA Consent to Release
FERPA Consent to Release allows students to authorize the release of their education records. Students grant access through myUCCS Portal to allow university staff to communicate with a parent or authorized third party about the student's academic or financial educational records. For questions, please contact registrar@uccs.edu or 719-255-3361. www.uccs.edu/~osp.

CU Guest Access
CU Guest Access is a read-only, online option for guests to view specific aspects of your education record. Students can select components of their record that the guest can view, and they can modify or revoke access at any time. Guests can’t make any changes to the student record nor complete any transactions on the student’s behalf. Please note: CU Guest Access does not authorize a guest to contact the university to request or discuss a student’s education record. To allow a parent or third party the ability to discuss a student’s education record with the university, the student must complete a FERPA Consent to Release. For questions, please contact registrar@uccs.edu or 719-255-3361. www.uccs.edu/~osp.

Final Grades
University policy requires that faculty submit their course grades no later than 90 hours after their final exam has ended. Students can check their grades through the myUCCS Portal or the UCCS2Go mobile application. An official copy of final grades can be obtained by ordering a CU 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, report, thesis/dissertation defense forms and submit to major department, by June 14, 2019. Department submittal to Graduate School by June 21, 2019.

No later than August 2, 2019: Submit thesis/dissertation to Graduate School.

By August 12, 2019: Program must process all grade changes for any incomplete grade in courses needed for the degree, submit graduation paperwork, and the final graduation memo to the graduate school.

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

**Degrees**
Degrees are verified, awarded, and posted approximately 7 weeks after the end of the semester.

**Honor Code**
Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community: students, faculty, and staff.

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

**Forms of Academic Dishonesty**

- **Plagiarism:** Use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.

- **Cheating:** Intentionally possessing, communicating, using or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.

- **Fabrication and Falsification:** Intentional and unauthorized alteration or invention of any information or citation in an academic exercise.

- **Multiple Submission:** Submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.

- **Misuse of Academic Materials:** Intentionally or knowingly destroying, stealing or making inaccessible, library or other academic resource material.

- **Complicity in Academic Dishonesty:** Intentionally or knowingly contributing to the academic dishonesty of another.

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

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

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

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

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

**Transcripts**
Official transcripts with posted grades are available approximately three weeks after the end of the term. A transcript on which a degree will be recorded is available approximately seven weeks after the end of the term. Current students are advised to view their unofficial transcripts to make sure grades and/or degrees are posted before ordering official transcripts.

Official transcripts can only be ordered through the transcript ordering portal at www.uccs.edu/registrar/transcripts. Expedited processing includes Electronic/PDF, Federal Express, and Pickup with easy online payment. Paper transcripts are available and will be processed within 3-5 business days and sent through U.S. Postal Service.

Transcript orders can be requested online www.uccs.edu/registrar/transcripts, through U.S. Postal Service, or in person. The University of Colorado Colorado Springs does not accept transcript orders via fax, email, or phone.

**Note:** Official transcripts cannot be printed for students with any outstanding financial obligations to the University, or if any restrictive holds have been placed on the student’s record.

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

For additional information, please visit, www.uccs.edu/registrar/transcripts. If you still have questions, please email transcript@uccs.edu or call 719-255-3376.

**Academic Advising**
719-255-3260 Main Hall, 2nd Floor
www.uccs.edu/advising

Advising is available for all degree-seeking undergraduate students who have completed Orientation. Appointments are recommended.
STUDENT RESOURCES

Orientation Office
719-255-3098 Main Hall, Room 108
Informative orientation/advising sessions, required for all new freshmen and transfer students, are held before the beginning of each semester. Please check the web at www.uccs.edu/orientation for dates, times and locations. Information will be sent to all new students.

Degree Audit
719-255-3361 Main Hall, Room 108
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 Degree Audit and Planning and clicking on Access Degree Audit, or through Academic Advising.

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

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

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

Restocking Fee
A restocking fee will be charged for all books returned except in the following instances: 1. Courses cancelled by the University. 2. Textbook requirements changed by the faculty member. 3. Courses 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, check the UCCS Public Safety Homepage/Facebook, and/or Twitter links at (www.uccs.edu/~pusafety/), or listen to the following stations for cancellation information.

<table>
<thead>
<tr>
<th>Location</th>
<th>Station 1</th>
<th>Station 2</th>
<th>Station 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado Springs</td>
<td>KVUU</td>
<td>KVOR</td>
<td>KRDQ</td>
</tr>
<tr>
<td></td>
<td>KSSS</td>
<td>KRCC</td>
<td>KTLL</td>
</tr>
<tr>
<td></td>
<td>KMAX</td>
<td>KKLX</td>
<td>KILO</td>
</tr>
<tr>
<td></td>
<td>KKFM</td>
<td>KATM</td>
<td></td>
</tr>
<tr>
<td>Pueblo</td>
<td>KRYT</td>
<td>KCFJ</td>
<td>KCCY</td>
</tr>
<tr>
<td></td>
<td>KGHF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denver</td>
<td>KOA</td>
<td>KYGO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KKTV</td>
<td>KOAA</td>
<td>KRDQ</td>
</tr>
</tbody>
</table>

Access to the campus will be restricted.

Campus Recreation
719-255-7515 Galloggly Recreation and Wellness Center
Recreation provides UCCS students and the campus community with diverse and innovative programs, outstanding facilities and quality educational experiences that support the development of a healthy mind, body, and spirit. Opportunities include:

- **Campus Recreation Center** - state of the art recreation facility includes 4 basketball courts, aquatics center (including lap, leisure pools, & hot tub), 2 group fitness studios, weight and cardio fitness center, locker rooms, indoor running track, 27-foot climbing/bouldering wall, equipment check-out and social spaces.
- **Alpine Field** - state of the art synthetic turf field includes full sized soccer field, viewing and social spaces; offering the opportunity to play soccer, cricket, rugby, lacrosse, flag football, and many more field sports.
- **Open Recreation** - with your student ID you can access Campus Recreation facilities during operational hours to enjoy your activity of choice.
- **Intramural Sports** - with recreational and competitive team options, students of all skill levels and abilities can participate in more than 40 different leagues and individual events throughout the academic year. This is a great opportunity to meet people and spend time with your friends.
- **Club Sports** - student-run club sports offer recreational, competitive, instructional and educational sport opportunities for all skill levels and abilities. Join one of the many club sports and represent UCCS playing a sport you love!
- **Fitness** - participate in one of the 20+ group fitness classes offered each week. Trained instructors and a variety of class formats encourage you to find your fit. Schedule an appointment with one of our certified personal trainers if you’re not sure where to start or want help setting and reaching your fitness goals.
- **Student Outdoor Learning Experience (SOLE)** - With outdoor trips nearly every weekend, outdoor equipment waiting for you to rent, and a 27-foot climbing/bouldering wall; you have plenty of opportunities to experience the outdoors. SOLE also offers a bike repair shop and ski/snowboard waxing to make sure you are ready to ride. Come adventure with us!
- **Trails System** - Campus Recreation Trails System spans across the scenic 548 acres of campus, currently consisting of 6.7 miles of formalized trails.

Career Center
719-255-3340 Cragmor Hall 101
The Career Center offers counseling and resources for all aspects of a student’s career path. Services include assessment and career counseling to guide students in choosing a major, long term planning, internship and job search skills, resume development, mock interviews,
STUDENT RESOURCES

and job market information. Yearly events include career fairs and recruiter visits. The Career Center website allows students to view internships, job postings, and to track career events at www.uccs.edu/career. For appointments, call 719-255-3340. Office hours are Monday - Friday 8 a.m. to 5 p.m.

Chancellor’s Leadership Class 719-255-3065 Main Hall 318
Provides a leadership development program for undergraduate students that includes a leadership studies curriculum, personal enrichment activities, mentoring, and community service. 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 11 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 offers one-on-one peer tutoring services that enhance communication skills for all students, in all classes, in all majors. If students need assistance with preparing and practicing for a presentation, practice for an interview, or navigate the process of group project, the undergraduate and graduate tutors are there to help! The Center provides workshops in the classrooms and other campus locations focusing on presentation skills, poster presentations, conflict management, group dynamics, surviving college, effective PowerPoint presentations, and persuasive speaking. The Center helps students to be successful during their college career and for life-long skills in professional and personal communication interactions! Students can make appointments by accessing our webpage at www.uccs.edu/~communicationcenter – Come to the Center to use the computers, see how to make an appointment online, grab a free cup of coffee, meet with friends, have a snack, and relax!

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 201
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 dservice@uccs.edu
Promotes an equitable and inclusive experience by providing reasonable accommodations for students with disabilities. If you are a student with a disability and believe you will need accommodations, please contact Disability Services for an appointment.

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

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

Financial Aid, Student Employment, and Scholarships 719-255-3460 Cragmor Hall 201
Office website: www.uccs.edu/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](http://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](http://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](http://www.studentloans.gov). The application is available each July 1st for the upcoming school year.

**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](http://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 324
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.
[www.uccs.edu/fye](http://www.uccs.edu/fye)

**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 UCSC 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 Gallogly Recreation and Wellness Center, the Kraemer Family Library and the University Center.
Our Villages are nestled at the foot of the scenic Austin Bluffs hillside and provide residents with some of the most spectacular views of the Pikes Peak region including the Rocky Mountain Front Range and the Garden of the Gods. All of 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, Office of
719-255-3536 email helpdesk@uccs.edu 1st Floor El Pomar Ctr
Each student is automatically assigned an IT account for access to email, the wireless network, myUCCS portal, Canvas, Microsoft Office 365 for your personal computer, and many other resources. See www.uccs.edu/oit for more information. The OIT Department offers three computer labs open to the campus. They are located in Columbine Hall 231, UHAL 118 and on the second floor of the Kraemer Family Library.

Paw Prints
The university uses Paw Prints, for all of you printing needs. Paw Prints is a Pay-for-Printing model, billed to you student account, and includes Mobile Printing and Follow-You-Printing solutions. Visit www.uccs.edu/pawprints for more information and rate sheet.

Lion One Card
The UCCS Lion One card is a campus all in one card. Your UCCS Lion One Card will verify that you are a current UCCS student. The Lion One Card will allow you to check out books from the library, use campus munch money, ride the campus shuttle buses, receive discounts and free tickets to campus events, payment for meals on campus and grant access to your living area within the dorms. Pick up you Lion One Card from the University Center Information Desk.

Institutional Equity, Office of
719-255-4324 Main Hall 207
James Duvall - Title IX Coordinator
Enforces the CU Sexual Misconduct Policy, the UCCS Discrimination and Harassment Policy, and the Conflict of Interest in Amorous Relationships policy, and is the office to which mandatory reports under these policies must be made. The OIE handles investigations and resolutions involving students, staff and faculty for matters involving sexual misconduct and protected class discrimination and harassment. The OIE also provides resources for students affected by such matters.

International Affairs
719-255-5018 Copper Hall, Suite 9202
Email: international@uccs.edu
International Affairs is a hub and resource for international activities on the UCCS campus. The office provides integrated services and activities for international students and scholars and students interested in education abroad opportunities. The services provided include international student and scholar advising and programming, English language courses and advising of students interested in study or volunteering abroad. International Affairs supports international education at UCCS. It collaborates with UCCS colleges, schools, and faculty to develop short-term international programs, exchanges, and partnerships to foster global citizenship and competencies.

www.uccs.edu/international

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

Excel Languages and Social Sciences Center
719-255-3690 Dwire Hall 270 LSSC@uccs.edu
The Excel Languages and Social Sciences Center (LSSC) promotes academic excellence in foreign languages, American Sign Language (ASL), social science courses, and English for non-native users. FREE DROP-IN support services: tutoring, conversation tables, and language proficiency testing.

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 materials 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/
Current UCCS students have access to the library's services including research assistance, interlibrary loan, databases, and a course reserve collection. In addition, students 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 faculty, staff, and students 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. In addition to a large computer commons, the Library has group study rooms, collaborative spaces, and a quiet study area.

**Library hours during the summer term**:  
Mon-Thurs 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 12:00 p.m. - 6:00 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.  
www.uccs.edu/library

**Mathematics Center**  
719-255-3687 Engr 233  
The Math Center provides drop-in tutoring in mathematics, statistics, computer science, and physics. We also provide Peer-Assisted Study Sessions for most math courses every semester. The center is available to all students for individual or group study. We have textbooks and student solutions manuals, as well as computers with a variety of mathematical and statistical software for student use.

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

**MOSAIC: Multicultural Office for Student Access, Inclusiveness and Community**  
719-255-3040 Univ Center 110A  
acordova@uccs.edu  
www.uccs.edu/mosaic  
The Multicultural Office for Student Access, Inclusiveness, and Community (M.O.S.A.I.C.) welcomes, supports and provides advocacy for all UCCS students, with an emphasis on supporting students from underrepresented and underserved populations. M.O.S.A.I.C. provides programs and events that celebrate and promote campus diversity, awareness, and leadership.

**LGBT+ Resource Center at MOSAIC**  
719-255-3447 Univ Center 110B  
lgbtrc@uccs.edu  
www.uccs.edu/lgbtresourcecenter  
The LGBT+ Resource Center at MOSAIC (LGBTRC) is a resource for and about lesbian, gay, bisexual, transgender, intersex, asexual, questioning, queer, and ally members of the UCCS community. The LGBTRC works to create a safe and supportive campus environment by offering educational and community building opportunities and advocating for the needs and concerns of the LGBT+ community.

**MOSAIC Gateway Program**  
719-255-3040 Univ Center 110A  
acordova@uccs.edu  
The MOSAIC Gateway Program provides holistic admission review for students who show strong potential to succeed in college even though facing particular academic and social challenges. Upon review of a UCCS application and required support documents, the admissions committees refer students for additional MOSAIC Gateway review. www.uccs.edu/apply. After a thorough assessment, a limited number of students are admitted on a case-by-case basis. Students denied admission to the program are advised on alternative means of achieving a college education. The MOSAIC Gateway Program is coordinated by Anthony Cordova, Director of MOSAIC (Multicultural Office for Student Access, Inclusiveness and Community). MOSAIC provides support with admission, advising, mentoring, and college transition for all students, with particular emphasis on students who are ethnically diverse, LGBTQ, first generation, non-traditional, or face other challenges. High school principals, counselors, teachers and other mentors are encouraged to refer and recommend appropriate students for the MOSAIC Gateway Program by contacting Anthony Cordova, acordova@uccs.edu.

**Pre-Collegiate Support and Success Center**  
719-255-3239 OSCE A340  
The Pre-Collegiate Development Program (PCDP) at the University of Colorado Colorado Springs (UCCS), is a system-wide, institutionally funded academic program for college-bound high school and middle school students. It is designed to motivate and prepare first generation students in pursuit of their higher educational goals.

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

**Public Safety**  
719-255-3111 (24/7 Dispatch Center)  
Gateway/Public Safety, 201  
www.uccs.edu/pusafety/  
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, www.uccs.edu/pusafety/emerplan/emergency-communications.

**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, 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 confi-
dent. 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, there are reporting options for you. You may contact campus Police and/or the Office of Institutional Equity. You may talk confidentially at the University Wellness Center about a sexual assault.

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

The Department of Public Safety maintains a Daily Crime/Fire Log. This daily log includes all criminal incidents and alleged criminal incidents that were reported to the UCCS Police Department. The daily log also includes reported fires that occurred within on-campus student housing facilities. The log can be viewed at: www.uccs.edu/pusafety/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: www.uccs.edu/asr/. If you cannot access the report on the internet, please call UCCS Police Administration at 719-255-3288 or email clery@uccs.edu to request a printed copy of the combined Annual Security Report & Fire Safety Report be mailed to you. You can also pick up a printed copy at the Parking Counter located on the first floor of the Gateway Hall building. The Department of Public Safety can supply statistical information for research, general information or someone to speak to your group. If you would like to know more about law enforcement and its career opportunities, contact the Department of Public Safety. Drive safely, courteously and have a safe semester at the University of Colorado Colorado Springs.

Science Center
719-255-3689   Centennial Bldg 204
The Science Center is open to all UCCS students and faculty. All services are free. These include:
- a place to meet friends, study, or just relax
- unlimited drop-in tutoring for a variety of lecture and lab courses
- scheduled extra instruction (EI) sessions in chemistry, biology and physics
- computers with standard software and software specific for science classes
- printers and a copier
- textbooks and reference materials
- past quizzes, exams, homework assignments, and notes from key classes
- and, most of all, a welcoming atmosphere and the commitment to help students succeed.

Student Life
719-255-3470   University Center 102
The Student Life 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 Student Life office promotes the Mountain Lion Connect Activities Calendar and serves as the administrative hub for the following areas:

Student Activities
The Student Activities 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, Student Activities 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.

Registered Student Organizations
With over 190 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 Fraternity and Sorority Life to any number of interest groups, there is an option for everyone.

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

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

The University Center provides a variety of cultural, recreational and educational needs. This multi-purpose facility contains lounge and study areas, the Overlook Café, University Center Coffee, Clyde’s, meeting rooms, Student Government offices, the commuter lounge, a game room, the office of Student Multicultural Affairs, the Information Desk, the UCCS Bookstore, and the Copy Center. Visit us at www.uccs.edu/uc.

University Testing Center
719-255-3354   Main Hall 105
Provides test proctoring services for UCCS students who need to
STUDENT RESOURCES

make up a missed exam or take an exam early. The Testing Center coordinates contacting faculty, printing, proctoring the exam according to the faculty’s instructions and returning the exam in a timely manner. A test proctoring charge may apply to the student. For information, costs and scheduling please call the University Testing Center.

**Veteran and Military Student Affairs and UCCS Veterans Resource Center, Office of**

**719-255-3253 Gateway Hall**

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, 33, 35, 1606 and : The student 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.

**Procedures**

For those enrolling at UCCS for the first time using VA education benefits, please attend the veteran/military portion of orientation, visit the 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 Request for Enrollment Verification (REV) to the OVMSA for review in order for the certification to be processed by the DVA. Any changes in course load (i.e., adds, drops, withdrawals) must be reported to the OVMSA.

**Dependent Education Assistance Act, Chapter 35**

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

**Wellness Center**

**719-255-4444 Gallogly Recreation & Wellness Center 100**

The Wellness Center provides convenient and affordable access to quality physical and mental health care for students. All actively enrolled students are welcome at the Wellness Center and medical insurance is not needed to be seen for an appointment. The Wellness Center is a fee for service clinic with $15 visit charges. The $15 charge does not include costs associated with additional procedures performed or if medication is dispensed from the Center. The Wellness Center is here to help UCCS students address personal issues, relationship issues, and medical issues. When encountered, such problems may get in the way of academic achievement and overall well-being.

**Many services are provided including, but not limited to:**

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

2. Evaluation and treatment of acute illness and injuries, as well as preventative visits such as physicals and immunizations. Multiple appointments are available each day for acute care visits.

3. Visits with certified dietitians to assist with food sensitivities, weight management, healthy eating choices and athletic performance. Visits with wellness coordinator to assist in developing and maintaining healthy habits.

4. Workshops and presentations to address various mental health-related topics like stress behaviors, sexual abuse and domestic violence, alcohol and substance abuse and academic issues such as study skills, stress management skills, time management and test anxiety.

5. Psychological and neuropsychological testing services are initiated to help identify conditions that may get in the way of academic success through the use of clinical and objective tests. The results are discussed both in person and in a comprehensive report that includes summary of gathered data through clinical interviews, test results, full interpretation of test results, formal diagnoses, and recommendations.

6. Consultation services for faculty, staff and students to help with mental health-related challenges and questions they may have.

7. Gateway Guide Program to assist freshmen who are struggling with transitions related to life as a college student.

**Writing Center**

**719-255-4336 Columbine Hall 316**

Students from all academic departments and backgrounds can benefit from working with peer writing consultants at any stage of the writing process. The Writing Center offers both face-to-face and online appointments, Monday through Saturday. In-center workshops, including Language and Basics (LABs) and Excel@Writing Workshops, are offered weekly. Information about hours, workshop schedules, and how to make appointments can be found at www.uccs.edu/writing center/.
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. This website includes policies of the entire CU system as well as UCCS-specific policies. Below are some of these policies.

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

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

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

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

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

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

Drugs and Alcohol
In compliance with the Drug Free Schools and Communities Act, the University of Colorado Colorado Springs prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs and alcohol, on university property or as part of any university activity. This prohibition applies to all students and to all employees. Any employee (including student employees) who act in violation of this 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: 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.

FERPA - “The Privacy Act”
The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law which sets forth requirements regarding the privacy of student records. The law applies to all schools that receive funds under any program administered by the U.S. Secretary of Education. FERPA governs the educational records of students, affording them certain rights with respect to those records. These rights include the disclosure of educational records maintained by an educational institution and access to the student records. Detailed information pertaining to FERPA is available on the Office of the Registrar web page under Student Resources.
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 Services. The classification is based upon information furnished by the student and from other relevant sources. The requirements for establishing residency for tuition purposes are defined by law of the State of Colorado (Chapter 23, Article 7, Colorado Revised Statute 1973, as amended).

NOTE: Due to the complexity of the statute, detailed information should be obtained directly from the Office of the Registrar, 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 the Registrar, 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 the Registrar. Petitions must be submitted in hard copy by the first day of the month of the term.

Classification Notes
1. Petitions will not be acted upon until an application for admission to the University and complete supporting credentials have been received.
2. Changes in classification are made effective at the time of the student's NEXT registration term.
3. A student who willfully gives wrong information to evade payment of the out-of-state tuition is subject to legal and disciplinary action.
4. Petitions must be submitted by January 2, 2019, for the spring 2019 term.
5. Late petitions will not be considered until the next term.

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

Honorably Separated/Retired Military
Per House Bill 09-1039, honorably separated or retired military from active duty are eligible to qualify for in-state tuition rates. If this is your first semester, please turn in your DD-214, Member 4, with Character of Service Honorable, along with your Tuition Classification Form. You will need to have your ties, i.e., driver's license, car registration, etc., changed to Colorado.

Veterans Access, Choice and Accountability Act of 2014 (Choice Act) - Section 702
In order to remain approved for VA's GI Bill programs, Colorado public institutions of higher learning must change in-state tuition and fee amounts to "covered individuals," as described below, including same-sex spouses and children (biological, adopted, pre-adaptive and stepchildren of same-sex spouses) for terms that start after July 1, 2015.

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

Veterans: Please provide a copy of the DD-214, Member 4, and the Post 9/11 GI Bill Benefits award letter.
Active Duty: Please provide a copy of the Post 9/11 GI Bill Benefits award letter and most recent Leave and Earning Statement.

Sexual Misconduct 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 misconduct and discrimination and harassment based on an individual’s Protected Class status. Under the CU Sexual Misconduct Policy, www.cu.edu/ope/aps/5014, “sexual misconduct” includes sexual assault—non-consensual intercourse, sexual assault—non-consensual sexual contact, sexual exploitation, intimate partner abuse (including domestic and dating violence), gender/sex-based stalking, sexual harassment and any related retaliation. The UCCS Discrimination and Harassment Policy, www.uccs.edu/Documents/vcaf/policies/2014/300-017DisHar.pdf, prohibits discrimination, which occurs when an individual suffers a material adverse consequence on the basis of his or her Protected Class status, and harassment based on Protected Class status.

Any person who desires information, or feels that he/she may have experienced sexual misconduct or discrimination or harassment based on his or her Protected Class status is encouraged to seek advice from the Office of Institutional Equity, Academic Office Building, Room 528/530 (719)255-4324.
Student Appeals
The University has established procedures for students who believe that inappropriate decisions have been made that affect them. Academic issues (for example, graduation requirements or course grades) should be addressed to the office of the dean of the appropriate school/college. Appeals of administrative actions (for example, financial aid awards, or parking tickets) should be directed to the office which made the decision. Allegations of any discriminatory practices should be referred to the Office of the Dean of Students. Advice and assistance on appeal procedures is available from the Office of the Dean of Students.

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

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

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

The Standards of Conduct document details the rights and responsibilities of students accused of misconduct as well as victims of alleged student misconduct. Questions regarding behavioral issues should be directed to the Office of the Dean of Students in Main Hall, Second Floor, Room 201, 719-255-3091. See our web page at www.uccs.edu/dos/student-conduct for more information.

Student Right to Know Act / Student Consumer Information
As a prospective or continuing student, you have a right to specific information as required by law. The UCCS Student Consumer Information website (www.uccs.edu/about/consumer) includes resources and campus metrics in a variety of areas related to general institutional information, student services, student financial aid, campus security, and student outcomes. Please contact the personnel from the appropriate offices if you wish to obtain a hard copy of any of the available documents. If you have any questions, you may contact the UCCS Director of Campus Compliance at (719) 255-3837. You may also visit the U.S. Dept. of Education HEOA website www.ed.gov/.
IMMUNIZATION INFORMATION

OFFICIAL NOTICE

FOR NEW STUDENTS WHO HAVE NOT COMPLIED WITH THE REQUIREMENT

UCCS IMMUNIZATION REQUIREMENTS FOR NEW STUDENTS – FRESHMEN AND TRANSFER

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 Department requirement, four options are available to you:

- Provide proof of vaccination consisting of an official Certificate of Immunization, signed by a physician, nurse, or school health authority, which documents two doses of MMR vaccine. To be counted as valid doses, the first dose of the vaccine must have been given no more than four days before the student’s first birthday and the second dose must have been given at least 28 days after the first dose. Note: Documentation may be faxed from several sources: medical provider, former high school or college, military, or personal/family (certified) records to: (719)255-4446.

- Provide MMR titer (blood test) results proving immunity to Rubeola Measles, Mumps and Rubella Measles. Note: The lab tests must be positive for all three diseases to meet the requirements. MMR titers can be done at the UCCS Wellness Center or with your personal health care provider.

- If students cannot verify their immunizations, they can be re-immunized with a series of two shots, thirty days apart at the UCCS Wellness Center, or with your personal health care provider.

- Sign a non-medical exemption, which is available for people who are unable or unwilling to provide proof of immunizations, or ask your medical provider to sign a medial exemption if they determine that you should not receive the MMR vaccine due to medical risks. Note: in the event of an outbreak, the State Health Dept may dismiss all students with an exemption from campus for the duration of the outbreak.

The State Health Department also requires that each new student residing in On-Campus University Housing be immunized with the Meningococcal ACW135Y vaccine.

In order to meet this State Health Department requirement, two options are available to you:

- Provide proof of vaccination against Meningococcal ACW135Y disease. Note: Initial vaccination or a booster dose must have been given within the last 5 years.

- Sign a Meningococcal Waiver. This option is available for those individuals that have not been vaccinated within the past five years and have thoroughly read and understand the possible consequences of not being vaccinated.

These vaccinations are available for all students at the UCCS Wellness Center. Please call (719) 255-4444 to schedule appointments.

The Meningococcal B vaccine is also recommended for students living on campus, but is not required by law.

Submit immunization records to the Wellness Center Portal:

uccs.medicatconnect.com

If you have any questions, please call us at (719) 255-4444.
**MMR FORM**

**CERTIFICATE OF IMMUNIZATION FOR COLLEGE/UNIVERSITY STUDENTS**

Name:  
Date of Birth:  

**Immunization requirements for Colorado college/university students**

<table>
<thead>
<tr>
<th>REQUIRED VACCINE</th>
<th>DATE(S) GIVEN</th>
<th>INFORMATION REGARDING MENINGOCOCCAL DISEASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR (Measles-Mumps-Rubella)</td>
<td></td>
<td>There are two ways to meet this requirement:</td>
</tr>
<tr>
<td>Measles</td>
<td></td>
<td>1. Documentation of receiving a Meningococcal ACWY vaccine within the last 5 years or</td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td>2. A new student living in student housing must read and sign the “Information Regarding MENINGOCOCCAL DISEASE” document on the reverse side of this Certificate of Immunization.</td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Two doses of MEASLES, MUMPS & RUBELLA vaccine are required. Measles, mumps, and rubella (MMR) vaccine is not required for college students born before January 1, 1957. In lieu of immunization, written evidence of laboratory tests showing immunity to measles, mumps, and rubella is acceptable. Send written proof of lab immunity to the school. The first MMR cannot be accepted by the institute if it was given more than four days before the 1st birthday. The second dose of MMR must be given at least 28 days after the first dose of MMR. Immunization dates are to be entered by your health care provider or by the school’s health authority who has reviewed your clinical immunization records.

**THE STUDENT NAMED ABOVE HAS RECEIVED 2 MEASLES, MUMPS, RUBELLA VACCINES OR MMR.**

Signed __________________________ Title __________________________ Date ____________

(Health Care Provider or School Health Authority)

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

<table>
<thead>
<tr>
<th>RECOMMENDED VACCINES</th>
<th>EACH IMMUNIZATION DATE MM/DD/YY</th>
<th>TITER DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP (Diphtheria-Tetanus-Pertussis [pediatric])</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Td (Tetanus-Diphtheria)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap (Tetanus-Diphtheria-Pertussis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPV/IPV (Polio)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hep A (Hepatitis A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hep B (Hepatitis B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>Varicella Disease Date</td>
<td>Positive Screen Date</td>
</tr>
<tr>
<td>Men B (Meningococcal B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men ACWY (Meningococcal ACWY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPV (Human Papillomavirus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student: If exempting from Measles, Mumps, Rubella vaccine requirement, sign and submit to the college/university**

**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 or is medically contraindicated due to other medical conditions.

**EXENCIÓN POR RAZONES MÉDICAS:** El estado de salud de la persona arriba citada es tal que la vacunación significa un riesgo para su salud o incluso su vida; o bien, las vacunas están contraindicadas debido a otros problemas de salud.

Signed (Firms) __________________________  
Physician (Médico), Adv. Practice Nurse (Enfermera de Práctica Avanzada), Phys. Assistant (asistente médico)

**NON-MEDICAL EXEMPTION (religious or personal):** Parent or guardian of the above named person or the person himself/herself is an adherent to a religious or personal belief opposed to immunizations.

**EXENCIÓN NO MÉDICA (religiosas o personales):** El padre o tutor de la persona arriba citada, o la persona misma, pertenece a una religión que se opone a la inmunización o se oponen a la inmunización.

Signed (Firms) __________________________  
Parent, guardian, emancipated student or student 18 years and older (Padre, tutor, estudiante emancipado o estudiante de 18 años y mayor)

Medical exemption to the following vaccine(s):

Non-medical exemption to the following vaccine(s):
COLLEGE OF BUSINESS AND ADMINISTRATION & GRADUATE
SCHOOL OF BUSINESS ADMINISTRATION

Graduate Program Advisors are located in Dwire Hall, Room 333,
Phone 719-255-3408
Undergraduate Advisors are located in Academic Advising, Second
Floor, Main Hall, Room 208, 719-255-3260

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 College of
Business Graduate Office (MBA/MSA students) or Academic Advising
(undergraduate students) or the College of Business, Undergraduate
Director (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.

COLLEGE OF BUSINESS

<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></td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Finance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Health Care Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Business</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></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></td>
</tr>
<tr>
<td>Sport Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGA Golf Management</td>
<td></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 University Studies Business Intent. Transfer students
from Colorado Community Colleges may follow the graduation
requirements in effect during the academic year the student began
their study at the community college if they complete the AA Business
Option (restrictions apply, please see UCCS Academic Advising). All
others are evaluated on a case by case basis. The student bears primary
responsibility for the fulfillment of degree requirements.

Administrative Drops
The College drops students from classes 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 online courses.

Graduating Students
All students graduating from either the undergraduate or graduate
program must contact the appropriate College of Business advising
office for a complete academic evaluation (senior audit/graduate
application for candidacy), 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.

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

Pass/Fail Course Registration
With the exception of BUAD 3010, 3020, 3030, internships numbered
4960 and 6960, and certain experimental courses, Business 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 programs. 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 attempted. These GPA requirements apply to work attempted at all University of Colorado (CU) 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 Academic Advising 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 to Academic Advising upon completion of at least 15 semester hours of graded work on campus with a 3.0 cumulative CU GPA and with at least C or better grades in Engl 1310 and Math 1040. A minimum of 30 hours of business course work must be completed after admission to the College of Business including 18-24 hours in the area of emphasis and BGSO 4000 & STRT 4500. Coursework taken prior to admission to the College will not be accepted toward area of emphasis requirements, nor are University Studies Business Intent students in the College of Letters, Arts & Sciences (LAS) permitted to enroll in any business courses 2010 or higher (except for MKTG 3000 and MGMT 3300) or any online CoB course. * Furthermore, declaration as a University Studies Business Intent major does not guarantee transfer into the College of Business or application of any business credits earned while a LAS student.

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

Repeating Courses
Repetition of College of Business coursework is permitted only with prior permission from the College. The repetition of coursework at other institutions will be permitted subject to receiving prior College of Business 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
College of Business transfer students must meet all requirements for admission to UCCS.

The Professional Program
The Professional Program begins in the junior year and allows students to begin focused study in their chosen discipline. Business 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 or MSA 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 Graduate School of Business Administration to determine their eligibility for graduate level course work.

MBA Requirements
The Masters of Business Administration (MBA) program consists of 36-45 credit hours of graduate coursework, depending on a student’s previous academic background. Students will take (up to) 9 credits of foundation courses, 24 credits of core courses and 12 credits of elective courses toward a general MBA or toward a specialized Area of Emphasis.

MBA Foundation Requirements
The College of Business requires 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 Graduate office.
- ACCT 5500 3.0 Introduction to Accounting
- BUAD 5500 3.0 Fundamentals of Economics
- QUAN 5500 3.0 Fundamentals of Business Statistics

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

MSA Requirements
Our 30-credit hour Master of Science in Accounting program consists of 18 credit hours of accounting coursework and 12 credit hours of business electives. It is designed for students with an undergraduate degree in accounting. Successful applicants will generally have a cumulative GPA of 3.0 or higher. Please contact the Graduate Office for more MSA program information, a list of required prerequisite courses, and accepted GRE/GMAT scores.

Repeating Courses
Any grade below C (2.0) is not a passing grade for graduate students in the MBA and MSA programs. A student may repeat a course once for...
courses with a grade below a 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 in the MBA and MSA programs, students must have an overall grade point average of no less than a 3.0 for all attempted course work in the degree program. This includes foundation courses for students in the MBA program.

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

Current students, search for College of Business & Administration classes in your MyUCCS Portal:

[www.uccs.edu/students](http://www.uccs.edu/students)

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

[course.uccs.edu/](http://course.uccs.edu/)
COLLEGE OF EDUCATION

Student Resource Office
Columbine Hall Third Floor - Room 3023 | 719-255-4996

General Information
The College of Education offers undergraduate and post-baccalaureate licensure preparation, M.A. degrees, and a Ph.D. degree. Within the Department of Teaching and Learning, 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 a variety of specialty areas, such as Reading, Science, and Culturally and Linguistically Diverse Education (CLD). Within the Special Education Program, undergraduate and graduate special education licensure options 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, School Counseling Endorsement, Addictions Emphasis, Career Counseling Emphasis, and undergraduate Human Services minor. The Department of Leadership, Research, and Foundations offers a Master of Arts degree in Leadership with an emphasis in P-12 Education, Principal Education Licensure, and Student Affairs in Higher Education. The Department also offers a Ph.D. in Educational Leadership, Research and Policy, as well as advanced licensure programs in Principal Licensure, Administrator Licensure, and Special Education Director Licensure.

Undergraduate & Post Baccalaureate Educator Prep Programs
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 Bachelor of Arts in Inclusive Elementary Education (BAIEE) leads to elementary (K-6) teacher licensure with added endorsements in Culturally and Linguistically Diverse education (K-12) and Special Education, Generalist (Ages 5-21). The UCCS Teach Program offers licensure for undergraduate and post-baccalaureate secondary (7-12) teacher candidates in the content areas of mathematics and science. 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 & Sciences or a Master of Arts degree as part of their teacher preparation program. All programs are accredited by the Council for Accreditation of Educator Preparation (CAEP) and the State of Colorado.

Technology Requirements
All students admitted in College of Education programs must also demonstrate proficiency in educational technology use, applications, and preparation 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. The Curriculum and Instruction Master's degree includes these specialty areas: Culturally and Linguistically Diverse (CLD) Education, Educational Technology, Gifted and Talented, Leadership, Mathematics, Reading, Science Education, and the 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 also offers an Advanced Certificate (post-master's certificate) in Counseling and Human Services, School Counseling Endorsement, Addictions Emphasis, and Career Counseling Emphasis. The Master of Arts degree in Leadership includes emphasis areas in P-12 Education, Principal Education Licensure, and Student Affairs in Higher Education. The Master of Arts degree programs can be completed in two years and vary between 30-36 credit hours. The Ph.D. degree in Educational Leadership, Research, and Policy can be completed in three years and consists of 75 credit hours.

The Alternative License Program (ALP)
The Alternative Licensure Program (ALP) seeks self-motivated, committed, resourceful individuals who can readily assume teaching roles in a classroom. Paraprofessional, career changers, and military veterans all may have potential for participating in this rigorous, fast paced program. The courses are graduate level, and candidates may earn their Master of Arts in Curriculum & Instruction by completing an additional 6 semester hours beyond licensure. The Alternative Licensure Program (ALP) leads to teacher licensure in the following secondary (7-12) areas: English, mathematics, science, and social studies. Candidates may also earn K-12 licensure in the following world languages: French, German, Italian, Japanese, Latin, Mandarin Chinese, Russian, and Spanish. Please call the Student Resource Office at 719-255-4996 for more information or advising.

Advanced Licensure Programs
The Department of Leadership, Research, and Foundations offers advanced licensure programs in Principal Licensure, Administrator Licensure, and Special Education Director Licensure. These programs satisfy the requirements of the State of Colorado's Licensure Law. Students who enroll in the Principal Licensure Program must hold a master's degree or concurrently enroll in a master's degree at UCSS. The program can be completed in less than two years and consists of 27 credit hours. Those who enroll in the Administrator Licensure Program must hold a master's degree and a Principal License. Students who enroll in the Special Education Director Licensure Program must hold a master's degree in special education. The Administrator and Special Education Director Licensure Programs can be completed in one year, with each consisting of 12 credit hours.

Graduate Program Admissions Procedures
Prospective students interested in a graduate degree program should obtain program descriptions from the College of Education (COE) Student Resource Office in Columbine Hall, Room 3023, 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 January 28. The department has a selective process for early admissions and the deadline for early admission is November 1. Counseling and Human Services applicants are required to complete a series of admissions activities. 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 tests. Contact Teacher Education at 719-255-4526 for appropriate PRAXIS for TELP and ALP. Applicants for graduate studies who do not already have a Master of Arts degree, except C&I Special Education must take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) as a part of the requirements for admission. 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. Admission to a graduate program in the Department of Leadership, Research, and Foundations requires completion of the UCCS online graduate application, submission of official transcripts from all higher education institutions attended, a career goal statement, a resume, three letters of recommendation, and completion of a personal interview. The Ph.D. program also requires the Graduate Record Examination general test. The early admission deadline for the Ph.D. program is January 15 and the final deadline is March 15; the program begins each fall. The Student Affairs in Higher Education program admission deadline is February 1; the program begins each summer. Admission deadlines for all other programs occur on a rolling basis. All students admitted in College of Education programs must also demonstrate proficiency in educational technology use, applications, and preparation issues prior to graduation.
COLLEGE OF EDUCATION

Programs which begin only in the fall. **No application will be considered complete until the test scores are received.**

**Graduate Work Done as a Non-Degree 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 a non-degree seeking 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 a non-degree student may apply toward a degree.

<table>
<thead>
<tr>
<th>AMTC</th>
<th>Academy Military Training Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOCC</td>
<td>Air Officer Commanding Cohort</td>
</tr>
<tr>
<td>COUN</td>
<td>Counseling &amp; Human Services</td>
</tr>
<tr>
<td>CURR</td>
<td>Curriculum and Instruction</td>
</tr>
<tr>
<td>IECE</td>
<td>Inclusive Early Childhood Education</td>
</tr>
<tr>
<td>IELM</td>
<td>Inclusive Elementary Education</td>
</tr>
<tr>
<td>LEAD</td>
<td>Leadership, ED</td>
</tr>
<tr>
<td>SPED</td>
<td>Special Education</td>
</tr>
<tr>
<td>TED</td>
<td>Teacher Education</td>
</tr>
<tr>
<td>UTED</td>
<td>UTeach Education</td>
</tr>
</tbody>
</table>

Current students, search for College of Education classes in your MyUCCS Portal:

[www.uccs.edu/students](http://www.uccs.edu/students)

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

[course.uccs.edu/](http://course.uccs.edu/)
Academic Advisors are located in Academic Advising in Main Hall, Second Floor, 719-255-3260

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

**Academic Degree Programs**

**Bachelor of Science**
- Computer Engineering
- Electrical Engineering
- Engineering Education

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

**Master of Science**
- Computer Science
- Electrical Engineering

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

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

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

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

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

**Undergraduate Students**

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

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

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

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

**Computer Science** - Engineering Bldg., Room 199 or visit the web page [www.uccs.edu/cs/programs/graduate-programs/mscs_overview](http://www.uccs.edu/cs/programs/graduate-programs/mscs_overview) call Trish Rea at 719-255-3544.

**Electrical & Computer Engineering** - Engineering Bldg., Room 299, or visit the webpage: [www.uccs.edu/eee/graduate-programs/msee_overview](http://www.uccs.edu/eee/graduate-programs/msee_overview) 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 [www.uccs.edu/mae/graduate-programs/msme_overview](http://www.uccs.edu/mae/graduate-programs/msme_overview)

Graduate students are responsible for knowing and complying with the Graduate School rules and regulations which can be found at [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 before registering. Forms are available at the Department Offices. Once you have obtained the necessary approvals, 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:
www.uccs.edu/students

Spring classes can also be found on the UCCS Guest Search website:
course.uccs.edu/
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 Catalog.uccs.edu. ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROVISIONS SET FORTH IN THE CATALOG. Any questions concerning those provisions are to be directed to the Academic Advising. The College cannot assume responsibility for problems resulting from a student's failure to follow the policies stated in the Catalog or from information given by someone other than a qualified university staff member of the College. SIMILARLY, STUDENTS ARE RESPONSIBLE FOR ALL DEADLINES, RULES AND REGULATIONS IN THIS SCHEDULE.

Majors
Anthropology History
Biochemistry Mathematics
Biology Philosophy
Chemistry Physics & Energy Science
Communication Political Science
Digital Filmmaking Psychology
Economics Sociology
English Spanish
Geography & Env'l Studies Visual & Performing Arts
Women's & Ethnic Studies

Minors (Optional)
American Sign Language Mathematics as Liberal Art
Anthropology Mathematics
Art History Media Studies
Biology Military Science
Biochemistry Museum Studies & Gallery Pract
Chemistry Music Performance
Classics Organiz & Strategic Comm
Cognitive Studies Philosophy
Communication (General) Physics
Creative Music Performance Political Economy
Creative Writing Political Science
Dance Pre-Law
Digital Filmmaking and Media Arts Psychology
Economics Rhetoric & Writing
Energy Science Sociology
Film Studies Spanish
French Statistics
General Music Sustainable Development
Geography & Environmental Studies Tech Comm & Info Design
Geology Theatre
German User-Experience
Gerontology Visual & Performing Arts (VAPA)
History Visual Arts
Japanese Language & Culture Women's and Ethnic Studies
Leadership Studies
Literature

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

Pre-Professional Programs
Pre-professional programs of four years or less than four years which may be completed in the College of Letters, Arts & Sciences include:

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

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

For information see the “pre-professional curricula” section of the Catalog. Students are reminded that only the pre-professional portion of these programs may be completed on this campus and that they must apply for acceptance to the final stage of the program at the professional school offering the degree.

Other Programs
Air Force ROTC
Army ROTC

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 & 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 their academic advisor. Otherwise, students suspended for the first time will be reinstated after the normal suspension period has been served upon reapplying for admission to the University.

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

Admission and Academic Advising

Admission
Students should submit an application via the www.uccs.edu website 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 & Sciences and will be available for academic advising. Please check the web at www.uccs.edu/orientation for orientation dates, times, and locations.

Non-Degree (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 non-degree Students in order to begin work on an LAS program while completing application procedures. In general, a maximum of 12 semester hours taken as a non-degree student may be applied toward a degree. Non-degree students are encouraged to come to the Office of Student Recruitment and Admissions Counseling, in Cragmor Hall, Room 008, or call 719-255-3084.
LAS Juniors who wish to graduate with departmental honors should contact their major departments for requirements.

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

Prospective Students
The Office of Student Recruitment and Admissions Counseling is happy to answer your questions about becoming a student at UCCS. We work with all high school and college transfer students. Our office is located in Crammor Hall, Room 001. Monday – Friday, 8am – 5pm. If you have questions call 719-255-3084 or 1-800-990-8227, extension 3084. 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 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 & Sciences. Only electives may be taken pass/fail. Courses which satisfy requirements, including the major and minor, must be taken for letter grades. Transfer students may take one hour pass/fail for every 8 semester hours attempted at this University. A maximum of 6 hours may be taken pass/fail during the fall and spring terms and no more than 3 hours during the summer.

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

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

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

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

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

**Summary Checklist of LAS Graduation Requirements**

1. **Area Requirements**
   a. Humanities
      - General = 6
      - Core = 3
   b. Social Sciences = 9
   c. Natural Sciences = 9
2. **Composition**
   = 6
3. **Reasoning Skills**
   = 3-6
4. **Oral Communication (no additional hours)**
5. **Cultural Diversity (no additional hours)**
6. **Global Awareness (no additional hours)**
7. **Major (minimum)**
   = 30
8. **Electives (variable)**
   Total = 120

(45 must be upper division)

Explanations of the above requirements follow.

**The Area Requirements**
A liberal arts degree provides students with a breadth of experiences, and the Area Requirements are designed to help fulfill that goal.

Consequently, each student must complete a minimum of 9 semester hours in each of the following areas:
- The Humanities
- The Natural Sciences
- The Social Sciences
- These 27 hours are referred to as the “Area Requirements.”

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

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

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

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

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

English
1500-3 Intro to Lit for Non-Majors
2600-3 Literature: The Global Perspective I
2610-3 Literature: The Global Perspective II
3320-3 Born in the USA: American Lit
3900-3 Topics in Literature: Film Studies
1000-3 Intro to Film Studies
2000-3 Narrative Film
3690-3 Topics in Hispanic Film

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

Interdepartmental Studies
2000-3 Mathematics - A Human Endeavor

Languages and Cultures (listed under FCS; cross listed courses in GER, FR, FILM and SPAN are also eligible)
3180-3 German and Austrian Civilization & Culture
3190-3 20th/21st Century German/Austrian Civ & Culture
3240-3 French Culture from 1700-1917
3550-3 Special Topics in Classical Literature.
3690-3 Topics in Hispanic Film
3890-1-6 Field Studies in Language and Culture
4210-3 Hispanic Heritage of Colorado

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

Philosophy
1000-3 Intro to Philosophy
1020-3 Intro to Ethics
1120-3 Critical Thinking
1300-3 Intro to Philosophies of Asia
3000-3 Cosmology & Culture
3050-3 Cyborgs and Monsters
3100-3 World Religions
3160-3 Philosophical Issues in Death and Dying
3180-3 Practical Ethics
4070-3 Existentialism

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

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

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

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

II. SOCIAL SCIENCE REQUIREMENT - 9 Hours

Anthropology
1020-4 Intro to Archaeology
1040-3 Intro to Cultural Anthro
2800-3 The Nature of Language
3040-3 Women Around the World
3260-3 Agricultural Origins
3270-3 Archaeology of the Recent Past
4270-3 Landscape Archaeology

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
1010-3 Intro. to Microeconomics
1050-3 Economics in Practice
2020-3 Intro. to Macroeconomics
3710-3 Comparative Econ Systems

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

Gerontology
2300-3 Lifecourse Perspectives
3000-3 Intro. to Gerontology

Museum Studies & Gallery Management
4100-3 Native American Perspectives

Philosophy
3200-3 Politics and the Law
3210-3 Capitalism: A Love Story
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
3630-3 Sex Crimes Against Children

Sociology
1110-4 Intro. to Sociology
2200-3 Intro. to Racial & Ethnic Groups
2220-3 Communities in a Global Environment
2250-3 Gender Images
2300-3 Lifecourse Perspectives
2500-3 Social Problems
3070-3 Social Research Methods
3340-3 Food, Health & Inequality
3610-3 Gender & Society
3630-3 Adoption from the Inside Out

Women's and Ethnic Studies
1010-3 Intro to Social Justice Studies
III. NATURAL SCIENCE REQUIREMENT - 9 Hours

The 9-hour natural science area requirement must include at least one laboratory science course. Laboratory science courses are indicated by an asterisk. When separate components, labs are listed directly after their corresponding lecture courses, of which they may or may not be corequisites. Students majoring in biology, chemistry, or physics are excepted from the laboratory portion of this requirement and should contact Academic Advising for specific requirements.

Anthropology
1030-3 Intro to Human Origins
3220-3 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
3240-3 Biological Sustainability

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

Energy Science
1500-3 Intro. to Energy Science I
1510-3 Intro. to Energy Science II
1600-3 Intro Solar Energy
1620-1 Solar Energy Lab
1710-4 Honors Physics I
1720-4 Honors Physics II

Psychology
3270-4 Intro to Biopsychology

Women’s and Ethnic Studies
1310-3 A Lab of Her Own: Science and Women

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

For 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 Reasoning Skills Test (RST). This exam is offered by the Testing Center (719)255-3354. A $30 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, 3190, 3240, 4100; Math 4040; 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, 3400, 3420; Asl 4000; COMM 3280; Eng 3320; Fcs 3360, 4210; Ges 4680; Hist 1550, 3520, 3580; Mus 2050; Phil 3180, 3230, 4550; Soc 2200, 2250, 3220, 3250, 3290, 3630, 4240, 4290, 4390, 4480, 4530, 4680; Span 4210, 4420; Tcid 4060; Thtr 3240; West 1010, 2020, 3090, 3130, 3250, 3290, 3360, 3420, 3520, 3580, 3760, 4120, 4280, 4390, 4480, 4530, 4550, 4680, 4920.

Global Awareness Requirement
Students are required to take a course that increases their awareness of global issues. This course may be within a student’s major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from:

Ah 3450, 3460, 4450, 4470; Anth 1040, 3040, 4270; Chem 1111, 4521; Econ 3590, 3710; Eng 2600, 2610, 4065; Eust 3000; Fcs 3180, 3190, 3250, 3380, 3690, 3890; Film 2000,
The second Compass core writing course for each undergraduate student must complete Two Compass core writing requirements and demonstrate writing competency by passing the Writing Portfolio Assessment.

**ESL or ELL students enrolled in ENGL 1300 + 1305 Stretch, ENGL 1310, or ENGL 1410:** The First-Year Rhetoric and Writing Program advises ESL students to enroll in sections with faculty who are qualified for writing instruction for speakers whose first language is not English. Contact the First-Year Rhetoric and Writing Program Director, Ann Amicucci, at (719) 255-4040 or aamicucc@uccs.edu for ESL placement and enrollment consultations and advising. Students may meet the Compass core writing requirements in the following ways.

1. **Successfully complete ENGL 1300 + ENGL 1305 Stretch and ENGL 1410 at UCCS and then pass the Writing Portfolio Assessment.**
   - A. Any student admitted to the university is eligible for register for ENGL 1300.
   - B. To be admitted to ENGL 1305 Stretch, students must complete ENGL 1300 Stretch with a C- or better.

2. **Successfully complete ENGL 1310 and ENGL 1410 at UCCS and then pass the 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 500 to 690 on the Reading + Writing portion of the SAT (taken after SAT redesign of March 2016).
     3) Students with high school diplomas or GEDs, but without English ACT or Reading + Writing SAT scores should contact the First-Year Rhetoric and Writing Program Placement Coordinator at fywplace@uccs.edu to inquire about completing a writing placement exercise.
     4) Early college or high school concurrent students must meet the same criteria for enrollment as all other UCCS students.
   - B. To be admitted to ENGL 1410, students must meet one of the following requirements:
     1) Complete ENGL 1300 + 1305 Stretch or complete ENGL 1310.
     2) Score 29+ on the English ACT.
     3) Score 700+ on the Reading + Writing SAT (taken after SAT redesign of March 2016).
     4) Score 3 or 4 on the AP English Language & Composition or AP English Literature & Composition exam.
     5) Score a 4 or 5 on the IB English Literature HL Exam or score a 4 or higher on the IB English Language & Literature SL Exam.
     6) Complete 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 completing the Compass core writing requirements, students must pass the Writing Portfolio Assessment. For more information, email portfoli@uccs.edu.

The second Compass core writing course for each undergraduate program is listed below:

ENGL 1410: College of Letters, Arts & Sciences*, College of Education, School of Public Affairs, and Beth-El College of Nursing & Health Sciences*

**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. Contact the First-Year Rhetoric and Writing Program Placement Coordinator at fywplace@uccs.edu for guidance. Not an option for Engineering majors.

**Writing Portfolio Assessment**

For information and applications, call 719-255-4038, or email portfoli@uccs.edu. A $25.00 assessment fee will be billed to all students who submit a portfolio to demonstrate writing competency.

**First-Year Rhetoric and Writing Course Fees**

Students are billed $15.00 per course to cover support for programmatic classrooms and laptop sections of ENGL 1300, 1305, 1310, and 1410. Students are billed $15.00 per course to cover support for programmatic assessment of these courses.

---

*Most Beth-El College of Nursing & Health Sciences students and all College of Letters, Arts & Sciences students except Professional and Technical Writing Majors take ENGL 1410. Students should check their degree plan or speak to an academic advisor for information about specific majors.*
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH</td>
<td>Art History</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ARBC</td>
<td>Arabic</td>
</tr>
<tr>
<td>ASL</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>BIOL</td>
<td>Biology</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CHIN</td>
<td>Chinese</td>
</tr>
<tr>
<td>COMM</td>
<td>Communication</td>
</tr>
<tr>
<td>DNCE</td>
<td>Dance</td>
</tr>
<tr>
<td>ECON</td>
<td>Economics</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
</tr>
<tr>
<td>ENSC</td>
<td>Energy Science</td>
</tr>
<tr>
<td>EUST</td>
<td>European Studies</td>
</tr>
<tr>
<td>FCS</td>
<td>Foreign and Cultural Studies</td>
</tr>
<tr>
<td>FILM</td>
<td>Film Studies</td>
</tr>
<tr>
<td>FR</td>
<td>French</td>
</tr>
<tr>
<td>GEOL</td>
<td>Geology</td>
</tr>
<tr>
<td>GER</td>
<td>German</td>
</tr>
<tr>
<td>GES</td>
<td>Geog. and Environmental Studies</td>
</tr>
<tr>
<td>GPS</td>
<td>Gateway Program Seminar</td>
</tr>
<tr>
<td>GRK</td>
<td>Greek</td>
</tr>
<tr>
<td>GRNT</td>
<td>Gerontology</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>ID</td>
<td>Interdepartmental Studies</td>
</tr>
<tr>
<td>INDS</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>JPN</td>
<td>Japanese</td>
</tr>
<tr>
<td>LAT</td>
<td>Latin</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MS</td>
<td>Military Science</td>
</tr>
<tr>
<td>MSGP</td>
<td>Museum Studies and Gallery Practice</td>
</tr>
<tr>
<td>MUS</td>
<td>Music</td>
</tr>
<tr>
<td>PES/PHYS</td>
<td>Physics</td>
</tr>
<tr>
<td>PHIL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PORT</td>
<td>Writing Portfolio</td>
</tr>
<tr>
<td>PSC</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>RUS</td>
<td>Russian</td>
</tr>
<tr>
<td>SOC</td>
<td>Sociology</td>
</tr>
<tr>
<td>SPAN</td>
<td>Spanish</td>
</tr>
<tr>
<td>TCID</td>
<td>Technical Communication &amp; Information Design</td>
</tr>
<tr>
<td>THTR</td>
<td>Theatre</td>
</tr>
<tr>
<td>UTLS</td>
<td>UTeach-LAS</td>
</tr>
<tr>
<td>VA</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>VAPA</td>
<td>Visual and Performing Arts</td>
</tr>
</tbody>
</table>

Current students, search for College of Letters, Arts & Sciences classes in your MyUCCS Portal: [www.uccs.edu/students](http://www.uccs.edu/students)

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

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

Bachelor of Science in Health Care Science (BS)
- Nutrition
- Health and Wellness Promotion
- Senior Fitness Instructor
- Strength & Conditioning
- Pre-Professional
- Allied Health Completion Program
- Medical Laboratory Scientist

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:
  - Primary Care Adult/Gero Nurse Practitioner (AGNP) OR
  - Primary Care Family Nurse Practitioner (FNP)
  - Psych Mental Health Nurse Practitioner (PMHNP)
- Post MSN Practitioner Certificate Program:
  - (FNP, AGNP, PMHNP)

Post MSN Doctorate of Nursing Practice
Post BSN to DNP
- Primary Care Option in Adult/Gero NP, OR Family NP

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

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

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

Transfer Students
Students who have attended a collegiate institution other than CU may apply as transfer students if they have completed 30 credit hours of transferable college-level work. Applicants for the nursing program must have a cumulative GPA of 3.0 or better. Transfer students must be in good standing and eligible to return to all institutions previously attended. While transferability of credit is determined by the Admissions Office, final application to the degree program is determined by the College of Nursing and Health Sciences. Students who meet admission criteria are admitted into the Nursing program under Pre-Professional Nursing. Students who are admitted to the Program with a 3.0 GPA must maintain a 3.0 GPA. Once the first-level course work is completed with a 3.0 GPA, they may apply for admission to the nursing program as a Nursing major. This application would include the following: GPA of 3.0 or greater, completion of a background check, and completion of an Admission Assessment Exam. The Admission Assessment Exam tests the course material the student has completed during the first-level coursework. The admission committee will review all applicants at that time to determine who will be accepted as a nursing major. Students accepted as a nursing major will start their second-year course work and continue to progress through the curriculum. For those 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 admission to the nursing program, their status will be changed from Pre-Professional Nursing to Nursing. The nursing curriculum is a very structured program and must be adhered to in order. Second-year courses must be successfully completed prior to progression of third-year courses. Third-year courses must be successfully completed prior to progression of fourth-year courses. If an interruption of the sequencing of courses is necessary, students accept their Leave of Absence knowing that a possible delay in program completion may occur.
RN to BSN and Dual Enrollment Options
Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences participates in the Colorado articulation plan which facilitates mobility from one educational program to another. Each student will have variations in the plan due to completion of course work prior to entering Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences or due to scheduling variation (full-time or part-time).

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

Dual Enrollment Option
The Dual Enrollment is for students who are currently in a Colorado Community Associate Degree nursing program. After completing first-semester courses, the individual may apply to start course work towards a bachelor’s degree in nursing while completing their associate degree in nursing. Dual Enrollment requires a cumulative 2.5 GPA. This option is offered online. Prerequisites 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, prerequisite 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 The College of Nursing and Health Sciences builds upon and expands on the knowledge, values, and skills of the baccalaureate prepared nurse. Graduate nursing courses prepare the student for advanced nursing practice in primary care or mental health practice settings. The student gains experience with research, health care policy, nursing theory and holistic practice. Nurse Practitioner specialty areas include Adult/Gero, Family, or Psych Mental Health.

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

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

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

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

Health Care Science Options
- Nutrition
- Health and Wellness Promotion
- Senior Fitness Instructor
- Strength & Conditioning
- Pre-Professional
- Allied Health Completion Program
- Medical Laboratory Science Program
- 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. Mary Ann Kluge, Health Promotion:
719-255-8047
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.

CONTACT: graduate students are responsible for the content and policies of the Graduate Department Student Handbook from the Beth-El website: www.uccs.edu/bethel/
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.

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.
<table>
<thead>
<tr>
<th>ATRN</th>
<th>Athletic Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>NURS</td>
<td>Nursing</td>
</tr>
</tbody>
</table>

Current students, search for Helen and Arthur E. Johnson Beth-El College of Nursing & Health Sciences classes in your MyUCCS Portal:

[www.uccs.edu/students](http://www.uccs.edu/students)

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

[course.uccs.edu/](http://course.uccs.edu/)
General Information

The academic policies, rules, and regulations of the University and the School of Public Affairs are detailed in the UCCS Academic Catalog: http://catalog.uccs.edu. The Catalog that governs a student’s graduation requirements is the one in effect at the time of the student’s most recent admission into the school/college of her/his degree program. Students should read the General Information section of the Academic Catalog and the introductory pages of this Registration Handbook thoroughly for important information about tuition and fees, adding and dropping courses, refund deadlines, student support services, grading policies, and withdrawal from the university.

Academic Programs

Undergraduate
- Bachelor of Arts in Criminal Justice
- Dual Bachelor of Arts in Criminal Justice / Sociology
- Dual Bachelor of Arts in Criminal Justice / Psychology
- Minor in Criminal Justice
- Certificate in Homeland Security

Accelerated Master’s Program (AMP)
- Accelerated Bachelor of Arts in Criminal Justice / Master of Criminal Justice

Graduate
- Master of Public Administration
- Master of Criminal Justice
- Dual Master of Public Administration / Master of Criminal Justice
- Dual Master of Public Administration/Master of Arts in Sociology

Certificates
- Criminal Justice
- Grant Writing, Management, and Program Evaluation
- Homeland Security and Emergency Management Ldrshp
- National Security Intelligence
- Nonprofit Management
- Public Management

More information about these programs is available in the Academic Catalog and on the School of Public Affairs website: www.uccs.edu/spa/programs.

Course Fees

Students enrolled in fully online CJ and PAD courses are assessed a $100 instruction fee per class. This fee is non-refundable after census date.

Deadlines for Adding and Dropping Courses

Specific add, drop, and refund deadlines are published in the Course Information Center: www.uccs.edu/registrar/course-deadlines. Students are responsible for knowing these deadlines. Courses that meet less than the full 16-week fall and spring semesters and the full 8-week summer semester have special prorated add and drop deadlines.

Incompletes

A grade of Incomplete may be granted when a student has successfully completed a substantial portion of the course, but is prevented from completing the class by circumstances beyond her/his control. The student must request an Incomplete grade, and it is at the instructor’s discretion to approve or deny this request. If the instructor agrees to grant an Incomplete, the student will make arrangements to complete the remaining coursework with the original instructor within one year, at which point the Incomplete will automatically convert to an F. The instructor may impose a shorter completion deadline at her/his discretion.

Undergraduate Studies

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 Admission Information section of this Handbook.

Undergraduate Academic Advising
Students are expected to assume responsibility for planning their academic programs in accordance with school rules, policies and major requirements. Academic Advising can answer questions about school policies and graduation requirements and will assist students in course selection and degree planning. All Criminal Justice majors should plan to meet with an academic advisor at least once a year. Although each student is assigned to a specific academic advisor, students should also work with Criminal Justice faculty for questions involving major requirements, and career or graduate school questions. It is the student’s responsibility to arrange academic advising meetings and faculty consultation. Students should schedule appointments to discuss their questions well in advance of registration.

Course Load

For fall and spring semesters, the minimum full-time course load is 12 credit hours and the maximum course load is 18 credit hours. If a student wishes to take more than 18 hours in a given semester, special permission must be obtained from the BACJ Director. These totals include all courses taken for credit at any University of Colorado campus but do not include correspondence courses, noncredit courses, or courses taken at other institutions. To receive credit, the student must be officially registered for each course. Students who hold or expect to hold full- or part-time employment while enrolled in the school must register for course loads they can expect to successfully complete.

Standards of Performance

All CJ core courses must have a grade of C or better. CJ elective courses must have a C- or better.

Probation/Suspension

To remain in good academic standing within the School of Public Affairs, students must maintain a cumulative University of Colorado (CU) GPA of 2.0 or better. Students whose cumulative CU GPA falls below a 2.0 will be placed on probation for the next semester in which they are enrolled. While on probation, students must achieve a minimum semester GPA of a 2.25. If the required semester GPA is not met, the student will be suspended from the School of Public Affairs for a full academic year (fall and spring).

Independent Study

Students who have completed a considerable portion of their undergraduate studies with distinction may submit a Petition for Independent Study and register for independent study with the approval of the assigned BACJ faculty member and the BACJ Director. The amount of credit to be given for an independent study project shall be arranged with the instructor. A maximum of eight credit hours of independent study may be applied toward the major and a maximum of 16 credit hours may be applied toward the bachelor’s degree. No student may register for more than eight hours of independent study in any one semester (summer, fall, or spring).

Graduating Students

Students expecting to graduate within one or two semesters should schedule a senior audit appointment by calling 719-255-3260 or by visiting Academic Advising, 2nd floor of Main Hall.
Graduate Studies

Graduate Admission
Admission to SPA graduate degree and certificate programs is made on a rolling basis, and applicants are admitted each semester. Applications are accepted up until a week before the start of each semester.

Non-Degree Seeking Student Status
A prospective graduate student who is preparing her/his application to SPA or awaiting an admission decision may take up to 12 credit hours of SPA coursework as a non-degree seeking student. Unless prior written approval is obtained from the SPA Dean and the Graduate School Dean, coursework in excess of 12 credit hours taken as a non-degree seeking student will not be applied toward the MPA or MCJ degree. Non-degree students who do not maintain a 3.0 grade point average may not be allowed to enroll in SPA courses.

Graduate Advising
Each student is assigned a faculty advisor. Newly admitted students should meet initially with the Graduate Recruitment and Retention Specialist to discuss registration, program requirements, and preliminary degree planning.

Course Load
For graduate students, a full-time course load is five or more credit hours taken during fall or spring semesters.

Standards of Performance
To be in good standing, students must have an overall grade point average of 3.0 or better in all coursework. A grade of B- or better is required in all classes counted towards the MPA, MCJ, Dual MPA/MCJ, and graduate certificates.

Probation and Suspension
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 be placed on probation for a period of one year; additionally, any student receiving a grade of F in any course is automatically placed on probation. After a student is placed on probation, s/he has a maximum of two semesters, or one calendar year, to raise her/his GPA to 3.0. Failure to raise the cumulative GPA to 3.0 in the time period outlined with result in suspension from the program.

Registering for Capstone/Thesis
Degree-seeking graduate students will complete either the Capstone Seminar or Master’s Thesis. All core courses must be successfully completed before taking Capstone/Thesis. Capstone Seminar requires three semester hours of credit, which is typically taken during the last semester of the student’s degree program. Master’s Thesis requires six semester hours of credit that normally spans the last two semesters of the student’s degree program. See the UCCS Academic Catalog for additional requirements.

Graduating Students
All students graduating from a master’s program must notify the SPA Graduate Recruitment and Retention Specialist prior to the semester in which they intend to graduate. Graduating students must also apply for graduation by completing the steps outlined on the Graduate School website: www.uccs.edu/graduateschool/current-students.
Current students, search for School of Public Affairs classes in your MyUCCS Portal:
www.uccs.edu/students

Spring classes can also be found on the UCCS Guest Search website:
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 Registrar’s Office at 719-255-331 or email registrar@uccs.edu

To find course deadlines, log into your myUCCS Portal, locate your classes under “academics” and click on the “deadlines” icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on “My Class Schedule” for each course. Specific deadlines by course can also be found at www.uccs.edu/registrar/summer-2019-short-course-deadlines

Full-time/Part-time Enrollment Definition

1. A full-time undergraduate degree seeking student is one who is enrolled for at least 12 credit hours. Undergraduate degree seeking students are considered part-time when they are enrolled for fewer than the hours described above. Undergraduates enrolled in 6-11 credit 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.
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: [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 (CDHE) 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?

Office of the Registrar – 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: www.cu.edu/ums/cof/faq

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).
<table>
<thead>
<tr>
<th>Business, College of (see page 32)</th>
<th>GPS</th>
<th>Gateway Program Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT Accounting</td>
<td>GRK</td>
<td>Greek</td>
</tr>
<tr>
<td>BGSO Business, Government, and Society</td>
<td>GRNT</td>
<td>Gerontology</td>
</tr>
<tr>
<td>BLAW Business Law</td>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>BUAD Business Administration</td>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>ENTP Entrepreneurship</td>
<td>ID</td>
<td>Interdepartmental Studies</td>
</tr>
<tr>
<td>FNCE Finance</td>
<td>INDS</td>
<td>Interdisciplinary Studies (3 Yr CU Online)</td>
</tr>
<tr>
<td>HCAD Health Care Administration</td>
<td>JPNS</td>
<td>Japanese</td>
</tr>
<tr>
<td>HRMG Human Resource Management</td>
<td>LAT</td>
<td>Latin</td>
</tr>
<tr>
<td>INF5 Information Systems</td>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>INTB International Business</td>
<td>MS</td>
<td>Military Science</td>
</tr>
<tr>
<td>MGMT Management</td>
<td>MSGP</td>
<td>Museum Studies and Gallery Practice</td>
</tr>
<tr>
<td>MKTG Marketing</td>
<td>MUS</td>
<td>Music</td>
</tr>
<tr>
<td>OPTM Operations Management</td>
<td>PES/PHYS</td>
<td>Physics</td>
</tr>
<tr>
<td>PGMT Professional Golf Management</td>
<td>PHIL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>QUAN Quantitative Methods</td>
<td>PORT</td>
<td>Writing Portfolio</td>
</tr>
<tr>
<td>SPTM Sport Management</td>
<td>PSC</td>
<td>Political Science</td>
</tr>
<tr>
<td>STRT Strategy</td>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>RUSS</td>
<td>Russian</td>
</tr>
<tr>
<td></td>
<td>SOC</td>
<td>Sociology</td>
</tr>
<tr>
<td></td>
<td>SPAN</td>
<td>Spanish</td>
</tr>
<tr>
<td></td>
<td>THTR</td>
<td>Theatre</td>
</tr>
<tr>
<td></td>
<td>UTLS</td>
<td>UTeach - LAS</td>
</tr>
<tr>
<td></td>
<td>VA</td>
<td>Visual Arts</td>
</tr>
<tr>
<td></td>
<td>VAPA</td>
<td>Visual and Performing Arts</td>
</tr>
<tr>
<td></td>
<td>WEST</td>
<td>Women's and Ethnic Studies</td>
</tr>
<tr>
<td>Education, College of (see page 35)</td>
<td>Nursing &amp; Health Science, Beth-El College of (see page 45)</td>
<td></td>
</tr>
<tr>
<td>AMTC Acad Military Trainer Cohort</td>
<td>ATRN</td>
<td>Athletic Training</td>
</tr>
<tr>
<td>ANTH Anthropology</td>
<td>HSCI</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>AOCO Air Officer Commanding Cohort</td>
<td>NURS</td>
<td>Nursing</td>
</tr>
<tr>
<td>COUN Counseling &amp; Human Services</td>
<td>Public Affairs, School of (see page 49)</td>
<td></td>
</tr>
<tr>
<td>CURR Curriculum and Instruction</td>
<td>CJ</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>IECE Inclusive Early Childhood Education</td>
<td>PAD</td>
<td>Public Administration</td>
</tr>
<tr>
<td>IELM Inclusive Elementary Education</td>
<td>Cross-College Programs</td>
<td></td>
</tr>
<tr>
<td>LEAD Leadership, ED</td>
<td>NAVI</td>
<td>Navigate</td>
</tr>
<tr>
<td>SPED Special Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TED Teacher Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTED UTeach Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering, College of (see page 37)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS Computer Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DASE Data Analytics &amp; Systems Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE Electrical &amp; Computer Engr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMGT Engineering Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENE Energy Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGR Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDD Game Design and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INOV Innovation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAE Mechanical &amp; Aerospace Engr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCE Space Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SYSE Systems Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters, Arts &amp; Sciences, College of (see page 39)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFAS Air Force Aerospace Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH Art History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARBC Arabic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASL American Sign Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHIN Chinese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DNCE Dance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON Economics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENSC Energy Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCS Foreign and Cultural Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILM Film Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR French</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOL Geology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GER German</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GES Geog. and Environmental Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Numbering System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of courses numbered 9000-9980:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9000-9290, Lower Division, Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9300-9490, Upper Division, Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9500-9590, Graduate, Level 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9600-9790, Graduate, Level 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9800-9980, Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**INDEX**

- Academic Advising (Undergraduate) .......................................................... 19
- Account Balance Online ........................................................................... 16
- Add/Drop Courses ..................................................................................... 10
- Admission Applicant Types ........................................................................ 8
- Admission Information ............................................................................... 7
- Affirmative Action ...................................................................................... 27
- Application Deadlines ................................................................................ 7
- Appeals, Student ...................................................................................... 29
- Appeals, Tuition ......................................................................................... 11
- Beth-El Nursing and Health Sciences ....................................................... 45
- Billing ......................................................................................................... 13
- Bookstore .................................................................................................. 20
- Business, College of .................................................................................. 32
- Calendar ..................................................................................................... 6
- Campus Map ............................................................................................... 5
- Campus Safety Information (Public Safety) ............................................... 25
- Career Center ............................................................................................. 20
- Chancellor Leadership Class .................................................................... 21
- Changes, Schedule .................................................................................... 10
- Childcare, Family Development Center ................................................... 21
- Closing, Campus ........................................................................................ 20
- COF Information ........................................................................................ 54
- Commencement .......................................................................................... 18
- Communication Center ............................................................................. 21
- Copy Center ................................................................................................ 21
- Course Offering Index ................................................................................ 56
- Credit Changes ........................................................................................... 10
- Dean of Students, Office of ...................................................................... 21
- Declaration of Major ................................................................................. 18
- Degree Audit ............................................................................................... 18, 20
- Directory .................................................................................................... 4
- Disability Services ...................................................................................... 21
- Diversity and Inclusiveness ...................................................................... 21
- Drop/Add Courses ..................................................................................... 10
- Drugs and Alcohol Policy ......................................................................... 27
- Education, College of ............................................................................... 35
- E-Mail Policy ............................................................................................... 18
- Engineering & Applied Science, College of ............................................. 37
- Enrollment Verification .............................................................................. 18
- Federal Family Educ. Rights & Privacy Act (FERPA) ............................. 27
- Fees, Tuition and ....................................................................................... 13
- Final Exam Policy .................................................................................... 53
- Financial Aid .............................................................................................. 21
- First Year Experience ................................................................................ 22
- FAQ’s .......................................................................................................... 17
- Gateway Program ...................................................................................... 24
- Grades, Final ............................................................................................. 18
- Graduation Requirements .......................................................................... 18
- Honor Code ............................................................................................... 19
- Housing, On-Campus ............................................................................... 22
- Housing Assistance, Off-Campus ............................................................. 23
- Immunization Information ........................................................................ 30
- Information Technology, Office of ........................................................... 23
- Institutional Equity, Office of .................................................................. 23
- Intercampus Registration .......................................................................... 10
- International Affairs .................................................................................. 23
- Invitation to Register ................................................................................. 9
- Lane Center .............................................................................................. 23
- Languages and Social Sciences Center (LSSC) ........................................ 23
- Late Application ....................................................................................... 7
- Letters, Arts & Sciences, College of ......................................................... 39
- LGBT+ Resource Center .......................................................................... 24
- Library, Kraemer Family .......................................................................... 23
- Map, Campus ............................................................................................ 5
- Math Center .............................................................................................. 24
- Math Placement Test ................................................................................ 24
- Military Student Affairs ............................................................................ 26
- Multicultural Affairs (MOSAIC) ............................................................... 24
- No-Credit Enrollment ............................................................................... 10
- Nursing and Health Sciences, Beth-El .................................................... 45
- Orientation ............................................................................................... 19
- Parking & Transportation ......................................................................... 12
- Pass/Fail Enrollment ................................................................................ 10
- Payment Online ....................................................................................... 13
- Payment Policies and Deadlines ............................................................... 15
- Pre-Collegiate Support and Success Ctr. .................................................. 24
- Progress Report/Degree Audit ................................................................ 18, 20
- Prospective Students ............................................................................... 24
- Public Affairs, School of .......................................................................... 49
- Public Safety, Department of .................................................................. 24
- Rebates, Withdrawal from School ........................................................... 11
- Recreation, Campus ................................................................................ 20
- Refund Deadlines .................................................................................... 17
- Registration, Online ................................................................................ 9
- Residency Classification .......................................................................... 28
- Rioting Act, Colorado .............................................................................. 27
- Schedule Changes .................................................................................... 10
- Science Center .......................................................................................... 25
- Sexual Harassment Policy ........................................................................ 28
- Short Course Information ........................................................................ 52
- Student Conduct ...................................................................................... 29
- Student Employment ............................................................................... 22
- Student Life & Leadership ...................................................................... 25
- Student Outcome Assessment .................................................................. 19
- Student Right-to-Know ............................................................................ 29
- Testing Center .......................................................................................... 26
- Third Party Assistance ............................................................................. 26
- Transcripts ............................................................................................... 13
- Tuition and Fees ....................................................................................... 13
- Tuition Appeals ........................................................................................ 11
- Tuition Payment Options ......................................................................... 13
- Tuition Payment Policies and Deadlines ................................................. 15
- UCCS Online Radio ................................................................................ 25
- University Calendar .................................................................................. 6
- University Center .................................................................................... 25
- Verification of Enrollment ........................................................................ 18
- Veterans’ Affairs ...................................................................................... 26
- Waitlists .................................................................................................... 9
- Wellness Center ....................................................................................... 26
- Withdrawing From School ...................................................................... 11
- Writing Center ......................................................................................... 26
USE IT.
DON’T LOSE IT.

Have you applied for the College Opportunity Fund?

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.

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 10, 2019, to best help us provide better service during the registration and billing process for summer 2019.

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.)

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

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

Your college’s total in-state tuition

— The College Opportunity Fund state stipend

— The share you pay for in-state tuition