



## Registration Handbook

### Fall 2024

The Registration Handbook contains relevant information pertaining to course registration (add/drop/withdrawal), tuition and fees, payment policies and refunds. In addition to the Registration Handbook, the [Course Information Center](#) provides links to additional resources including the [2024-2025 Academic Catalog](#).

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## Important Dates

- |   |                    |
|---|--------------------|
| • Online Registration Begins  | April 15, 2024     |
| • Open Enrollment Begins  | August 1, 2024     |
| • First Day of Full Semester Classes  | August 26, 2024    |
| • Last Day to Add Without Approval <sup>1</sup><br>(Full semester classes)      | September 1, 2024  |
| • Census Date <sup>2</sup><br>(Full semester classes)                           | September 12, 2024 |
| • Last Day to Withdraw Without Approval <sup>3</sup><br>(Full semester classes) | November 1, 2024   |
| • Commencement  | December 20, 2024  |
| • Semester Ends   | December 21, 2024  |

Visit the UCCS [Academic Calendar](#) for a list of all Fall 2024 [Course Deadlines](#) and registration and enrollment dates.

### <sup>1</sup> Last Day to Add Without Approval:

- Last day to add full semester courses without approval of the instructor.
- Short courses have different enrollment dates. See the [Short Course Deadlines](#) page for specific add dates.

### <sup>2</sup> Census Date:

- Last day to register for full semester courses. Instructor, dean, and Student Financial Services approvals are needed to add a course after this date.
- Last day to cancel (complete schedule dropped) or drop full semester courses with a 100% adjustment and avoid a 'W' grade. NO refunds after this date. Note: Short courses have different withdrawal and refund dates. See the [Short Course Deadlines](#) page for specific dates.

### <sup>3</sup> Last Day to Withdraw Without Approval:

- Last day to withdraw from full semester courses without approval of the instructor and dean.
- Short courses have different withdrawal and refund dates. See the [Short Course Deadlines](#) page for specific drop/withdraw dates.
- No refunds given for course withdrawals and a 'W' grade will be given.

## Orientation

All new undergraduate degree seeking students, including new freshmen and transfer students, are required to attend a new student orientation (on campus or virtual). Registration occurs at orientation. Unclassified students are not required to attend an orientation.

New graduate students are not required to attend an orientation unless otherwise instructed to do so by the program in which they plan to enroll. Contact the [Graduate School](#) at 719-255-3417 or [gradinfo@uccs.edu](mailto:gradinfo@uccs.edu) for additional information.

Students on F-1 visas need to check with their international advisors for orientation requirements.

## Course Registration

### ***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," log into your [myUCCS Portal](#), and select 'Register for Classes (add/drop)' in your Student Center. Check the following:

- Check the address on your Invitation to Register: If it is incorrect, please update it through your Student Center under 'Profile'.

- Make sure you have no financial, academic, or other holds that will prevent your registration (Tasks – Holds in your Student Center).
- Check your assigned enrollment appointment. You may register at or after your assigned time but no later than September 1, 2024, without approval for full semester length classes.

### **Adding Courses**

The deadline to add a full semester length course through [myUCCS Portal](#) without approval is September 1, 2024. Courses may be added with instructor approval (permission number or add form) through census day, September 12, 2024. After this date courses must be added in person at the Office of the Registrar or via email to [registrar@uccs.edu](mailto:registrar@uccs.edu) with approval signatures from the instructor, dean, and Student Financial Services. 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.

For videos and instructions on course registration, visit: <https://registrar.uccs.edu/register>.

Students 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.

*Select Course => Put Course in Shopping Cart => Move Course from Shopping Cart into Schedule*

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

### **Understanding Waitlists**

Closed courses may have waitlists. If you try to register for a closed class which has a waitlist, you will need to select the “Class Details” link and check the “Waitlist” box. The message, “Waitlist if class is full,” will display. As openings occur in a waitlisted course, you will automatically be registered in the course. You will receive an email at your uccs.edu email address if you have been enrolled in the class from the waitlist.

Note: The portal will allow students to waitlist for more than one closed section of the same class. If a student is added from one section's waitlist, then they will be automatically dropped from the other section's waitlist. In addition, the system will allow students to fully register for an open section of a course and waitlist for a closed section of that same course. To do this, a student must enroll in the open section first before placing themselves on the closed section's waitlist. If a student is waitlisted for a closed section and then registers for an open section after, they will automatically be dropped off the closed section's waitlist.

**\*Important\*** If a student is fully enrolled in an open section of a course and waitlisted for a closed section of that same course, the student will be dropped from the open section if they are added off the waitlist for the closed section (unless that specific class is repeatable for credit). Students on a waitlist are automatically enrolled into a course if a seat becomes available or enrollment limits are increased. Students should contact the instructor for approval to be added off a waitlist over the enrollment limit.

***It is your responsibility to check your waitlist position and enrollment status in [myUCCS Portal](#).***

***Note: Waitlisted courses WILL appear in Canvas. If you have waitlisted courses, check your enrollment status in [myUCCS Portal](#) frequently.***

***You will be financially responsible for the courses that change from waitlist 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 September 2, 2024.

***After waitlists are purged you may still add courses with instructor written approval (course add form or permission number) through September 12, after which you will also need the signature of the dean and Student Financial Services.***

### ***Time Conflicts, Credit Overloads, and Requisites***

The registration system will not permit you to register for time conflicts, credit overloads, or courses with special restrictions. Undergraduates must contact the Academic Advising office for overloads. Graduate students must contact their program Graduate Coordinator for overloads. Time conflicts require an add course form signed by the instructor of the course to be added and the instructor of the conflicting course. Permission numbers can be utilized for restrictions/requisites until census date.

**Registering in a course without meeting a course requisite is subject to disenrollment from that course. Students should contact the academic department with any questions.**

### ***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 September 12, 2024 for full semester length courses.

Exceptions:

After September 12, 2024, Credit Change forms require the instructor, dean, and Student Financial Services approvals prior to submission to the Office of the Registrar.

If you are receiving Veterans' benefits, you must obtain an applicable approval signature.

### ***Short Course Information***

Courses that meet less than 16 weeks during the fall and spring semesters or 8 weeks during the summer have special refund deadlines. The deadlines for dropping short courses without financial penalty are based upon the length of the course. If you have questions, please contact the Office of the Registrar [registrar@uccs.edu](mailto:registrar@uccs.edu) or 719-255-3361.

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.

### [Dropping a Course](#)

The deadline to drop a full semester course, receive a refund, and avoid a 'W' grade is census date, September 12, 2024. Anything after this date is a course withdrawal.

### [Withdrawing](#)

The deadline to withdraw from a full semester course in myUCCS portal without obtaining instructor and dean approvals is November 1, 2024. After this date, signatures from the instructor and dean on an [Add/Drop Form](#) are required. Approval to withdraw from a course after this deadline is not guaranteed.

### **IMPORTANT**

***NO REFUND for full semester courses dropped after September 12, 2024.  
If you are withdrawing ALL your courses, the University considers this to be COMPLETE SEMESTER withdrawal. Any student completely withdrawing for the semester after November 1, must complete a [Complete Semester Withdrawal Request Form](#) through the Dean of Students Office.***

***Financial Aid or Veteran benefit recipients are strongly encouraged to verify the impact of the requested course change(s) on their eligibility and funding.***

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 semester 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.

### ***Pass/Fail Enrollment***

Pass/Fail regulations vary according to the school or college offering the course and the student's college. Undergraduate students should check with the [Academic Advising](#) office for the limits that may exist for taking courses in a given semester 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 with the Office of the Registrar. The deadline for pass/fail registrations is September 12. After September 12, all pass/fail requests will be routed to the dean for approval.

Graduate Students should refer to the [Graduate School Policies and Procedures](#) regarding pass/fail grading.

### ***No-Credit Enrollment***

Students wishing to enroll for no credit grading must pay regular tuition and fees. It is important for students to contact the Financial Aid Department as No-Credit courses are not eligible for aid. To register for no credit, the student should complete a Credit Change form at the Office of the Registrar. Deadlines and rules for changing a course to No-Credit are the same as for Add/Drop. All courses taken as No-Credit will receive a grade of NC.

Exceptions:

Courses in the College of Business cannot be taken for no credit. Graduate Students should refer to the [Graduate School Policies and Procedures](#) regarding no-credit enrollment.

### **Intercampus Enrollment**

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 Enrollment Forms](#) are available online or in the Office of the Registrar. Course enrollment deadlines follow those at the *host campus*.

Unless using Intercampus Enrollment, students who register at more than one CU campus must apply, be admitted and pay tuition and fees to each campus for the number of credits carried at each campus.

### **Class Schedule Changes**

Changes to the class schedule (additions, cancellations, day/time changes, room changes, and instruction mode changes) are updated throughout the registration period. Check your class schedule periodically for changes.

### **Grade Forgiveness**

UCCS allows Grade Forgiveness for undergraduate degree seeking students beginning with the spring 2022 semester. Grade Forgiveness can only apply to courses you have taken in the fall 2021 semester and forward. No courses prior to fall 2021 can be forgiven. Student and course eligibility, considerations, request form and other important information is available online on the [Grade Forgiveness](#) page.

### **Enrollment Status**

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

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

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## **Student Financial Services**

### **Tuition and Fees/Student Bills**

To avoid costly mistakes and unnecessary late and service charges, carefully review this section of the schedule. If you register on or before July 27, 2024, your tuition and fee bill will be available online on July 28, 2024. If you register after July 27, 2024, your account balance will be available on your myUCCS Portal. Estimate your tuition and fees at:

<https://bursar.uccs.edu/estimate-your-bill>. Students who register on or before September 12, 2024, must pay their tuition and fees in full by September 12, 2024, or have enrolled in a payment plan by September 12, 2024.

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

Questions regarding tuition and fees should be addressed to Student Financial Services, 719-255-3391.

***Payment Options:***

Option 1: Pay in Full

- Due date is September 12, 2024.

Option 2: Auto Deduction Payment Plan

You must pay \$45 (Non-Refundable Payment Plan Fee) at the time of enrollment in a Payment Plan.

- 4 Pay-Plan – Available July 28, enroll by August 19, 2024
- 3 Pay-Plan – Available July 28, enroll by September 12, 2024

\*September 12, 2024 is the last day to enroll in a payment plan without late fines and service charges being assessed. Refer to the [Student Financial Services website](#) for more details.

Option 3: Financial Aid

All financial aid is applied to the tuition and fee bill. Any over-payment will be refunded to the student. Students enrolled for fall 2024 will have until September 12, 2024, to pay for any charges not covered by their financial aid awards or have enrolled in a Payment Plan by September 12, 2024.

***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.***

Payments by Mail\* ***Postmarks are not honored***

University of Colorado Colorado Springs Cashier  
1420 Austin Bluffs Parkway Colorado Springs, CO 80918-3733

Payments in Person

We accept Cash, Checks or Credit Cards (2.85% Credit/Debit Card Service Fee). The Cashier is located on the 2nd Floor, Main Hall

Online Payments

[UCCS Student Portal](#)

We accept Visa, MasterCard, American Express, Discover, and electronic check payments. (2.85% 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.

***Be sure your address is correct. You may make changes on the web at [myUCCS 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.

Submit Sponsor Billing Request through your [myUCCS Portal](#); select Student Financials (Bursar) tab, select Sponsor Billing Request, and following the remaining steps.

- September 12, 2024 - Last day to turn in your Sponsor Billing Request to avoid late fees and service charges.

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 September 12, 2024. 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 [myUCCS Portal](#) in the Student Financials (Bursar) tab. If you have any questions, call 719- 255-3391.***

### **Returned Checks**

Students will be assessed a \$30 returned check charge for each returned check and may be subject to service charges, late fines, collection, and financial stops. Do not stop payment on your check. A stop payment will result in a \$30 fine.

Credit/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 Dropping a Course and Tuition & Fees sections 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, and diplomas.



4. Referral to the State of Colorado Central Collection Services or an outside collection agency, which will result in:
  - a. collection costs, interest, and/or attorney fees
  - b. garnishment (when a judgement is pursued)
  - c. reporting to national credit bureaus
  - d. withholding of state income tax refund

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

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

### **Tuition**

Tuition Rates are published at <https://bursar.uccs.edu/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: <https://bursar.uccs.edu/tuition-and-fees>.

### **Candidate for Degree**

Students enrolled only to defend or submit a thesis/dissertation will pay the equivalent of one semester hour resident graduate tuition, plus appropriate fees described in the "Tuition and Fees" section. Questions regarding tuition and fees should be addressed to the Student Financial Services, 719-255-3391.

### **DO NOT WAIT FOR YOUR BILL!!!**

Your account balance is due on September 12, 2024. You can make your payment in your student portal. There will be no disenrollment for non-payment.

You can make your payment via the [myUCCS Portal](#). Please visit the Student Financial Services web site at [bursar.uccs.edu](https://bursar.uccs.edu) or call 719-255-3391 for more details.

***A PAYMENT MUST BE RECEIVED BY 5:00 PM, SEPTEMBER 12, 2024.  
IF SENDING BY MAIL, ALLOW 5 DAYS FOR DELIVERY.***

***POSTMARKS WILL NOT BE HONORED.***

### **Refund Deadlines for Full Semester Length Courses – September 12, 2024**

- 100% adjustment if ALL courses are dropped by this date
- 100% if individual courses are dropped by this date
- **NO** refunds after this date
- **NO** refunds for complete withdrawal from the University after this date

# Fall 2024 Payment Policies and Deadlines

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

## \$45.00 Payment Plan Enrollment Fee Upon Sign-Up

<b>4</b> <b><u>Payment Plan</u></b>	<b>3</b> <b><u>Payment Plan</u></b>
<b>Available: July 28</b>	<b>Available: July 28</b>
<b>Enroll by: August 19</b>	<b>Enroll by: September 12</b>
<b>Auto Deductions Occur:</b>	<b>Auto Deductions Occur:</b>
Aug. 20	Sep. 20
Sep. 20	Oct. 20
Oct. 20	Nov. 20
Nov. 20	

### A PAYMENT PLAN REQUIRES:

1. Enrollment in the current semester.
2. Balance is current and not past due.
3. Enrolling ONLINE through your myUCCS Portal.
4. Providing and setting up the automatic payments with your checking/savings account or credit/debit card information. (A service fee of 2.85% is assessed on a credit/debit card transaction).
5. Immediate process of the \$45.00 non-refundable payment plan convenience fee.
6. Payments automatically deducted on the 20<sup>th</sup> 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.
10. 2 Pay-Plan is available from September 21<sup>st</sup> to October 12<sup>th</sup>.

Please refer to our Student Financial Services website for Payment Plan dates and details:

<https://bursar.uccs.edu/calendar/fall-2024>



**First Financial Aid Disbursement: August 16, 2024**

**First Student Electronic Bills Will Be Available Online: August 18, 2024**

**PAYMENT DUE DATE: SEPTEMBER 12, 2024**

**DO NOT WAIT FOR A BILL!**

**YOU CAN MAKE YOUR PAYMENT IN YOUR UCCS STUDENT PORTAL.**

**STUDENTS WHO HAVE REGISTERED AND HAVE NOT MADE PAYMENT ARRANGEMENTS BY SEPTEMBER 12, 2024 WILL BE SUBJECT TO LATE FINES AND SERVICE CHARGES.**

**THERE WILL BE NO DISENROLLMENT FOR NON-PAYMENT.**

**BILLS WILL ONLY BE ACCESSIBLE ONLINE THROUGH YOUR STUDENT PORTAL. YOU WILL RECEIVE AN E-MAIL NOTIFICATION WHEN A NEW BILL IS AVAILABLE ONLINE. If you have set up any Authorized Payers, they will also receive an E-Mail Notification.**

#### Payments by Mail

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

#### Payments in Person

Cash, Checks or Credit Cards  
Cashier Office  
2<sup>nd</sup> floor Main Hall

#### Online Payments

Credit Cards & Electronic Checks  
Students: myUCCS Portal - QuickPay  
Authorized Payers: QuickPay

\*If you pay by credit/debit card, there will be a 2.85% service fee.

**IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS, CALL 719-255-3391 OR EMAIL [BURSAR@UCCS.EDU](mailto:BURSAR@UCCS.EDU).**