



# University of Colorado Colorado Springs

## Registration Handbook Spring 2026

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 [2025-2026 Academic Catalog](#).

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## **Important Dates**

|                                                                                 |                  |
|---------------------------------------------------------------------------------|------------------|
| • Online Registration Begins                                                    | October 27, 2025 |
| • First Day of Full Semester Classes                                            | January 20, 2026 |
| • Last Day to Add Without Approval <sup>1</sup><br>(Full semester classes)      | January 26, 2026 |
| • Census Date <sup>2</sup><br>(Full semester classes)                           | February 4, 2026 |
| • Last Day to Withdraw Without Approval <sup>3</sup><br>(Full semester classes) | April 3, 2026    |
| • Commencement                                                                  | May 15, 2026     |
| • Semester Ends                                                                 | May 16, 2026     |

Visit the UCCS [Academic Calendar](#) for a list of all [Spring 2026 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 add full semester courses with instructor approval *only*. Instructor, academic dean, and Student Financial Services approvals are needed to add a course after this date.
- Last day to cancel (complete schedule dropped) or drop individual courses with a 100% adjustment and avoid a 'W' notation (full semester courses). NO refunds after this date. Note: Short courses have different add, drop, 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. If withdrawing from all courses after this date, approval from the [Office of the Dean of Students](#) is required. If withdrawing from individual courses after this date, academic department approvals are required on a [Late Withdrawal Form](#).
- 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' notation 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). Enrollment takes place during orientation. Readmitted undergraduate students are not required to attend an orientation, but it is highly recommended.

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. Visit [Orientation's webpage](#) for more information and different orientation options.

## **Course Registration**

### **Enrollment Appointment Date & Time**

Your 'Enrollment Appointment' will be emailed to you in advance with your assigned online registration appointment day/time. For any semester (fall, spring, or summer), your enrollment date and time is based upon your academic level and status as a student at UCCS. This date and time controls when you can

register for your courses (move courses from your shopping cart into your course schedule).

Once you receive your appointment, log into your [myUCCS Portal](#), and select 'Register for Classes (add/drop)' in your Student Center. You will be prompted to complete your 'pre-registration tasks'. Here you will be able to confirm or update your current contact information.

It is also important that you resolve any existing [account holds](#) that may prevent you from registering during your assigned enrollment appointment (Tasks – Holds in your Student Center).

You may register at or after your assigned enrollment appointment time but no later than January 26 without approval for full semester length classes.

Visit the [Registrar's registration guide](#) for more information.

### Adding Courses

The deadline to add a full semester length course through [myUCCS Portal](#) without approval is January 26. Courses may be added with instructor approval (permission number or [Add Course Form](#)) through census day, February 4. 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 approvals 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. Courses added after census date are not eligible for the Colorado Opportunity Fund. If a student doesn't register for their first full semester course until after census date, a \$50 late registration fee is assessed.

For videos and instructions on course registration, visit the [Registrar's registration guide](#) for more information.

\*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 in the course.

**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.**

| Enrollment Deadlines by Session                                                             |                                              |                                                            |                                                         |
|---------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------|---------------------------------------------------------|
| Session                                                                                     | Last Day to Enroll/Waitlist without Approval | Instructor Approval Required to Enroll through Census Date | Instructor, Dean, & Bursar Approvals Required to Enroll |
| <b>Full Semester Length Courses:<br/>Main Campus Semester (C/CEC)</b>                       | Monday, January 26th                         | Tuesday, January 27th-<br>Wednesday, February 4th          | Thursday, February 5th                                  |
| <b>First 8 weeks:<br/>Session A (CMA/CE1)</b>                                               | Friday, January 23rd                         | Saturday, January 24th –<br>Wednesday, January 28th        | Thursday, January 29th                                  |
| <b>Second 8 weeks:<br/>Session B (CMB/CE2)</b>                                              | Friday, March 20th                           | Saturday, March 21st –<br>Thursday, March 26th             | Friday, March 27th                                      |
| <b>Short Courses:<br/>Pre-Term (CPT), Intensive (CDD/CED),<br/>&amp; Spring Break (CSB)</b> | <a href="#">Short Course Deadlines</a>       | <a href="#">Short Course Deadlines</a>                     | <a href="#">Short Course Deadlines</a>                  |

## Understanding Waitlists

Closed courses may have waitlists. If you try to register for a closed class which has a waitlist, you will need to be sure the 'Add to waitlist if class is full' box is checked. The system will default this box to be checked. As spots open in a waitlisted class, you will automatically be enrolled 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.

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 then waitlist for a closed section of that same course by using the 'drop if enrolled' feature. To do this, a student must enroll in the open section first before placing themselves on the closed section's waitlist. When adding the waitlisted section, the 'drop if enrolled' feature will autofill with the section the student is already enrolled in (unless that specific class is repeatable for credit). Once 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 once added off the waitlist for the closed section.

If a student waitlists for a closed section first and then enrolls in an open section, they will automatically be dropped off the waitlist for the closed section. The enrolled section will always take priority.

The 'drop if enrolled' feature may also be used for different courses. To do this, you must follow the same steps of enrolling in an open course section first before placing yourself on a closed course section's waitlist. When adding the waitlisted section, the 'drop if enrolled' feature will need to be filled in with the enrolled section class number (you may also use the magnifying glass to pull up your enrollment).

Important: Students on any 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. Waitlists are deleted after the last day to add without approval has passed. You will be deleted off a waitlist if you have not been fully enrolled at that time. For full semester length classes, waitlists will be deleted on January 27. After waitlists are deleted, you may still add courses with instructor approval (course add form or permission number) through February 4, see 'Adding Courses' above for more information.

***It is the student's responsibility to check their waitlist position and enrollment status in their myUCCS Portal.***

***Waitlisted courses WILL appear in Canvas. If you have waitlisted courses, frequently check your enrollment status in your myUCCS Portal. You will be financially responsible for the courses that change from waitlist to enrolled status.***

| Waitlist Deadlines by Session                                                               |                                           |                                        |
|---------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------|
| Session                                                                                     | Waitlist Available Until<br>(11:50pm MST) | Waitlists Deleted<br>(9:00am MST)      |
| <b>Full Semester Length Courses:<br/>Main Campus Semester (C/CEC)</b>                       | Monday, January 26th                      | Tuesday, January 27th                  |
| <b>First 8 weeks:<br/>Session A (CMA/CE1)</b>                                               | Friday, January 23rd                      | Monday, January 26th                   |
| <b>Second 8 weeks:<br/>Session B (CMB/CE2)</b>                                              | Friday, March 20th                        | Monday, March 23rd                     |
| <b>Short Courses:<br/>Pre-Term (CPT), Intensive (CDD/CED),<br/>&amp; Spring Break (CSB)</b> | <a href="#">Short Course Deadlines</a>    | <a href="#">Short Course Deadlines</a> |

## Time Conflicts, Credit Overloads, and Requisites

The registration system will not allow you to enroll in a class under certain circumstances. If a course has a time conflict with another course on your schedule, you must obtain approvals from *both* instructors to enroll. Approvals should be on a [Add Course Form](#) and submitted to the Office of the Registrar.

If a class will exceed your total allowed number of credits for the semester, undergraduates must contact their academic advisor and graduate students must contact the [Graduate School](#) for credit overload forms/approvals.

Other class restrictions may include co-requisites, pre-requisites, academic level, or a student program/career requirement not being met. In these cases, approvals may vary. It is best to speak to your academic advisor or the academic department to obtain a permission number. Please review the instructions on the [Add Course Form](#) for more information. Permission numbers are no longer valid after a course's census date.

**Registering for a course without meeting a course requisite is subject to disenrollment from that course. Students should contact the academic department or their academic advisor with any questions regarding specific course requisites.**

## Credit Changes

To change the number of credits you are registered for in a variable credit course, you can use the 'Update a Class' feature in your [myUCCS Portal](#). Select 'Register for Classes (add/drop)' from the menu then select 'Update a Class'. If you are enrolled in a variable credit class, the class will populate in your list of editable classes. Deadlines and approvals are the same as course adds. After the 'Last Day to Enroll without Approval', a permission number will be required to make this change in the portal. This functionality is no longer available after February 4 (census date) for full semester length courses and a Credit Change Form must be requested from the Office of the Registrar.

## Dropping a Course

The deadline to *drop* a full semester course, receive a refund, and avoid a 'W' notation is census date, February 4 for full semester length courses. Anything after this date is considered a course withdrawal.

You may cancel your enrollment by dropping all courses (zero credit hours remaining) in your myUCCS portal by 11:50pm (MST) on census date and receive a full refund and avoid receiving any grades (full semester length courses). After census date a student withdrawing from all courses (zero credit hours remaining), is completely withdrawing for the semester.

### **IMPORTANT**

**NO REFUND for full semester length courses dropped after February 4.**

*\*Although most courses scheduled are full semester length courses (Main Campus Session), students have the option to register for courses in different sessions. By doing so, academic, enrollment, and financial deadlines can differ. Students should always drop/withdraw from specific courses on their own in their myUCCS portal prior to deadlines. Students can see course deadlines in their myUCCS Portal by going to their class schedule under 'Register for Classes (add/drop)' and selecting the 'Enrollment Deadlines' link under each course. Instructions for students can be located on the Registrar's Student Resources webpage under '[Locating Drop Deadlines in myUCCS Portal](#)'. Visit our [Drop and Withdrawal Policies and Procedures webpage](#) for more details.\**

## Withdrawing

For full semester length courses, you may *withdraw* in your myUCCS portal after census date through April 3. No approval is needed until after April 3. These courses are nonrefundable, and a 'W' notation will be assigned automatically. After this date, college/department approvals on an [Late Withdrawal Form](#) are required. Approval to withdraw from a course after this deadline is not guaranteed.

If requesting to withdraw from *all courses* after April 3, you must submit a [Complete Semester Withdrawal Request Form](#) through the Office of the Dean of Students. Information is available on the [Office of the Dean of Students webpage](#). These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, courses are assigned a 'W' notation, and no refund will be given.

Prior to withdrawing, you should always verify the impact of the requested course change for eligibility and funding with the following offices when applicable to your situation: Financial Aid, Office of Veteran and Military Affairs, Athletics, and International Affairs.

*\*Although most courses scheduled are full semester length courses (Main Campus Session), students have the option to register for courses in different sessions. By doing so, academic, enrollment, and financial deadlines can differ. Students should always drop/withdrawal from specific courses on their own in their myUCCS portal prior to deadlines. Students can see course deadlines in their myUCCS Portal by going to their class schedule under 'Register for Classes (add/drop)' and selecting the 'Enrollment Deadlines' link under each course. Instructions for students can be located on the Registrar's Student Resources webpage under '[Locating Drop Deadlines in myUCCS Portal](#)'. Visit our [Drop and Withdrawal Policies and Procedures webpage](#) for more details.\**

| Withdrawal Deadlines by Session                                                             |                                        |                                          |
|---------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------|
| Session                                                                                     | Census Date<br>(Last Day to Drop)      | Last Day to Withdraw without<br>Approval |
| <b>Full Semester Length Courses:<br/>Main Campus Semester (C/CEC)</b>                       | Wednesday, February 4th                | Friday, April 3rd                        |
| <b>First 8 weeks:<br/>Session A (CMA/CE1)</b>                                               | Wednesday, January 28th                | Friday, February 20th                    |
| <b>Second 8 weeks:<br/>Session B (CMB/CE2)</b>                                              | Thursday, March 26th                   | Monday, April 20th                       |
| <b>Short Courses:<br/>Pre-Term (CPT), Intensive (CDD/CED),<br/>&amp; Spring Break (CSB)</b> | <a href="#">Short Course Deadlines</a> | <a href="#">Short Course Deadlines</a>   |

## Short Courses Information

Courses that meet less than 16 weeks during the fall and spring semesters or less than 8 weeks during the summer are considered [Short Courses](#) and have special refund deadlines. The deadlines for dropping short courses without financial penalty are based upon the length of the course.

To find course deadlines, log into your [myUCCS Portal](#), select 'Register for Classes (add/drop)', make sure you are on the class schedule page, then select the 'Enrollment Deadlines' link under each course. Instructions for students can be located on the Registrar's Student Resources webpage under '[Locating Drop Deadlines in myUCCS Portal](#)'. Visit our [Drop and Withdrawal Policies and Procedures webpage](#) for more details.

## Pass/Fail Enrollment

Pass/Fail regulations vary according to the school or college offering the course and the student's college.

Only two (2) courses or a maximum of six (6) hours may be taken on a pass/fail basis during the fall and spring semesters. Only three (3) hours may be taken during the summer term. Undergraduate students should check with the [Academic Advising office](#) for any program or graduation limits that may exist for taking courses as pass/fail.

To request pass/fail, enroll in the course following normal enrollment procedures. Once enrolled, complete a [Pass/Fail Grading Option Form](#) with the Office of the Registrar. The deadline for pass/fail requests is census date, February 4. After February 4, all pass/fail requests will be routed to the dean for approval.

College of Business and College of Public Service courses, regardless of when the form is submitted, will require approval from the academic dean of the college.

Business majors may not take business courses on a pass/fail basis.

Courses in the College of Letters, Arts & Sciences cannot be changed to or from pass/fail grading basis once the semester has ended.

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

### **No Credit Enrollment**

If you are wishing to change the grading basis for a course you are enrolled in to 'no credit', please request a Credit Change form at the Office of the Registrar. All courses taken as no credit will receive a grade of NC. Courses changed to no credit are billed at regular tuition and fee rates. It is important for students to contact the Financial Aid Department as no credit courses are ineligible for aid. Deadlines and rules for changing a course to no credit are the same as for Add/Drop.

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 seeking students. Intercampus enrollments will only be approved for courses that are required for graduation and are not available at the *home campus*. Students may not use intercampus enrollment to take continuing education or Coursera classes.

The [Intercampus Enrollment Policy and Form](#) are available online. Course enrollment (add/drop/withdrawal/financial) deadlines follow those at the *host campus*.

Students who want to register at more than one campus as a non-guest student (without opting into intercampus enrollment) must apply to that campus, be admitted, and pay tuition and fees to *each* campus for the number of credits being taken at each campus.

### **Class Schedule Changes**

Changes to the class schedule (additions, cancellations, day/time changes, room changes, instructor changes, and instruction mode changes) are updated throughout the registration period. Check your class schedule periodically for changes. It is a student's responsibility to drop course(s) prior to the assigned census date and avoid being billed and receiving a grade for their course(s).

## **Grade Forgiveness**

UCCS allows Grade Forgiveness for undergraduate degree seeking students beginning with the spring 2022 semester. Grade Forgiveness can only apply to courses taken in the fall 2021 semester and forward. No grades prior to fall 2021 can be forgiven under this policy.

To apply for grade forgiveness, register for the same exact course and submit a [Grade Forgiveness Form](#) by the census date of the repeated course. If submitted after the census date of the repeated course, you must provide a brief written statement on the form explaining why you were unable to submit the request form by the posted deadline. Any submission after the deadline is not guaranteed and is only granted to students who have extenuating circumstances.

If you have questions about grade forgiveness eligibility, please refer to your academic advisor or the Office of the Registrar. You may also visit the [Grade Forgiveness webpage](#) for more information.

Prior to requesting grade forgiveness, you should always verify the impact of the requested course change for eligibility and funding with the following offices when applicable to your situation: Financial Aid, Office of Veteran and Military Affairs, Athletics, and International Affairs.

## **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 seeking students are considered part-time when they are enrolled for fewer than 12 hours. These criteria also apply to unclassified (nondegree) students.
- 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.
- For questions regarding financial aid and loan deferment, please contact [Financial Aid](#).

Visit the Registrar's [Academic & Financial Aid Enrollment Status Grids](#) for more information.

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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 January 14, 2026, your tuition and fee bill will be available online on January 15, 2026. If you register after January 14, 2026, 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 February 4, 2026, must pay their tuition and fees in full by February 4, 2026, or have enrolled in a payment plan by February 4, 2026.

***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 February 4, 2026.

### 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-Payment Plan – Available January 2, enroll by January 19, 2026
- 3 Pay-Payment Plan – Available January 2, enroll by February 4, 2026

\*February 4, 2026, 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 overpayment will be refunded to the student. Students enrolled for spring 2026 will have until February 4, 2026 to pay for any charges not covered by their financial aid awards or have enrolled in a Payment Plan by February 4, 2026.

***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 Office is located on the 2nd Floor, Main Hall

### Online Payments

#### [myUCCS 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 follow the remaining steps.

- February 4, 2026 - 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 February 4, 2026. 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 February 4, 2026. 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, FEBRUARY 4, 2026.  
IF SENDING BY MAIL, ALLOW 5 DAYS FOR DELIVERY.***

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

### ***Refund Deadlines for Full Semester Length Courses – February 4, 2026***

- 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

# Spring 2026 Payment Policies and Deadlines

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

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

|                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                 |
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| <p><b>4</b><br/><b><u>Payment Plan</u></b></p> <p><i>Available: January 2<sup>nd</sup></i><br/><i>Enroll by: January 19<sup>th</sup></i><br/><b>Auto Deductions Occur:</b><br/>January 20<sup>th</sup><br/>February 20<sup>th</sup><br/>March 20<sup>th</sup><br/>April 20<sup>th</sup></p> | <p><b>3</b><br/><b><u>Payment Plan</u></b></p> <p><i>Available: January 2<sup>nd</sup></i><br/><i>Enroll by: February 4<sup>th</sup></i><br/><b>Auto Deductions Occur:</b><br/>February 20<sup>th</sup><br/>March 20<sup>th</sup><br/>April 20<sup>th</sup></p> |
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### 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 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 are 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 changes.
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 February 21<sup>st</sup> to March 4<sup>th</sup>.

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

<https://bursar.uccs.edu/calendar/spring-2026>

Spring  
2026  
Calendar  
QR Code



First Financial Aid Disbursement: **January 12, 2026**

First Student Electronic Bills Will Be Available Online: **January 15, 2026**

**PAYMENT DUE DATE: FEBRUARY 4, 2026**

**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 FEBRUARY 4, 2026 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 - QuikPAY  
Authorized Payers: QuikPAY

\*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).**