



## Intercampus Enrollment Form and Policy

The intercampus enrollment program allows degree-seeking students to take classes at other University of Colorado campuses.

### Personal Information

First name \_\_\_\_\_ Last name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Student ID number \_\_\_\_\_ Home campus \_\_\_\_\_

### Course Information

Campus offering the class \_\_\_\_\_ Applicable term & year \_\_\_\_\_  
Course subject \_\_\_\_\_ Course number \_\_\_\_\_ Section \_\_\_\_\_ Number of Units \_\_\_\_\_  
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Course subject \_\_\_\_\_ Course number \_\_\_\_\_ Section \_\_\_\_\_ Number of Units \_\_\_\_\_  
Home campus dean's signature \_\_\_\_\_ Date \_\_\_\_\_

### Policies and Restrictions

1. Students may not take continuing education classes.
2. Students may only request up to two classes or six credit hours (whichever is greater) per term.
3. To use the intercampus enrollment process, **students must remain enrolled for at least one class at their home main campus during the term.** Graduate students in certain programs are exempt (see table at right; see your home campus registrar's office for details).
4. The student's home campus will verify the student's eligibility. If all requirements are met, the registrar's office will enroll the student at the host campus.
5. Students are enrolled by the home campus registrar's office during the enrollment window that corresponds to their level or classification (e.g., freshman, sophomore, graduate); enrollment is not allowed before. This excludes the Anschutz campus, where students will be enrolled on the first day of classes.
6. Host campus add and drop deadlines apply; please see the host campus's registrar's office webpage.
7. The home campus will assess tuition and fees at the home campus's rates.
8. Students will be notified by email when they are enrolled or if their request cannot be fulfilled.
9. Services at the host campus, including portal access, will not be available until 72 hours after the student is initially registered. Students must contact the host campus OIT for portal or learning management system issues:

Denver/Anschutz: 303-315-3700

Boulder: 303-735-4357

UCCS: 719-255-3536

### **Students in the Following Graduate Programs Are Exempt from the Home Campus Enrollment Requirement**

Program	Campus
Applied Mathematics, PhD	Boulder, Denver
Architecture & Planning, PhD	Boulder, Denver
Civil Engineering, PhD	Boulder, Denver
Computer Science, MS & PhD	Boulder, Denver
Education Administration	Denver
Electrical Engineering	Boulder, Colorado Springs, Denver
Geography, MA	Boulder, Colorado Springs
Master of Engineering	Boulder, Colorado Springs, Denver
Mechanical Engineering	Boulder, Denver
Psychology	Boulder, Colorado Springs
Public Affairs	Colorado Springs, Denver

### Student Signature

*I have read and understand the policies stated above.*

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Return the completed form, with all required signatures, to your home campus registrar's office. If all requirements are met, space is available and you have no holds, your home campus will enroll you for the class requested.**

### For Office Use Only

Student class/career \_\_\_\_\_ Date registration opens \_\_\_\_\_  
Number of units earned at home campus to date \_\_\_\_\_ (include transfer credits accepted from other institutions)