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<td>Important Note: No refunds after this date</td>
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<tr>
<td>Pay in full or enroll in a 3 Pay Payment Plan (see pg. 8 for details)</td>
<td>February 5</td>
</tr>
<tr>
<td>Important Note: Short classes such as pre-term and intensive courses have different withdrawal and refund dates. See pgs 3, 5, 8, 10</td>
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<tr>
<td>Independence Day Holiday</td>
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<td><strong>Last day to drop or withdraw without special permission from</strong></td>
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<td>instructors and deans (Full semester courses)</td>
<td>April 3</td>
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<td>Semester Ends</td>
<td>May 16</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 15, 2020</td>
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</table>
**REGISTRATION INFORMATION**

**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. Registration occurs at orientation. Graduate students are not required to attend an orientation; but, may if they choose to. See page 12 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](http://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 February 5, 2020, 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](http://www.uccs.edu/registrar/register)

**NOTE:** 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 January 28, 2020.

**NOTE:** After waitlists are purged you may still add courses with instructor written permission (course add form or permission number) through February 5, 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 requisite is subject to disenrollment from that course.

**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. If you have questions, please contact the Registrar’s Office at 719-255-3361 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/spring-2020-short-course-deadlines](http://www.uccs.edu/registrar/spring-2020-short-course-deadlines)
Adding Courses
The deadline to add a full semester length course through MyUCCS Portal without permission is **February 5**. Courses may be added with instructor permission (permission number or add form) through census day, February 5. 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 February 5. Applies to full semester length courses. Exceptions are noted below.

**PLEASE NOTE:** After February 5, 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 April 3, 2020. 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 February 5 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 February 5.

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 February 5.

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

REGISTRATION INFORMATION
WITHDRAWAL AND 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, February 5, 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 4 and drop ALL of your courses by 11:59 pm on February 5.
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 April 3, withdrawals must be initiated through the MyUCCS Portal.

Important Notice

Withdrawals and Drops posted after February 5, 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 April 3:

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 February 5, except by appeal and following the steps below.

February 5, 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 February 5 no further adjustments will be made.

April 3, 5:00 p.m., is the last day to withdraw. You must officially withdraw to avoid “F” grades on your record.

After April 3, 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.

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. If you have questions, please contact the Registrar’s Office at 719-255-3361 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/spring-2020-short-course-deadlines
Avoid Costly Mistakes...

**Tuition and Fee Bills** - To avoid costly mistakes and unnecessary late and service charges, carefully review this section of the schedule. If you register on or before January 1, 2020, by 5:00 pm, your tuition and fee bill will be available online on January 2, 2020. If you register after January 2, 2020, 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](http://www.uccs.edu/bursar/estimate-your-total-bill). Students who register on or before February 5, 2020, must pay their tuition and fees in full or enroll in a payment plan by February 5, 2020. See page 8 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.

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**Payment Options:**

**Option 1: Pay in Full**
Due date is February 5, 2020.

**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:**

- **3 Pay-Payment Plan** - Available Jan. 2, enroll by February 5, 2020

*February 5, 2020 is the last day to enroll in a payment plan without late fines and service charges being assessed.*

Please refer to page 8 or our Student Financial Services website for more details. [www.uccs.edu/bursar/calendar/spring-2020](http://www.uccs.edu/bursar/calendar/spring-2020)

**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 2020, will have until February 5, 2020, 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

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**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

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**Online Payments**
UCCS Student Portal [www.uccs.edu/portal](http://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](http://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.
February 5 - Last day to turn in authorization to avoid late fees and service charges.
March 6 - 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 February 5, 2020. 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.

Student Financial Services, 719-255-3391.

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 and 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, 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.

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 the equivalent of one semester hour resident graduate tuition, plus appropriate fees described in the “Tuition and Fees” section.

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
Spring 2020 Payment Policies and Deadlines

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

$40.00 Payment Plan Enrollment Fee Upon Sign-Up

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<thead>
<tr>
<th>4 Payment Plan</th>
<th>3 Payment Plan</th>
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<tr>
<td><strong>Available: January 2</strong></td>
<td><strong>Available: January 2</strong></td>
</tr>
<tr>
<td><strong>Enroll by: January 19</strong></td>
<td><strong>Enroll by: February 5</strong></td>
</tr>
<tr>
<td><strong>Auto Deductions Occur:</strong></td>
<td><strong>Auto Deductions Occur:</strong></td>
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<td>JAN. 20</td>
<td>FEB. 20</td>
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<td>FEB. 20</td>
<td>MAR. 20</td>
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<tr>
<td>MAR. 20</td>
<td>APR. 20</td>
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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 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.
10. 2 Pay-Payment Plan is available from February 21st to March 5th (after late fines and service charges have been assessed).

Please refer to our Student Financial Services website for Payment Plan dates and details:  
http://www.uccs.edu/bursar/calendar/spring-2020

First Financial Aid Disbursement: **January 13, 2020**

First Student Electronic Bills Will Be Available Online: **January 15, 2020**

**PAYMENT DUE DATE: FEBRUARY 5, 2020**

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 FEBRUARY 5, 2020 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 REMINDER WHEN A NEW BILL IS AVAILABLE ONLINE.

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

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

Student account credit/debit card payments can be made online or on the UCCS2GO App.

*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.**
NOTE:

DO NOT WAIT FOR YOUR BILL!! Your account balance is due on February 5, 2020. You can make your payment on the student portal. **There will be no disenrollment for non-payment.** If you do not intend to attend classes, you will have to withdraw from all of your classes.

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

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**Estimate Your Tuition and Fees online at**: [www.uccs.edu/bursar/estimate-your-total-bill](http://www.uccs.edu/bursar/estimate-your-total-bill)

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A PAYMENT MUST BE RECEIVED BY 5:00 PM, FEBRUARY 5, 2020. 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?
January 21 to May 16. A few courses have special start dates (check individual course listings for these).

WHEN CAN I REGISTER?
You will be able to find your registration date/time through the Self Service Center. See p. 3 for registration instructions. New freshmen and transfer students must attend orientation before registering. www.uccs.edu/orientation.

WHAT IS THE PAYMENT POLICY?
If you register by 5:00 pm, February 5, you are required to pay in full or enroll in a payment plan by February 5, 2020.

WHAT IF I DROP A COURSE BUT AM STILL ENROLLED IN OTHER COURSES? WILL I GET A REFUND?
Yes, if you drop by the February 5, 2020 deadline. No drop refunds after this date. See p. 5.

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 February 5, (100% adjustment). No adjustments after this date. See p. 5 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 February 5, 2020. 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.

SPRING SEMESTER 2020 - REFUND DEADLINE

FULL SEMESTER LENGTH COURSES (JANUARY 21 - MAY 16)

FEB. 5 • 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.

Use the online registration system to drop courses through April 3. See the instructions on page 4-5 of the Registration Handbook.

After April 3, withdrawals must be initiated at the Office of the Registrar.

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

**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 spring 2020 ceremonies are on Friday, May 15, 2020 at 10:30 and 2:30 pm. Visit [https://www.uccs.edu/commencement/spring-ceremony](https://www.uccs.edu/commencement/spring-ceremony) for details.

**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 [https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/700-001.pdf](https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/700-001.pdf)

**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/registrar/ferpa-consent-to-release](www.uccs.edu/registrar/ferpa-consent-to-release)

**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 or 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/registrar/cu-guest-access](www.uccs.edu/registrar/cu-guest-access)

**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 Fall Semester:**
Complete the Application for Admission to Candidacy, any Transfer of Credit from another school if needed, the online Diploma Card and the Departmental comprehensive exam, project, report, thesis/dissertation defense forms and submit to major department, by February 7, 2020. Department submission to Graduate School by February 14, 2020.

No later than May 14, 2020: Submit thesis/dissertation to Graduate School.

By May 22, 2020: Program must 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](http://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](http://www.uccs.edu/~osp).
Degrees
Degrees are verified, awarded, and posted approximately 6 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 before making official transcript orders. 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 of Colorado, 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 registrar@uccs.edu or call 719-255-3376.

ACADEMIC PROCEDURES
It is the policy of the University of Colorado Colorado Springs to adhere to the final examination schedule as published in the Registration Handbook each semester. While it may be appropriate not to give a final in some cases such as laboratory courses, seminars, and colloquia, final examinations should be given in all other undergraduate courses.

Exceptions to this policy should be agreed upon by the faculty member and the chair of the department no later than the beginning of the semester in which an exception is requested. The resulting decision should be announced in writing to students in the class during the first week of classes.

In addition to the principles stated above, the following guidelines should be followed by all faculty members and administrators in order to assure fairness and the best possible education experience for students:

1. The scheduled final examination period should be considered an important part of the course and used as a final examination period or additional instruction.

2. The final examination in a course should be given as scheduled and not at other times even if the faculty member and all students in a course agree to such a change.

3. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No hourly examinations are to be given during the week preceding final examinations.

4. Individual students may be granted a variance from these policies provided the instructor is satisfied that (a) the exception is based on good and sufficient reasons (such as religious observances) and (b) such an exception for an early or late examination will not prejudice the interests of other students in the course.

5. When students have three or more examinations on the same day, they will be entitled to arrange an alternative examination time for the 1st exam or exams scheduled on that day. Such arrangements must be made no later than the end of the 10th week of the semester (i.e. at the end of the drop period). Students will be expected to provide evidence that they have three or more examinations in order to qualify for exceptions.

6. This policy applies to all undergraduate students, including seniors. Graduating seniors should not be exempt from final examinations. Such exemptions are inappropriate on both procedural and academic grounds.

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**GRADES - STUDENT PORTAL**

Grade reporting service is available at the end of the term, Spring grades will be posted by May 20, 2020. Please call 719-255-3361 to report any problems.

2. Click on Current Students> MyUCCS Student Portal. in the Quick Links column.
3. Log on using your logon and password, click submit.
4. Click on the View My Grades banner in the middle of the page.
5. Click on ‘View my grades’.
6. Click on the ‘Select this row’ for the Term, then click on the Continue button in the lower right hand corner of the page.

Note: You may view your unofficial academic transcript by selecting the Records and Registration dropdown, select Access Student Self Service, select Academics, then select View Unofficial Transcript.
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 the above policy also results in a conviction under a criminal drug statute must report the conviction in writing to the employee’s departmental supervisor within five days. The University, in turn, may be obliged by law to report certain convictions to the federal government.

The University, through regulated law, established governance committees, procedures, and state laws and policies, will impose sanctions for violation of this policy, which may include but is not limited to mandatory participation in a rehabilitation program, or disciplinary action such as reprimand, suspension, salary reduction, demotion, or termination of employment for employees, and for students a warning, probation, suspension, ineligibility for financial assistance, expulsion from university housing, or dismissal or expulsion from the University itself.

Many of the Acts which violate this policy also violate criminal law and must be referred for prosecution. In such cases law enforcement authorities may administer a separate penalty such as a fine or imprisonment. For more information, go to: 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...
UNIVERSITY POLICIES

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 published deadline for consideration.

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, 2020, for the spring 2020 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-adoptive 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 3 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 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 UCSS Discrimination and Harassment Policy https://www.ucss.edu/vcaf/sites/vcaf/files/online-files/300-017.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
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 website 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 (https://www.uccs.edu/about/student-consumer-information) 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.
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/. 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](http://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).
## COURSE INFORMATION

### Business, College of
- ACCT  Accounting
- BGSO  Business, Government, and Society
- BLAW  Business Law
- BUAD  Business Administration
- BUAN  Business Analytics
- ENTP  Entrepreneurship
- FNCE  Finance
- HCAD  Health Care Administration
- HRMG  Human Resource Management
- INFS  Information Systems
- INTB  International Business
- MGMT  Management
- MKTG  Marketing
- OPTM  Operations Management
- PGMT  Professional Golf Management
- QUAN  Quantitative Methods
- SPTM  Sport Management
- STRT  Strategy

### Education, College of
- AMTC  Academy Military Training Cohort
- AOCC  Air Officer Commanding Cohort
- COUN  Counseling & Human Services
- CURR  Curriculum and Instruction
- IECE  Inclusive Early Childhood Education
- IELM  Inclusive Elementary Education
- LEAD  Leadership, ED
- SPED  Special Education
- TED  Teacher Education
- UTED  UTeach Education

### Engineering, College of
- CS  Computer Science
- DASE  Data Analytics & Systems Engineering
- ECE  Electrical & Computer Engr.
- EMGT  Engineering Management
- ENE  Energy Engineering
- ENGR  Engineering
- GDD  Game Design and Development
- INOV  Innovation
- MAE  Mechanical & Aerospace Engr
- SPCE  Space Operations
- SYSE  Systems Engineering

### Letters, Arts & Sciences, College of
- AH  Art History
- ANTH  Anthropology
- ARBC  Arabic
- ASL  American Sign Language
- BIOL  Biology
- CHEM  Chemistry
- CHIN  Chinese
- COMM  Communication
- DNCE  Dance
- ECON  Economics
- ENGL  English
- ENSC  Energy Science
- FCS  Foreign and Cultural Studies
- FILM  Film Studies
- FR  French
- GEOL  Geology
- GER  German
- GES  Geog. and Environmental Studies
- GPS  Gateway Program Seminar

### Nursing & Health Science, Beth-El College of
- ATRN  Athletic Training
- HPNU  Human Physiology & Nutrition
- HSCI  Health Sciences
- NURS  Nursing

### Public Affairs, School of
- CJ  Criminal Justice
- PAD  Public Administration

### Cross-College Programs
- CONS  Consortium (Placeholder)
- NAVI  Navigate
- NSEO  National Student Exchange (Placeholder)

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

### Course Numbering System
The course number is comprised of a subject abbreviation, a course number, and a section number. The subject is an abbreviation for the department offering the course. The course number consists of 4 digits. The first digit indicates in a general way the class level of the course: “1000” courses are primarily for freshmen; “2000” for sophomore; “3000” for juniors; “4000” for seniors; and “5000” and “6000” for graduate students.

**Level of courses numbered 9000-9980:**
- 9000-9290, Lower Division, Undergraduate
- 9300-9490, Upper Division, Undergraduate
- 9500-9590, Graduate, Level 1
- 9600-9790, Graduate, Level 2
- 9800-9980, Other