Registration Handbook

Summer 2022

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 2021-2022 Academic Catalog.

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Dates</td>
<td>2</td>
</tr>
<tr>
<td>Orientation</td>
<td>2</td>
</tr>
<tr>
<td>Course Registration</td>
<td>2</td>
</tr>
<tr>
<td>- Invitation to Register</td>
<td>2</td>
</tr>
<tr>
<td>- Adding Courses</td>
<td>3</td>
</tr>
<tr>
<td>- Understanding Waitlists</td>
<td>3</td>
</tr>
<tr>
<td>- Time Conflicts, Credit Overloads, and Requisites</td>
<td>4</td>
</tr>
<tr>
<td>- Credit Changes</td>
<td>4</td>
</tr>
<tr>
<td>- Short Course Information</td>
<td>4</td>
</tr>
<tr>
<td>- Dropping a Course</td>
<td>4</td>
</tr>
<tr>
<td>- Pass/Fail Enrollment</td>
<td>5</td>
</tr>
<tr>
<td>- No-Credit Enrollment</td>
<td>5</td>
</tr>
<tr>
<td>- Intercampus Enrollment</td>
<td>5</td>
</tr>
<tr>
<td>- Class Schedule Changes</td>
<td>6</td>
</tr>
<tr>
<td>- Enrollment Status</td>
<td>6</td>
</tr>
<tr>
<td>Tuition and Fees/ Student Bills</td>
<td>6</td>
</tr>
<tr>
<td>Third Party Assistance</td>
<td>7</td>
</tr>
<tr>
<td>General Billing and Payment Information</td>
<td>7</td>
</tr>
<tr>
<td>Financial Responsibility</td>
<td>8</td>
</tr>
<tr>
<td>Payment Policies &amp; Deadlines</td>
<td>10</td>
</tr>
</tbody>
</table>
Important Dates

- Online Registration Begins: April 4, 2022
- Open Enrollment Begins: June 1, 2022
- First Day of Classes: June 13, 2022
- Census Date (full semester classes)\(^1\): June 20, 2022
- Last Day to Drop Without Permission\(^2\) (full semester classes): July 13, 2022
- Semester Ends: August 5, 2022
- Commencement: December 16, 2022

Visit the UCCS Academic Calendar for a list of all summer 2022 course deadlines and registration and enrollment dates.

1 Census date:
- Last day to register for full semester courses
- Last day to withdraw (complete schedule dropped) or drop full term courses through this date with a 100% adjustment. NO refunds after this date. Note: Short courses have different withdrawal and refund dates. See the Short Course Deadlines page for specific dates.

2 Last Day to Drop Without Permission
- Last day to drop full semester courses without permission of the instructor and dean
- Short courses have different withdrawal and refund dates. See the Short Course Deadlines page for specific drop dates.
- No refunds given for courses dropped

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

New graduate students are not required to attend an orientation unless otherwise instructed to do so by the program in which they plan to enroll. Contact the Graduate School at 719-255-3072 or gradinfo@uccs.edu for additional information.

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

Course Registration

Invitation to Register
An “Invitation to Register” will be emailed to you before your assigned online registration appointment day/time. Once you receive your “invitation,” log into your myUCCS Portal, and select ‘Register for Classes (add/drop)’ in your Student Center. Check the following:

- Check the address on your Invitation to Register: If it is incorrect, please update it through your Student Center under ‘Profile’.
- Make sure you have no financial, academic, or other holds that will prevent your registration (Tasks – Holds in your Student Center).

- Check your assigned enrollment appointment. You may register at or after your assigned time but no later than June 16, 2022 without permission for full semester length classes.

Adding Courses
The deadline to add a full semester length course through myUCCS Portal without permission is June 16. Courses may be added with instructor permission (permission number or add form) through census day, June 20. 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.

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

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

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

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

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

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

It is your responsibility to check your waitlist positions and enrollment status in the web registration system.
You will be financially responsible for the courses that change from waitlist status to registered status.

Waitlists are deleted after the last day to add online has passed. If you are still on a waitlist when the purge occurs, you will be dropped from the waitlist. For full semester length classes, waitlists will be deleted on June 17.

After waitlists are purged you may still add courses with instructor written permission (course add form or permission number) through June 20, 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.

Registering in a course without meeting a course requisite is subject to disenrollment from that course.

Credit Changes
To change credit for variable credit courses you are registered in, complete a Credit Change form at the Office of the Registrar. Deadlines and rules for changing are the same as for DROP/ADD. Students may also use the course ‘Edit’ feature in their myUCCS Portal to edit (increase or decrease) the amount of credits they wish to take for a variable credit course. This functionality is not available after June 20. Applies to full semester length courses.

Exceptions:
After June 20, 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.

Short Course Information
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 Office of the Registrar registrar@uccs.edu or 719-255-3361.

To find course deadlines, log into your myUCCS Portal, locate your classes under “academics” and click on the “deadlines” icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on “My Class Schedule” for each course.

Dropping a Course
The deadline to drop a full semester course without instructor and dean signature is July 13, 2022. After this date, signatures from the instructor and dean are required.

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

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

NO REFUND for full semester courses dropped after June 20.
If you are dropping ALL of your courses, the University considers you to be
WITHDRAWING. See WITHDRAWING in this section for more information.

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

To enroll Pass/Fail, enroll in the course following normal enrollment procedures. Once you are
enrolled, complete a Pass/Fail Registration form at the Office of the Registrar. The deadline for
pass/fail registrations is June 20.

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 should refer to the Graduate School Policies and Procedures regarding
pass/fail grading.

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 Add/Drop.

Exceptions:
Courses in the College of Business, School of Public Affairs (graduate level courses) and Beth-
El College of Nursing & Health Sciences cannot be taken for no credit. The College of Letters,
Arts & Sciences requires the dean’s approval after June 20.

Intercampus Enrollment
A student may enroll for not more than 2 courses or 6 semester hours in the fall and spring
(whichever is greater) or 3 hours in the summer at another CU campus with the approval of the
academic dean. Tuition and fees will be assessed at the student’s home campus rate. Students
must be enrolled at the home campus and classified as degree students. Intercampus
registrations will only be approved for courses that are required for graduation and are not
available at the home campus.

Intercampus Enrollment Forms are available online or in the Office of the Registrar. Course
enrollment deadlines follow those at the host campus.

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.
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.

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

- A full-time undergraduate degree student is one who is enrolled for at least 12 credit hours each semester. Undergraduate degree students are considered part time when they are enrolled for fewer than 12 hours. These criteria also apply for unclassified students without a degree.
- A full-time graduate student is one who is enrolled for 5 semester hours of graduate level course work, or at least 8 semester hours in a combination of graduate and undergraduate course work acceptable for graduate credit, or any number of thesis/dissertation hours.
- Unclassified students with a degree-seeking student loan deferment must be enrolled for 12 semester hours to be considered full-time.

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 June 5, 2022, by 5:00 pm, your tuition and fee bill will be available online on June 6, 2022. If you register after June 5, 2022, your account balance will be available on the Student Self Service Center after you register. Estimate your tuition and fees at: https://bursar.ucss.edu/estimate-your-bill. Students who register on or before June 20, 2022, must pay your tuition and fees in full by June 20, 2022 or have enrolled in a payment plan by June 20, 2022.

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

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

Payment Options:
Option 1: Pay in Full
Due date is June 20, 2022.

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

2 Pay-Payment Plan - Available May 16, enroll by June 19, 2022

*June 19, 2022 is the last day to enroll in a payment plan without late fines and service charges being assessed. Refer to the Student Financial Services website for more details.

Option 3: Financial Aid
All financial aid is applied to the tuition and fee bill. Any over-payment will be refunded to the student. Students enrolled for summer 2022, will have until June 20, 2022 to pay for any
charges not covered by their financial aid awards, or have enrolled in a Payment Plan by June 20, 2022.

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 (2.75% Credit/Debit Card Service Fee).
The Cashier is located on the 2nd Floor, Main Hall

Online Payments
UCCS Student Portal www.uccs.edu/portal
We accept Visa, MasterCard, American Express, Discover, and electronic check payments.
(2.85% 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 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 through your myUCCSportal, select Student Financials (Bursar) tab, select Sponsor Billing Request.
  • June 20 - Last day to turn in authorization to avoid late fees and service charges.
  • June 24 - Last day to charge books and supplies paid for by agencies.

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

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

General Billing and Payment Information
Tuition, fees, and room and board for the semester are accessible on the Student Portal approximately three weeks before the start of classes. Bills are available on the Student Portal. Contact Student Financial Services at 719-255-3391, if you do not receive an E-bill notification. (Bills are online only).
Payments not received by the deadline may be assessed a prorated late fine up to $50 and 1% per month service charge on the unpaid balance (12% APR).

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

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

Refunds for withdrawals and dropped classes will be processed after June 20, 2022. Contact Student Financial Services at 719-255-3391 with any questions.

**IMPORTANT REMINDER:** All students should set up their direct deposit information online through the Student Portal. If any questions, call 719-255-3391.

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

Credit/Debit Card charge backs are treated like a returned check.

**Financial Responsibility**
By registering for classes at UCCS, each student is taking on a financial obligation, as stated in the Tuition and Fee Agreement and Disclosure, and as explained here in the Registration Handbook. Please read the Withdrawal 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.

**Tuition Rates are published at** [https://bursar.uccs.edu/tuition-and-fees](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](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 June 20, 2022. 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.

**A PAYMENT MUST BE RECEIVED BY 5:00 PM, JUNE 20, 2022.**  
**IF SENDING BY MAIL, ALLOW 5 DAYS FOR DELIVERY.**

**POSTMARKS WILL NOT BE HONORED.**

**Refund Deadlines for Full Semester Length Courses (June 13 – August 5)**

- **June 20**  
  • 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

**NO** REFUNDS FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY AFTER THIS DATE
Summer 2022 Payment Policies and Deadlines

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

$40.00 Payment Plan Enrollment Fee Upon Sign-Up

2 Payment Plan
Available: May 16
Enroll by: June 19
Auto Deductions Occur:
June 20
July 20

A PAYMENT PLAN REQUIRES:
1. Enrollment in the current semester.
2. Balance is current and not past due.
3. Enrolling ONLINE through the Student Portal.
4. Providing and setting up the automatic payments with your checking/savings account or credit/debit card information. (A service fee of 2.85% is assessed on a credit/debit card transaction).
5. Immediate process of the $40.00 non-refundable payment plan convenience fee.
6. Payments automatically deducted on the 20th of each month.
7. A $30 fee per transaction if payments are returned.
8. Payment adjustments if balance changed.
9. Failed payment draft after 1 attempt will terminate the payment plan. The remaining balance will be due immediately and subject to late fines and service charges.

Please refer to our Student Financial Services website for Payment Plan dates and details:
https://bursar.uccs.edu/calendar/summer-2022

First Financial Aid Disbursement: June 3, 2022
First Student Electronic Bills Will Be Available Online: June 6, 2022

PAYMENT DUE DATE: JUNE 20, 2022

DO NOT WAIT FOR A BILL!
YOU CAN MAKE YOUR PAYMENT ON THE STUDENT PORTAL: www.uccs.edu/portal

STUDENTS WHO HAVE REGISTERED AND HAVE NOT MADE PAYMENT ARRANGEMENTS BY JUNE 20, 2022 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.

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

Payments in Person
Cash, Checks or Credit Cards
Cashier Office
2nd floor Main Hall

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

*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.