

# Registration Information for On-Campus Courses

## Office of Records and Registration

Questions regarding any of the following information, except as otherwise noted, should be directed to the Office of Records and Registration (970-491-4860 or [recordsoffice@colostate.edu](mailto:recordsoffice@colostate.edu)), located in the Administration Annex. Office hours are Monday through Wednesday and Friday, 7:45 am - 4:45 p.m.; Thursday, 9:00 am - 4:45 p.m.

### GRADUATE STUDENTS

For graduate students not registering for credit bearing courses, you must register for **Continuous Registration (CR CONRG)** if you wish to remain active in the CSU system. If not registering for either, please contact the Graduate School.

**Note that a student registered for Continuous Registration is not eligible to receive financial aid and is also not eligible for a loan deferment.**

### REGISTRATION

By the act of registration (i.e., requests for and assignment to one or more classes), you are financially liable to the University for assessed tuition, fees and charges. Unless you officially withdraw from the University (see **WITHDRAWAL**) during the authorized withdrawal periods you are obligated to pay the full amount of the assessment and are subject to grades regardless of whether you attend class.

The University will mail a billing statement to a designated billing address, or current address if no billing address is on file. If full payment of University charges is not made when due, you are subject to a late payment charge. Direct billing questions to Student Financial Services, in the Administration Annex, (970)491-6321.

Registration, including schedule changes (adds and drops), is accomplished online by selecting the "Registration" link in RAMweb. In order to fully benefit from the system, it is essential that you follow the required procedures and conform to the established deadlines. Preparation prior to registration minimizes mistakes and time on the system, thereby reducing the demand during peak registration periods.

### COLLEGE OPPORTUNITY FUND STIPEND

The College Opportunity Fund Stipend (COF) provides state tax dollars to colleges and universities for undergraduate students paying in-state tuition. The fund was created by an Act of the Colorado State legislature in 2004 to heighten awareness that state tax dollars are used to offset the costs of undergraduate education.

The COF application must be submitted online once; however, each term the student must authorize to obtain the stipend on their behalf and apply it to their tuition bill. Eligible students who fail to approve this authorization are required to pay the full amount of in-state tuition without the State stipend support.

The College Opportunity Fund application is required and is available on the College Access Network at [www.cof.college-access.net](http://www.cof.college-access.net).

### UNIVERSITY TECHNOLOGY FEE

The mandatory University Technology Fee is assessed to all students each term and is intended to support aspects of information technology that impact all students across college boundaries. For more information about the University Technology Fee visit:

<http://www.colostate.edu/services.acns/utfab/Bylaws.doc>.

### eID (ELECTRONIC IDENTITY)

Your eIdentity (eID) is to be used for the duration of your enrollment at Colorado State. Your eID (eName and ePassword) is required for access to the registration/grades system and RAMweb. It provides security to your registration records, so do not share it with others. If you believe it has been compromised, you may change your ePassword at: [www.eid.colostate.edu](http://www.eid.colostate.edu).

### PREPARATION FOR REGISTRATION

Contact your adviser for assistance in selecting your courses. If you do not know who your adviser is, contact the department of your major for assistance. Students with the following majors should contact the Center for Advising and Student Achievement (CASA): Undeclared Agricultural Interest, Undeclared ArtHM/Comm/Dsgn Interest, Undeclared Business Interest, Undeclared Engr/Phys/Math Interest, Undeclared Envr/Nat Res Interest, Undeclared Health/Life Sci Interest, Undeclared Hmn/Soc Sci Interest, and GUEST. Engineering Open Option students should contact the Engineering College Dean's Office.

### REGISTRATION READY TASKS

Registration Ready is a group of questions and tasks that you need to complete before your registration appointment time. The link will appear on your RAMweb homepage above the registration link. Once these items are completed, your Registration Ready hold will be removed and you will be able to register at your appointed time.

### ADVISING CODE

Some students are required to seek advising before they can register. An advising code must be entered at their first use of the registration system each term. This code changes each term and is available from an adviser/department. This code is in addition to the eID (eName and ePassword) required for registration.

### HOLDS

Academic and administrative offices can place HOLDS on your registration which prevents registering or changing your registration schedule. HOLDS are placed for a variety of reasons (academic, financial, etc.). **Failure to meet a payment deadline will result in a financial HOLD, which will prevent adds, drops and withdrawals for a registered student.** Each HOLD and the office phone number (including office locations) are listed by the registration system. You must clear each HOLD with the office involved. Clear your HOLDS before you attempt to register.

If a HOLD is placed on your registration after you have registered, your registration will not be automatically canceled. However, you will not have registration access to adjust your schedule or to register for subsequent terms until the HOLDS are cleared. **HOLDS do not extend other deadlines. HOLDS must be cleared prior to deadlines or adds and drops will not be authorized. HOLDS also prevent dropping or withdrawing from a class.**

### REGISTRATION SYSTEM OPERATING HOURS

The registration system through RAMweb operates 24 hours per day, seven days a week.

### REGISTRATION PROCEDURES

Before accessing the registration system:

- Access the online Spring 2010 University Class Schedule;
- Query your options for courses and sections;
- Identify the course reference numbers of the courses for which you will be registering;
- Have alternative courses and sections identified.

If you lack this necessary information while you are registering, you can exit the system and re-enter when you are ready.

Some departments place class restrictions, major restrictions or prerequisites on courses or sections of courses. These restrictions are listed with each course. Some restrictions may be temporary until students of designated class or major have had an opportunity to register for the course or section involved. Exceptions to these restrictions may

be made only by the academic department offering the course.

When you are denied enrollment in a course, the reason is given. Reasons could include: class is filled, ineligible because of class or major restriction, time conflict with another course, lacking prerequisites, etc.

You may also re-enter the system to add another course, drop a course for which you registered earlier, or change credits in a variable credit course for which you are registered. You are urged to do this prior to mid-January when use of the registration system increases as the first day of class approaches.

### LATE REGISTRATION (ADD FIRST CLASS)

A late registration charge of \$50 is assessed for adding the first course on or after the first day of classes or for late adds after the registration period.

### CANCELING YOUR REGISTRATION

You may cancel your registration at any time through the day before classes begin by using the registration system to drop all courses for which you are registered. All tuition, fees and charges will be canceled. All financial aid awarded prior to the beginning of classes will be canceled if you fail to enroll. You are the only one, through use of your eID to access the system, who can cause this cancellation. On, or after January 19, see **WITHDRAWAL FROM UNIVERSITY**.

### PAYMENT OF STUDENT ACCOUNTS

Any student who completes registration agrees to pay the University as follows:

Charges	Due Date
Approx. 1/3 tuition, fees, technology charges and housing	January 11, 2010
Approx. 1/3 tuition, fees, technology charges and housing*	February 10, 2010
Approx. 1/3 tuition, fees, technology charges and housing, plus any new charges**	March 10, 2010

\* 1/2 if not assessed on first statement

\*\* all due if not assessed on first two statements

**University charges are due by the date specified on your bill. Due dates are the 10th of each month unless the 10th falls on a weekend or a holiday. Mailed payments must reach the University Cashier's Office, 6015 Campus Delivery, by 4:00 p.m. on the due date. Payments by check are processed when received - postmarks do not apply and future dates are not honored. Online payments through the Web Cashier or CASHNet SmartPay must be made by 2:00 p.m. on the due date for the payment to be considered timely. Penalties for late payment include HOLDS on University services and a 1.5% late payment charge on the past due balance will be assessed to student accounts for the purpose of encouraging prompt payment.**

Failure to pay amounts due may result in referral of outstanding balances to a collection agency. These agencies may take legal action to collect past due balances. Further, the University reserves the right to include a penalty fee and financial HOLD for returned checks.

"Billing Information" on RAMweb provides more information on billing statements, accepted payment methods, credit balance refunds and education tax credits. Student account billing statements are mailed to your billing address. If a billing address has not yet been created, statements will be mailed to your current mailing address on file with the University. To update your billing or mailing address, log-on to RAMweb and select "Address View/Update."

Please direct questions about your student account to Student Financial Services (<http://sfs.colostate.edu>), Colorado State University, 1065 Campus Delivery, Fort Collins, CO 80523-1065, in person at 103 Administration Annex, or call (970)491-6321.

### SCHEDULE CHANGES

Schedule changes are made on the registration system during authorized periods.

Courses can be added, sections changed within a course and credits changed in a variable credit course based on the add periods listed below. Courses which restrict add/drop adjustments are noted under the course listing.

Academic departments may drop from classes students who fail to attend either of the first two class meetings or the first meeting of a class which meets once a week. **You are responsible to see that the course is dropped or you will be subject to grades and tuition and fees for the course.**

#### Short Term Courses (less than 16 weeks):

- These courses have the in-sessions weeks printed under the section listing in the University Class Schedule
- Courses taught in less than 16 weeks have proportionately shorter add/drop periods. Visit the Registrar's Office website (<http://registrar.colostate.edu>) for add/drop periods

#### Full Term Courses (16 weeks):

##### Regular Add/Drop Courses:

- Add period ends Wednesday, February 3
- Course drop period ends Wednesday, February 3
- Course withdrawal period ends Monday, March 22

##### Special Add/Drop Courses\*:

###### Special A:

- Add period ends Monday, January 25
- Course drop period ends Wednesday, February 3
- Course withdrawal period ends Monday, March 22

###### Special B:

- Add period ends Monday, January 25
- Course drop period ends Sunday, January 24
- Course withdrawal period ends Monday, March 22 (only allowed with instructor/departments approval)

\* *Restricted periods*

### FEE ADJUSTMENTS FOR SCHEDULE CHANGES

An adjustment of tuition and fees is allowed during the schedule change period, January 19 - February 3, 2010. After this deadline, there is no adjustment in tuition and fees should you drop a course. Courses taught in less than sixteen weeks have proportionately shorter add/drop periods.

### WITHDRAWAL FROM UNIVERSITY

If the term has not commenced, see **CANCELING YOUR REGISTRATION**. If you attempt to drop all your courses on or after January 19 the registration system will prevent the dropping of your last course and direct you to the Center for Advising and Student Achievement (CASA) to withdraw from the University. In this situation, as the term has commenced, you will be responsible to pay all or part of assessed tuition and fees depending on the date of your withdrawal through CASA, 202 Aylesworth NE, (970)491-7095. The last day for University withdrawal is May 7, 2010.

### GRADES

Colorado State University does not mail printed grade reports to students. You may access RAMweb to obtain this information. Grades are usually available by the fourth working day after finals week.

### ADDRESS CHANGES

It is important to maintain a current mailing address with the University. Registration information, bills and other important information are sent to this address; an optional billing address is available to send bills to another address. To change your mailing or billing address, access RAMweb. The University also requires that each enrolled student provide an e-mail address. Students may use either the e-mail service

of their choice or the free e-mail service the University provides. If you have any questions, please contact the Records and Registration Office in Room 100 Administration Annex or call (970)491-7148.

### **PHOTO ID CARDS**

Students can obtain University ID cards between 7:30 a.m. and 5:00 p.m., Monday through Friday at the University ID/Vending Office in the Lory Student Center. You must bring a government-issued picture ID (i.e., driver's license, military ID, passport). Your photo will be taken and an ID will be issued immediately. There is an \$18 fee to new full-time Colorado State students, and \$23 (subject to change) will be charged to current students needing a replacement. Please call (970)491-2344 if you have any questions.

### **HEALTH INSURANCE**

Beginning Fall 2008, all new, full-fee paying resident-instruction graduate students will be required to enroll in the CSU student Insurance Plan or to opt out by demonstrating comparable health insurance coverage. Please visit the Graduate School website for more information.

The accident/sickness plan supplements Hartshorn Health services which are prepaid by semester student fees. Enrollment for this plan is required fall semester and spring/summer semesters in order to have continuous coverage for a full academic year. This plan is designed to include the most needed benefits at an affordable cost. Enhancements to this plan have been added and the plan now offers an association with nationwide and local preferred provider network.

All students are encouraged to purchase this insurance unless you have other adequate coverage. After you enroll, you may change your option at the Student Insurance Office, upper level, Hartshorn Health Service, through 5:00 p.m. on the University published add/drop date for fall and spring. **AFTER THIS DATE, YOUR SELECTION IS FINAL. YOU WILL BE BILLED ACCORDINGLY.** Please call (970)491-2457 for information specific to summer enrollment only. Part-time students (students registered for less than six credits) may buy health insurance and **WILL BE BILLED THE SEMESTER HEALTH FEE.** You must be registered for classes to be eligible for this health insurance plan.

Students may arrange coverage for their spouse and/or children BY **ENROLLING** at the Student Insurance Office, upper level, Hartshorn Health Service, prior to the University published add/drop date. Students must be insured for dependents to be eligible.

International students and their dependents are required to have a health insurance plan that is equivalent to the University plan. Please visit the International Student section of the Hartshorn Health Services website.

The deadline for health insurance enrollment, changes or cancelation is 5:00 p.m. on the University published add/drop date for fall or spring at the Student Insurance Office, upper level, Hartshorn Health Service.

### **IMMUNIZATION POLICY**

Colorado State University, in compliance with Colorado State law and Health Department regulations, requires persons born January 1, 1957 or later to show proof of immunity against measles (two doses), mumps (two doses) and rubella (two doses) by submitting an Immunization Certificate to the Hartshorn Health Service prior to arrival at school. Additional information concerning immunizations should be directed to Hartshorn Health Service, Immunizations, (970)491-6548, FAX: (970)491-0268.

### **STUDENTS' EDUCATIONAL RECORDS**

Students have certain rights concerning their "education records" under the Family Education Rights and Privacy Act, as amended, 20 U.S. 1232g et.seq. (FERPA).

For detailed information about these rights, please contact the Registrar's Office in person at 100 Administration Annex, by phone at (970)491-7148, or online at <http://registrar.colostate.edu>.

