

# 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. Summer office hours are Monday through Wednesday and Friday, 7:30 a.m. - 4:30 p.m.; Thursday, 9:00 a.m. - 4:30 p.m.

**Application for Summer-Only Admission available online at:  
<http://summer.colostate.edu>**

### CONTINUING COLORADO STATE STUDENTS

Students currently enrolled in degree programs at Colorado State University register for Summer Session courses according to the registration procedures on RAMweb (<http://ramweb.colostate.edu>).

### SUMMER-ONLY STUDENTS

Students attending Summer Session, who do not plan to complete a degree at Colorado State, are classified as summer-only students. Summer-only students wishing to register for courses must first complete an Application for Summer Session and create their eID in order to complete the online registration process. The summer application is available online only at <http://summer.colostate.edu>.

Completion of the Application for Summer Session does not require submission of transcripts or payment of application fee. While admission to Summer Session does not constitute admission to the University for fall or spring semesters, credits earned by summer-only students during Summer Session may count toward a Colorado State degree after regular admission is granted. In addition, Colorado State is fully accredited and credits earned are transferable to other academic institutions of higher education.

### E-MAIL ADDRESS REQUIREMENT

In order to communicate quickly and effectively with students, the University requires that each enrolled student provide an e-mail address in addition to a postal mailing address. Students may use the e-mail service of their choice or the free e-mail service the University provides. **A registration HOLD is placed on students who fail to provide an e-mail address.**

You may provide your e-mail address (or create a campus e-mail) at <http://eid.colostate.edu>. Additional information about e-services and e-mail is also available at this website. If you have question or need assistance, please contact the Help Desk at [help@colostate.edu](mailto:help@colostate.edu) or call (970)491-7276.

### IMMUNIZATION REQUIREMENT FOR STUDENTS

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 Hartshorn Health Service prior to arrival at school. Additional information concerning immunization should be directed to: Colorado State University, Hartshorn Health Service, Immunizations Coordinator, Fort Collins, CO 80523. Telephone: (970)491-6548; FAX: (970)491-0268.

### APPLICANTS TO DEGREE PROGRAMS BEGINNING SUMMER SESSION

Students seeking admission to degree programs at Colorado State University must submit an official application for admission and appropriate supporting credentials. For more information regarding admission to Colorado State, and to access the online application for admission, please visit the Office of Admissions website at <http://admissions.colostate.edu>. If you have questions about applying for admission to Colorado State University as an undergraduate, please

call (970)491-6909 or e-mail [admissions@colostate.edu](mailto:admissions@colostate.edu). Applicants interested in graduate study should contact the department directly.

Returning students who wish to return to a degree program at Colorado State University after an absence of one or more semesters, or after dismissal from the University should consult the Office of Admissions website (<http://admissions.colostate.edu>) or speak with an admissions representative (970-491-6909) for information. Returning undergraduate students can obtain an Intent to Return form on the Admissions website. Returning graduate students should obtain a GS Form 1B from the Graduate School website: <http://graduateschool.colostate.edu>

### SENIOR VISITATION PRIVILEGE

Senior citizens (age 62 or older) may visit Colorado State Summer Session classes on a space available basis at no cost. Contact the Registrar's Office, Room 100 Administration Annex, (970)491-7148.

### REGISTRATION PROCEDURES

Registration and schedule changes (adds and drops) for courses listed in the Summer Session Class Schedule are accomplished online by selecting the "Registration/Student Schedule" link on RAMweb. To access RAMweb, log on to <http://ramweb.colostate.edu>. 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 hours.

Questions regarding registration procedures should be directed to the Registrar's Office, located in the Administration Annex, Room 100; (970)491-7148. Office hours during summer session are 7:30 a.m. - 4:30 p.m. (Monday, Tuesday, Wednesday, Friday) and 9:00 a.m. - 4:30 p.m. (Thursday).

### ELECTRONIC IDENTITY (eID)

Access to your academic records requires the use of an electronic identity (eID). If you have not yet created an eID, go to the eID website at: <http://eid.colostate.edu>; click on "Register for Your eID". Your eID (eName and ePassword) is required for access to the registration system. It provides security to your registration record, so do not share it with others. If your ePassword is ever compromised, you may change it at the eID website by clicking on "Change Password".

### REGISTRATION SYSTEM OPERATING HOURS

The registration system operates 24 hours a day, 7 days a week.

### PREPARING FOR REGISTRATION

Continuing Colorado State students should contact their adviser for assistance in selection of 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 Art/Hm/Comm/Dsgn Interest, Undeclared Business Interest, Undeclared Engr/Phys/Math Interest, Undeclared Envr/Nat Res Interest, Undeclared Health/Life Sci Interest, and Undeclared Hmn/Soc Sci Interest. Engineering Open Option students should contact the Engineering College Dean's Office. Advising is not required for summer-only students.

The Summer Class Schedule is available online from the University home page (<http://colostate.edu>), click on “C” on the A-Z listing and scroll down to “Class Schedule”. You can also request a summer schedule by calling (970)491-1590.

## REGISTRATION PROCEDURE

Before accessing the registration system:

- Identify the courses and CRNs (course reference numbers found on the Web) for which you wish to register;
- Identify alternative courses and sections.

If you lack this necessary information while you are registering, you may exit the system and re-enter when you are ready. Some departments place class or major restrictions on courses or sections of courses. These restrictions are listed with each course. Click on the course title, which is green, and scroll down to see restrictions. Some of these restrictions may be temporary until certain student classes or student majors have had an opportunity to register for the course or section involved. If this is the case, all students may have access to them after the date noted in the course listing. 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, etc. You may be eligible for another section of the same course, and you may request a list of open sections.

You may also re-enter the system to add another course, drop a course for which you registered previously, or change credits in a variable credit course for which you are registered. You are urged to do this early, as use of the registration system increases as the first day of classes nears.

## REGISTRATION CONFIRMATION

No written confirmation of your registration selections will be mailed to you. However, you may log on to RAMweb (<http://ramweb.colostate.edu>) at any time to view or print your selection of courses.

## SCHEDULE CHANGE PERIOD

Schedule changes are made on the registration system during authorized periods. Courses can be added or dropped, sections changed within a course, and credits changed in a variable credit course during the schedule change period. Some courses restrict such adjustments to the special schedule change period. This is noted in the course listings.

If students do not drop their course(s), they are subject to grades, tuition and fees for the course(s). Nonattendance does not constitute dropping or withdrawing from a course.

## FEE ADJUSTMENTS FOR SCHEDULE CHANGES

An adjustment of tuition and fees is allowed during the schedule change period. After this deadline, there is no adjustment in tuition and fees should the student drop a course.

## COURSE WITHDRAWAL PERIOD

During the Course Withdrawal Period, which begins after the Add/Drop Period ends, courses may be dropped and a “W” (withdrawal) will be recorded on the academic record. Tuition and fees are not adjusted for course withdrawals during this period. Course withdrawals are made on the registration system. No course withdrawals may be made after this period.

See RAMweb course policies with regard to cancellation/university withdrawal dates. **Please note that summer withdrawal differs significantly from Fall or Spring semester withdrawal.**

## REGISTRATION CHANGES BY SUB-TERM

Summer session includes many academic periods of varying lengths. For deadlines specific to a particular course, please refer to the course listing on RAMweb.

### First 4-Week Term:

#### Regular Add/Drop Courses

- Course add period ends May 20
- Course drop period ends May 20
- Course withdrawal period ends June 1

### 12-Week Term:

#### Regular Add/Drop Courses

- Course add period ends May 31
- Course drop period ends May 31
- Course withdrawal period ends June 29

### Second 4-Week Term:

#### Regular Add/Drop Courses

- Course add period ends June 17
- Course drop period ends June 17
- Course withdrawal period ends June 28

### 8-Week Term:

#### Regular Add/Drop Dates

- Course add period ends June 22
- Course drop period ends June 22
- Course withdrawal period ends July 12

### Third 4-Week Term:

#### Regular Add/Drop Courses

- Course add period ends July 15
- Course drop period ends July 15
- Course withdrawal period ends July 26

## “IN-STATE RESIDENCY” FOR TUITION

### CLASSIFICATION PURPOSES

Classification of students for tuition purposes is governed by state statute (“tuition law”) which sets forth conditions for a student being considered as “in-state” for purposes of tuition classification. The tuition law is contained in Sections 23-7-101 to 104, and 23-7-105 of the Colorado Revised Statutes. Although individuals may be considered state residents for voting and other legal purposes after being in the state for a short period of time, the tuition law specifies additional requirements for classification as “in-state” for tuition purposes. The tuition law, which applies to all public institutions of higher education in Colorado, is subject to judicial interpretation and change at any time by the Colorado Legislature. Colorado State University must apply the rules set forth in the Residency Statute, and is not free to make exceptions except as specifically permitted under the Statute.

### DEFINITION OF “IN-STATE RESIDENCY” FOR TUITION PURPOSES

Under the Colorado tuition law, the term “in-state” student means: “a student who has been domiciled in Colorado for one year or more immediately preceding the first day of classes (**the first day of the eight-week session for the summer term only**) for the term for which such status is claimed.” Further, the tuition law states: “attendance at an institution of higher education, public or private, within the state of Colorado shall not alone be sufficient to qualify for domicile in Colorado.” “Domicile” is the legal term used to describe the place where a person has chosen to make a fixed and permanent home. A domicile includes physical presence and intent, and must be established for 12 months on or prior to the first day of classes. You can only establish domicile in Colorado if you intend to reside permanently in the state, and meet the definition of a “Qualified Student.” A copy of the tuition law 23-7-101 to 104 and 23-7-105 of the Colorado Revised Statutes is available at Student Financial Services, 103 Administration Annex, or on their website at: <http://sfs.colostate.edu>.

**Military Personnel and Dependents.** Members of the Colorado National Guard/active duty members of the armed forces of the United States and Canada on permanent duty stationed in Colorado and their dependents (as defined by military regulations) are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in the state, as certified by the military command, no later than the first day of class of the applicable academic term. It is the responsibility of the member or their dependents to notify the university to initiate and maintain this status each semester. For other military considerations visit, <http://sfs.colostate.edu> or contact Student Financial Services.

**International Students.** Non-United States citizens may, under HB96-1083, be eligible to establish “domicile” for classification as an in-state student for tuition purposes. Contact the Tuition Classification Office to determine your eligibility.

## INITIAL CLASSIFICATION

Your initial tuition classification is determined from the information you supply on your application for admission to the University or in the case of summer-only students, the Application for Summer Session. The University, when making this determination, may also consider relevant information contained in any other University education records. Failure to answer all questions on the admissions application could lead to initial classification as “nonresident.”

## PETITION FOR CLASSIFICATION REVIEW

Newly admitted or currently enrolled students who are initially classified as “nonresident”, but feel they meet the requirements for in-state residency may file a petition for re-classification with the Tuition Classification Officer located in Student Financial Services. **Petitioners should consider their tuition classification status that of a nonresident until their classification is changed, and personal financial decisions should be made accordingly.** Petition materials and a copy of the Colorado Revised Statutes can be obtained from Student Financial Services, 103 Administration Annex. Petitions will be processed only if the student has been admitted to the University, or is currently enrolled for the semester they are requesting a change in classification.

## DEADLINE TO PETITION

The deadline date to submit a petition for Summer 2009 semester is May 15, 2009. For more information regarding the petition process or deadline dates for future semesters, visit <http://sfs.colostate.edu> or contact Student Financial Services, (970)491-6321.

## APPEAL OF CLASSIFICATION

Decisions made by the Tuition Classification Officer may be appealed to the Residency Appeals Committee. The appeal must be submitted in writing, no later than 10 days after the date of the letter in which the decision is conveyed to the petitioner. The decision of the Residency Appeals Committee is the final administrative ruling; however, petitioners may seek legal counsel to be informed of their rights and remedies. Additional information regarding the appeal process is available through Student Financial Services, 103 Administration Annex. Any student who provides false information to avoid paying “nonresident” tuition may be subject to legal and/or disciplinary action.

## TUITION AND FEE AUTHORITY

The Board of Governors of the Colorado State University System sets tuition consistent with tuition and fee policies by the Colorado Commission on Higher Education (CCHÉ) and the Joint Budget Committee. Tuition is set for the year at the June SBA meeting.

**NOTE:** The schedule of tuition and fees does not apply to courses offered through the Division of Continuing Education which are assessed separately:

\* The collected fees area assigned to Legal Services, Sports Recreation, Conflict Resolution, Student Conduct Services, Board of Student Communications, Community Services, ASCSU, Student Recreation Center, Lory Student Center, Health Services, and Transfort.

\*\* A mandatory separate University technology fee will be assessed to ALL students each term.

## PAYMENT OF STUDENT ACCOUNTS

By completing the registration process, the student agrees to pay the University according to the payment schedule listed below, and further agrees to pay late charges as incurred.

If you register:	Charges covered:	Due Date:
By May 15, 2009	all summer charges	June 10, 2009
May 16 - June 15, 2009	all summer charges	July 10, 2009
After June 15, 2009	all summer charges	August 10, 2009

University charges are due by the date specified on your statement. A late charge of 1.5% per month will be assessed on any amounts not paid by the due date, and financial holds will be placed on University services. The University will not register a student, confer a degree, or provide a final transcript to any student or former student who has a past due financial obligation to the University.

University billing statements are mailed to the billing address, if one has been provided. Otherwise, they will be mailed to the mailing address on file with the University. To update or create your billing or mailing address, log on to RAMweb (<http://ramweb.colostate.edu>) and select “Change my Address/Telephone.”

Student account information is also available on RAMweb (<http://www.ramweb.colostate.edu>) by selecting the “Billing Information” link. Please direct questions about your student account to Student Financial Services, Administration Annex Room 103; call (970)491-6321; or online at <http://sfs.colostate.edu>. As of January 2008, the Cashier’s Office is now located on the first floor of the Lory Student Center. To minimize wait time in line at the Cashier’s Office, please consider using the online e-check option under the “Pay Your Bill” link on RAMweb.

## RETURNED CHECKS

Any person who presents to the University a check, either paper or electronic, that is not accepted for payment by the bank because of insufficient funds, stopped payment, nonexistent account, or other reason for which the person is responsible is charged a penalty as provided by state law. Returned checks will be collected by the Special Assets Office on campus. They may be reached at (970)491-3936. Additional information may be found in the current University General Catalog under “Financial Services for Students.”

## VETERANS BENEFITS

The Registrar’s Office assists the Department of Veterans Affairs by providing certification for VA educational benefits. Students eligible for benefits should contact the Registrar’s Office at least six weeks prior to the expected date of enrollment. Before requesting veterans’ educational benefits, applicants should already have applied to Colorado State University in a degree-seeking program or for teacher licensure. Additional information and minimum acceptable credit loads for students enrolled for summer session terms can be obtained by contacting the Registrar’s Office at (970)491-7148.

## LATE REGISTRATION

A \$50 charge may be assessed to students allowed to register late or for late adds after the registration period.

## TUITION AND FEES ADJUSTMENTS

An adjustment of tuition and fees is allowed during the schedule change period. See **COURSE CANCELLATION/ADD/DROP/WITHDRAWAL BY SUB-TERM** for deadlines. After the schedule change period, 100% tuition and fees will be charged.

## SPECIAL COURSE FEES

Certain courses require enrolled students to pay fees for special services and/or materials at the time a student registers. For the most current listing of special course fees, visit the Provost/Academic Vice Presidents webpages at: <http://provost.colostate.edu>. All special course fees will be assessed and collected through normal student accounts receivable procedures. No fees should be paid directly to academic departments or individuals.

For some courses, enrolled students are assessed a uniform fee to cover the costs incurred by the University to offer the courses. These costs include the rental of external facilities, the expenses of field placements, the provision of special facilities of a personal nature that the University would not otherwise maintain and/or the costs of off-campus travel of students and supervising faculty members.

For some courses, enrolled students are assessed by the department variable fees based upon actual use of expended materials supplied by the department and used by the student in the creation, construction and/or fabrication of an object of value such as a class project that becomes the student's property; or based upon actual use of expendable materials supplied by the department because of the inability to make individual purchases economically.

For some courses, enrolled students are assessed by the department variable fees based upon actual damage to or non-return of equipment used in the courses. For some courses, enrolled students may pay a fixed fee for replacement or upgrade of equipment.

## SUMMER TECHNOLOGY CHARGE

Students majoring in degree or open option programs in the College of Applied Human Sciences who register for courses are charged a computer technology charge at the rate of:

- 1-8 credits (undergraduate): \$7.56 per credit
- 9 or more credits (undergraduate): \$68.00
- 1-5 credits (graduate): \$11.33 per credit
- 6 or more credits (graduate): \$68.00

## PHOTO ID CARDS

Students can obtain a CSU RamCard at the RamCard Office located in the Lory Student Center. You must present a government-issued picture ID such as a driver's license or passport, and you must know your nine-digit CSU ID number. Your photo will be taken and an ID will be issued immediately. There is an \$18 fee to your student account for new or re-admitted students. A \$23 charge will be assessed for replacement IDs. Please call (970)491-2344 or visit <http://id.colostate.edu> for further information.

## FINANCIAL AID

2009 Summer Session students are considered for two types of financial aid:

- Federal Pell Grant
- Federal Direct Loans
  - Federal Direct Loans (subsidized and unsubsidized)
  - Federal Direct Parent Loan
  - Federal Direct Graduate Plus Loan

Cost of attendance for financial aid will be determined by the length of the sub-terms and the number of credits

## FINANCIAL AID ELIGIBILITY

To be considered for the Federal Pell Grant and/or Federal Direct Loans, students must:

1. Be admitted for summer and enrolled in an approved degree/certificate program.
2. Complete the 2008-2009 Free Application for Federal Student Aid (FAFSA) as soon as possible. The FAFSA for the 2008-2009 academic year will be used for the 2009 summer session. If you have already completed the FAFSA for this academic school year (2008-2009) do not submit another one. The Federal processor must receive the application by June 30, 2009.
3. Register for a minimum of six (6) summer session credits; five (5) credits for graduate students.
4. Complete Colorado State University's Financial Aid Application for Summer 2009, available at the beginning of April on RAMweb (<http://ramweb.colostate.edu>). The deadline to submit for the summer application is July 1.
5. Have remaining eligibility for Federal Pell Grant or Federal Direct Loans.
6. Be making satisfactory academic progress when your summer financial aid application is processed and at the time funds are credited to your University student account.

Students who are not eligible for Federal Pell Grant and/or Federal Direct Loans may want to consider an alternative loan. Information on alternative loans is available from Student Financial Services. Students interested in alternative loans are required to complete Colorado State University's Financial Aid Application for Summer 2009 (see #4 above).

## ACADEMIC DISMISSAL

Students who are dismissed for academic reasons at the end of the spring semester are permitted to enroll during the summer session (without an application) immediately following their dismissal. However, they are not eligible to receive financial aid. If, after summer grades are posted, the dismissed student's cumulative grade point average is 2.0 or above, the student will automatically be reinstated for the following fall semester. If the grade point average remains below 2.0, any fall semester classes previously registered for will be canceled. Students can apply for GUEST (course registration on a space-available basis) or Continuing Education for future semesters. For more information contact the Center for Advising and Student Achievement (CASA), 202 Aylesworth Hall NE, (970)491-7095.

## SATISFACTORY ACADEMIC PROGRESS

Students who are in violation of Colorado State's financial aid satisfactory academic progress policy are ineligible to receive any type of financial aid. The policy is available on the web at <http://sfs.colostate.edu>; select "Financial Aid," then select "Policies". For further information, contact Student Financial Services, (970)491-6321.