REGISTRATION & ENROLLMENT

Registration
Visit the Office of the Registrar’s Academic Calendar (http://www.colorado.edu/registrar/students/academic-calendar) webpage for specific academic and financial dates and deadlines. Students should also consult individual college and school sections of this catalog and their dean’s office for additional information on special requirements and deadlines. The following registration policies are intended to serve as general guidelines.

Students who require accommodations because of a disability should visit the Office of Disability Services (http://www.colorado.edu/disabilityservices) website or call 303-492-8671.

Confirmation Deposit
All new degree students pay a one-time $200 confirmation deposit when they first confirm their intent to enroll at CU Boulder. Students are not permitted to register if the university has not received the deposit.

Confirmation deposits are refunded to students upon graduation or official withdrawal from CU Boulder within established dates and procedures. All refunds are reduced by any outstanding financial obligations. Interest earned from confirmation deposits is used for student financial aid.

Questions regarding the confirmation deposit policy should be directed to the Office of Admissions, 303-492-6301.

MyCUInfo
Student registration and other important information and services are available through the student portal, MyCUInfo (https://mycuinfo.colorado.edu). Students access the MyCUInfo portal using a secure CU login name and IdentiKey password. For more information and registration instructions, visit the Registration (http://www.colorado.edu/registrar/students/registration) webpage.

Registering for Classes
All CU Boulder students register for classes through MyCUInfo, where they can also check their assigned registration date and time, view any holds that may prevent registration (see "Holds"), see to-do lists and obtain their advisor’s name and contact information.

New freshmen and transfer students receive their registration instructions and information during the New Student Welcome Experience. Continuing students may consult the academic calendar or view their registration dates in the student portal; they are also notified by email each semester of upcoming registration periods and requirements.

If a student misses their assigned registration window, they must wait until the schedule adjustment period (fall only) or open enrollment to register for classes. No exceptions are made to this policy.

Registration instructions are also available on the Enroll in Classes (http://www.colorado.edu/registrar/students/registration/enroll) webpage.

Enrollment Dates
Each term, students are assigned enrollment dates based on their class standing and cumulative completed credits. Posted in MyCUInfo, the enrollment assignment indicates the dates and times during which the student may enroll, as well as the maximum number of credits they can take. Students who miss their assigned dates must wait until the schedule adjustment period (fall only) or open enrollment periods to register for classes.

Priority registration has been formally approved for specific populations of students who have unique scheduling needs. Priority registration does not override university or departmental policies, holds, permissions, etc.; nor does it guarantee the provision of classes at specific times. Student populations with priority registration, which often occurs within the enrollment period specified for their class (i.e., freshmen, sophomores), include students with disabilities, military veterans and student athletes.

Holds
A hold may be placed on a student’s record for a number of reasons, including but not limited to financial, advising, scholastic, conduct and health. A hold may prevent a student from registering, returning to school, obtaining an official transcript or receiving a diploma. Students should resolve holds as quickly as possible by contacting the appropriate campus office identified in the hold in the student portal.

Special Registrations
Intercampus Enrollment Program
CU Boulder students who are enrolled in at least one class on the Boulder campus may be allowed to register for up to two classes or 6 credit hours, whichever is greater, on another University of Colorado campus.

Graduate students should check with the Graduate School for exceptions to the home-campus registration requirement and limitations on credit hours at the host campus.

Generally, classes taken at other CU campuses must be required for graduation or unavailable on the Boulder campus in a given term, or the classes must conflict with another required class in which the student is enrolled.

Boulder students exercising this option pay tuition for their total credit hours at Boulder campus rates. Intercampus Enrollment forms and instructions are available on the Registration Programs (http://www.colorado.edu/registrar/students/registration/registration-programs) webpage.

Intercampus students are registered in host campus classes after continuing home students have had the chance to enroll. This excludes the Anschutz campus, where students will be enrolled on the first day of classes. Students must adhere to the add/drop deadlines of the host campus when making changes to their intercampus enrollment.

Boulder campus students who wish to take course work on another campus of the University of Colorado, but not through the Intercampus Enrollment program, may be able to register on that campus independent of Boulder-campus registration. However, they must apply for admission to and follow the registration procedures established by the other campus. Students should check with their dean’s office for approval and course applicability to their degree program.
Late Registration
Non-enrolled students may be allowed to register late for a fall or spring semester. However, as of the third Friday of the semester, eligible students are assessed a $100 late registration fee (this is different than charges assessed for late payments of the university bill). The late registration fee also applies to graduate students registering as candidates for degree or for thesis credit hours. For more information, visit the Drop a Class (http://www.colorado.edu/registrar/students/registration/enroll/drop-class) webpage.

University Employees and Dependents
CU Boulder offers a tuition benefit to eligible employees and their dependents. For current benefit information, visit Employee Services’ Employee Tuition Waiver Benefit (https://www.cu.edu/employee-services/employee-tuition-benefit) website.

Auditing
Individuals who have not been admitted to the university and who wish to attend regular classes may do so by obtaining auditor’s status. Auditors must receive permission and obtain a signature from course instructors during the first week of class to be formally added to the roster.

Audited courses will not appear on any transcript, formal or informal, as no credit is awarded. Registered auditors receive class instruction, learning management system access and library privileges. Being an auditor at the University of Colorado Boulder does not guarantee eligibility for regular degree or nondegree status.

Note: Admitted degree students, either enrolled or suspended, are not permitted to audit courses. If an admitted degree student is interested in participating in a class without receiving credit, the student must enroll in the course for no credit. Courses taken for no credit are assessed the same tuition rate as courses taken for credit.

Community Auditors
Community members age 18–54 can register for the Community Auditors program through Continuing Education by completing the Community Auditor Registration Form on the Community Auditors webpage. Contact ceregistration@colorado.edu or call 303-492-5148 for more information.
Community auditors pay for three credit hours at the in-state undergraduate tuition rate in the College of Arts and Sciences. The cost is a flat rate and, with instructor permission, auditors may audit as many classes as desired. Nonrefundable payment is due at the time of enrollment.

Senior Auditors Program
Individuals 55 years and older can register for the Senior Auditors Program through the CU Boulder Alumni Association and qualify for reduced rates. Registration and eligibility information is available on the Senior Auditors webpage. Contact the Alumni Association at 303-492-8484 for more information about this program.

Dropping & Adding Classes Procedures
Students can add or drop classes from their schedule in the MyCUInfo portal or app. For more information, visit the Enroll in Classes (http://www.colorado.edu/registrar/students/registration/enroll) webpage.

Deadlines
For specific drop and add deadlines for both the regular 16-week and special fall and spring sessions, visit the Academic Calendar (http://www.colorado.edu/registrar/students/academic-calendar) webpage. For summer deadlines, visit the Summer Session Calendars (http://www.colorado.edu/summer/resources/calendars) webpage.

Add a Class
- Students add classes in MyCUInfo during designated registration and schedule adjustment periods each term without needing approval.
- After this time period, students must contact the instructor or the instructor’s department to add a class, and the university cannot guarantee timely review of the student’s financial aid and COF eligibility, or processing of the tuition and fee bill.
- After the COF-eligibility deadline has passed, classes will not receive COF funding unless the class was added late due to a university error.

Drop a Class
- No Record Drop: Students may drop individual classes in MyCUInfo with a refund and no record (no W grades) through the third Wednesday of a regular 16-week fall or spring session and through the add/drop deadline of any special fall or spring session (summer dates vary).
- Drop with Record: After the third Wednesday of a 16-week fall or spring session or the add/drop deadline of any special fall or spring session, students may continue to drop classes without instructor/advisor approval in MyCUInfo through Friday of the tenth week of the regular 16 week fall or spring session or the Deadline to Drop a Class in MyCUInfo date for any special fall or spring session (summer dates vary). However, tuition and fees are assessed and grades of W appear on the transcript.
- Late Drop: After the 10-week drop or Deadline to Drop a Class in MyCUInfo deadline for any special fall or spring session, instructor and dean signatures are required to drop a class. Some colleges may require additional approval or processes, such as petitioning the dean (students should check with their school or college). Class drops are generally not approved after this date except in extraordinary circumstances. Tuition and fees are assessed and grades of W appear on the transcript.

Students dropping all of their classes should see the Withdrawal (p. 2) section.

Withdrawing from the Semester
A withdrawal from a Main Campus semester occurs if the student:
- never registers for classes in a fall or spring semester; or
- drops all classes for a semester; or
- submits a withdrawal request to the Office of the Registrar.

A student who desires to withdraw from the university and drop all Main Campus classes should visit the Office of the Registrar’s Withdrawal from the Semester (http://www.colorado.edu/registrar/students/withdraw-cu) webpage and review the current term’s withdrawal calendar (http://www.colorado.edu/registrar/sites/default/files/attached-files/spring2017withdrawal_info.pdf) to understand the potential impacts of withdrawing. Failure to withdraw properly may result in failing grades recorded for every class and liability for the full amount of tuition and fees for that term.
Rules for withdrawing may vary with each college and school. Students anticipating a withdrawal should consult their advisor and/or dean’s office, and read the withdrawal information on the Withdraw from the Semester (http://www.colorado.edu/registrar/students/withdraw-cu) webpage.

Withdrawing students (including students applying for a graduate leave of absence) with Federal Perkins/NDSL loans must complete a loan exit interview and clear all outstanding financial balances before leaving the university. Failure to do so results in a hold on the student’s record. This hold prevents receipt of a diploma or an academic transcript of work at the university and registration for future terms. Students can complete a loan exit interview by contacting University Student Loans & Debt Management in the Bursar’s Office at 303-492-5571, toll free at 800-925-9844 or TTY 303-492-3528.

Undergraduate students who withdraw and then wish to return to the university have two semesters (plus summer) from their last graded semester to return to the university without having to reapply for admission. Graduate students can apply for an approved leave of absence. Details are available on the Withdraw from the Semester (http://www.colorado.edu/registrar/students/withdraw-cu) webpage.

For more information, contact the Office of the Registrar at 303-492-6970 or withdraw@colorado.edu. For information about tuition and fee obligations for withdrawing students, see either the Undergraduate Tuition and Fee Policies (catalog.colorado.edu/undergraduate/student-finances/#policies_text) or the Graduate Tuition and Fee Policies (catalog.colorado.edu/graduate/student-finances/#policies_text) sections.

Graduate Leave of Absence

Graduate and MBA students must apply for a leave of absence (http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence) or be discontinued from the university. Graduate students who wish to take a leave of absence from the university must submit an application by the published deadline in a given term and get approval from their department and their school, college or program to avoid having to reapply.

Graduate students taking an approved leave of absence are allowed two inactive semesters (plus summer), and are guaranteed a place in their current college or school and in their current major when they return to the university. Students must not have any disciplinary holds and must be in good academic standing with the university. Students registered for the semester in which they plan to begin their leave of absence must formally withdraw. See the “Withdrawal Procedures” section above.

A nonrefundable $50 program fee is required at the time of application. For an application and more information, visit the Leave of Absence (http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence) webpage.

Undergraduate Leave of Absence

Undergraduate students can take a leave of absence from the university for up to two semesters (plus summer) without having to reapply to CU Boulder. Eligible degree-seeking undergraduate students may maintain certain university benefits while taking leave from the university. Some benefits (such as Recreation Center access and health insurance through Wardenburg Health Services) are only available for an additional fee. Signing up for these elective benefits requires submitting an application and a nonrefundable $50 administrative fee.

For an application and more information, visit the Leave of Absence (http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence) webpage.

Law Student Withdrawal and Leave of Absence

A law student who desires to voluntarily withdraw from the university and drop all classes during the first (fall) semester must reapply for readmission, may only be readmitted to resume in a subsequent fall semester, and shall receive no readmission preference. Students who withdraw after completing the fall semester but before beginning on the second (spring) semester, must reapply for admission, shall normally be expected to wait until the next spring semester to resume their studies, and shall receive admission preference only in the next regularly scheduled spring semester. Law students must apply for a leave of absence (http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence) or will be discontinued from the university. Department and college approval is required on the application.

Active Duty

Students who are military personnel, fire fighters and police officers who are called to active duty and/or to help with disasters may request to go on a leave of absence. These students should contact the Office of the Registrar. For more information, visit the Withdraw from the Semester (https://www.colorado.edu/registrar/students/withdraw-cu/#military_personnel_amp_emergency_workers-466) webpage.

Retroactive Withdrawal

In certain situations, colleges, schools and programs accept petitions for retroactive withdrawals from one or more completed semesters. Students must clearly demonstrate that they experienced extenuating circumstances beyond their control that prevented them from withdrawing by the established deadline (e.g., serious cases of injury). Such petitions require specific and detailed documentation from appropriate licensed professionals in order to be considered. Students who believe they have encountered life events that may make them eligible for a retroactive withdrawal should meet with their academic advisor before taking any action.

Retroactive withdrawals are seldom granted, and the review process may take several months. For petitions that are approved, grades of W will be recorded for all classes taken in the semester, irrespective of the original grade. Students who must withdraw within a given term due to extenuating circumstances should review the Academic & Financial Considerations (http://www.colorado.edu/registrar/students/withdraw-cu/considerations) webpage. Withdrawing students who have received financial aid should review the Financial Aid Withdrawal Policy (http://www.colorado.edu/financialaid/policies/financial-aid-withdrawal-policy) webpage.