

This checklist was developed to guide you through applying for the program, registering as a student and starting your course(s). More information and necessary forms are available online at:

<http://www.colorado.edu/bursar/facstaff/waiv/tuitwaiver.html>

**STEP 1:** Confirm the course(s) you are interested in taking are job-related and/or career enhancing (remember you **MUST** get approval from your supervisor when completing your tuition waiver form). Be sure to list your courses on your tuition waiver, courses not listed are not eligible for a tuition waiver.

**STEP 2:** Determine if you are a **NEW** student, **CONTINUING** student or **CURRENT CONTINUING** student:

- You are a new student if you have never taken classes at CU Boulder.
- You are a continuing student if you have taken class at CU Boulder at some point in the past, but you did not attend spring OR summer 2009.
- You are a current continuing student if you attended spring at CU Boulder.

**STEP 3:** Complete your Faculty/Staff Tuition Waiver, get your supervisor's signature on the form (YES, you **MUST DO THIS** for each term!), and submit to the Bursar's Office before August 7, 2009 for fall semester.

**STEP 4:** Decide if you are seeking a degree and submit appropriate application for admission:

- New Student Seeking a Degree = Electronic Admissions Application
- Continuing Student Seeking a Degree = Electronic Re-Admit Application
- Current Continuing Student = Tuition Waiver ONLY (submit to Bursar's Office)
- New Student or Continuing Student NOT Seeking a Degree = Non-Degree Application (submit to Bursar's Office along with your tuition waiver)

**STEP 5:** Check your COLORADO.EDU email address for an email with registration information (if you register prior to the day classes begin, you will be responsible for paying full tuition!!!)

**STEP 6:** Register via CUConnect but not before August 23, 2009. If you are an undergraduate Colorado resident, you should authorize COF to reduce your financial obligation. More information on COF: <http://collegeincolorado.org/COF/default.aspx>

**STEP 7:** Check your student bill often on CUConnect. You will be financially responsible for mandatory fees, course fees and possibly other charges.

**STEP 8:** Enjoy the semester and don't hesitate to call the Bursar's Office with questions 303-492-5381.

Please Note: Dropping or withdrawing from courses after you register and become enrolled will result in a \$200 withdrawal fee. Before you register ensure that you can accommodate taking classes while maintaining your workload for the duration of your classes. Please check the Registration and Academic Calendar for deadlines and information:

[http://registrar.colorado.edu/calendar/calendars\\_schedules.html](http://registrar.colorado.edu/calendar/calendars_schedules.html)