

Joint Office Training Manual



Spring 2007



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Office of Financial Aid

Spring 2007

General Information

- Phone: Students: 492-5091, press 3 for advisor
- Fax: 492-2226 (receptionist's, in our lobby)
- Receptionist: 492-7347

- Home Page: www.colorado.edu/finaid
- Email: finaid@colorado.edu
- Location: Regent, Room 175
- Hours: 9am to 5pm, Monday through Friday

Disbursement of Aid

Applying for Financial Aid

Students apply for financial aid by submitting the *2006-2007 Free Application for Federal Student Aid (FAFSA)* to the Federal Processor, preferably by doing it online at www.fafsa.ed.gov. In some cases, a signed copy of the student's or parent's 2005 federal tax return must be submitted to our office as part of the student's application for aid; in those cases, our office will request the necessary document from the student. Once we process a student's application for aid, we send the student an *Award Letter* describing their financial aid award. Students must affirmatively accept any offered loans and complete the necessary paperwork before a loan can disburse. Students must apply for financial aid each year.

Enrollment Level Impacts Aid:

Loans and grants will disburse proportionately to the student's bill based on their level of enrollment. Scholarships will only disburse at full-time enrollment.

- ◆ Full-time: students receive the full amount of their scholarships, loans and grants,
- ◆ $\frac{3}{4}$ time: students receive $\frac{3}{4}$ Pell grant and the full amount of their loans and other grants,
- ◆ $\frac{1}{2}$ time: students receive $\frac{1}{2}$ of their grants and $\frac{1}{2}$ of their loans.

Waitlisted, non-credit classes and correspondence credit hours do not count as enrolled credit hours for financial aid purposes.

Students who intend to be enrolled less than full-time should notify the Office of Financial Aid, so the necessary adjustments can be made to the student's aid.

Census Date: Aid will be adjusted based on enrollment level at census date. For spring 2007, census date is February 2nd. A revised award letter is sent to students when their aid is adjusted because the student is enrolled less than full-time.

Financial Aid Refund Checks:

If the financial aid (combined grants, scholarships and loans) being credited to the student's bill is greater than the bill, the excess amount will be refunded to the student.

Students who have signed up with the Bursar's Office for direct deposit:

If the student has a credit balance as of 5:00 pm on January 9th, the refund will be in the student's bank account on approximately January 12th. Credit balances after January 9th generally will be in the student's bank account 2 to 5 business days after there is a credit balance on the tuition account.

Students without direct deposit:

If the student has a credit balance as of 5:00 pm on January 9th, the refund check will be mailed to the student on January 11th to their local mailing address. Credit balances after January 9th may be picked up at the Bursar's Office in Regent Hall on or after January 12th, and no sooner. Refund checks of more than \$15 will be mailed to the student's mailing address at the end of each month throughout the semester.

Student Athletes:

All athletes must have a release from the Office of Financial Aid before a refund check can be given to them. Student athletes are not eligible for direct deposit and will not have credit balance amounts sent to them.

Students can verify that their aid has been credited to their bills by checking their university bills on CUConnect (generally, under the Financial tab, or by calling the Office of Financial Aid (492-5091) and pressing 3 to speak to an advisor.

Loans:

The following loans will be applied to a student's bill:

- Federal Perkins Loan
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Graduate PLUS Loan – NEW! (for graduate students)
- Federal Direct PLUS (Parent) Loan
- Some private and/or alternative student loans

Promissory Notes: A promissory note is required for each of these loans. Duplicate promissory notes for the Perkins, Stafford, and Graduate PLUS and Parent PLUS loans can be printed on demand in the financial aid office. Stafford and PLUS loans require signed Master Promissory Notes (MPNs); these can be signed online at dlenote.ed.gov. As long as the federal loan servicer has a valid MPN on file, students do not need to sign an additional promissory note for that loan each year. Upon receipt of the promissory note in the OFA, the student's bill is credited with the proceeds of the loan within 48 hours. We can do an immediate on-line disbursement upon an exception basis.

Graduate PLUS and Parent PLUS Loans: Documentation is needed to process a Graduate PLUS or Parent PLUS loan. The borrower is required to complete a form, indicating how much of the offered loan they accept and authorizing a credit check to be completed.

Parent PLUS borrowers must also specify how they want any loan proceeds in excess of their student's university bill to be distributed (i.e., to the student or parent). Refunds from Parent PLUS loan proceeds are generally released to the student, but upon request a refund check can be mailed directly to the parent borrower. If the parent does not authorize the release of excess funds to the student, a hold is placed on the file because a refund check to the parent must be manually created by the Procurement Service Center (PSC). This process can take an additional 14-21 days.

If a parent fails the PLUS credit check, their student is eligible for additional Unsubsidized Stafford loan. The student should contact the Office of Financial Aid for this additional loan.

Loan Origination Fees: Loan origination fees are charged on Stafford and PLUS loans. Due to an interest rate rebate offered by the federal government, only 1.5% origination fee will be deducted from the Stafford loans (for both subsidized and unsubsidized loans). The Graduate PLUS and Parent PLUS loan origination fee is 2.5%.

Alternative Student Loans: Checks (from banks) will be delivered to the Cashiers Office for distribution if electronic disbursements are not received and applied to the students' bills. OFA notifies students by email when checks are available.

Short-term loans: First day for short-term loans based on spring aid is December 4th. Students may borrow up to \$500, and possibly more with counselor approval.

Aid Not on the Student's Bill?

Enrollment: How many hours is the student enrolled? Students may be enrolled in fewer than 12 hours and receive aid, but their file must be adjusted to reflect less than full-time enrollment. If a student will not be enrolled full-time they should notify the Office of Financial Aid.

Promissory Notes: Did student submit the promissory note? When? Allow 48 hours at the beginning of the semester for loan funds to be credited to students' bills.

Reasonable Academic Progress (RAP): Aid for students that do not meet reasonable academic progress standards will not disburse to their bill. See section on RAP here below.

Work-study is not applied to the bill.

ROTC Scholarships: ROTC scholarship recipients should be referred to Scholarship Services in the Office of Financial Aid if their ROTC scholarships are not reflected on their tuition/fee bills.

Alternative loans: Some alternative loans are not applied to the bill.

Scholarships

Location: Scholarship Services is located *inside* the Office of Financial Aid. Hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Direct scholarship questions to 303-492-4533.

Deadline: Wednesday, January 24 at 5:00 p.m.: This is the latest date a private scholarship check or notification of a departmental scholarship can be received and endorsed in the Scholarship Office to avoid late and service charges.

Private Scholarships: All private scholarships of more than \$500 are divided equally between the fall and spring semesters, unless otherwise indicated by the donor. Donors should specify if a scholarship is intended for one semester only.

If a student receives a scholarship check directly from the donor, (s)he should forward the check along with a copy of the donor's cover letter to the Scholarship Office for processing. Do not advise students to turn the scholarship check in with their personal tuition and fees payments.

Scholarship checks should be made payable to:

University of Colorado
Scholarship Services
77 UCB
Boulder, CO 80309-0077

Co-payable checks: Donors are encouraged NOT to make checks co-payable to the University and the student. Co-payable checks can delay delivery of funds to the student because the student must come in to our office to sign the check before it can be deposited and credited to his or her bill.

Enrollment Verification: If a donor asks for verification of enrollment for a given student or students, Scholarship Services will send an unofficial verification of enrollment. Donors will also be sent a form letter explaining that CU does not disburse scholarship funds until a student reaches full-time enrollment. If the student does not enroll full time, we will contact the donor for instructions. If a donor requires official verification of enrollment, the student may request one from the Registrar's Office.

Grade Transcripts: Donors or students may request in writing that grade transcripts be sent to the donor at the end of each semester or at the end of the academic year. The student must sign a release form available at the Scholarship Office. Students receiving multi-year scholarships may sign one release form for any given donor that will cover them for the duration of the scholarship.

Scholarship Application for 2007-08: The online scholarship application is available from November 1, 2006, at www.colorado.edu/finaid. The deadline for scholarship applications is March 1, 2007. Please refer students to the Scholarship Office for information.

Scholarship Guides: CU-Boulder generally awards all of its institutional scholarships for the upcoming academic year by the end of May. The *Freshman and Transfer Scholarship Guide 2007-08* is available on OFA's web site. There will also be a limited number of paper guides available in the Scholarship Services office. Continuing CU-Boulder students, and prospective incoming students who have applied for admissions and received a pin number, can link to the on-line scholarship application through OFA's web site at www.colorado.edu/finaid. Anyone with questions or problems regarding the on-line application should be referred to Scholarship Services.

Reasonable Academic Progress

Students who do not meet Reasonable Academic Progress standards are notified by mail. The end-of-fall RAP evaluation of students who took fall coursework will occur on about January 3rd, and RAP letters will be mailed on about January 5th. Other students on RAP have been previously notified. The RAP letter contains information regarding appeals, deadlines, and instructions.

Students who believe they had extenuating circumstances that interfered with their academic progress should contact a financial aid counselor regarding the appeal process.

Student Employment Office

Location: UMC, Room 100

Hours: 9:00 a.m. to 5:00 p.m., Monday through Friday

Phone: 303-492-7349

The Student Employment Office assists students in finding part-time and full-time employment opportunities. Jobs are posted in CU Connect (under the Financial tab) at <https://cuconnect.colorado.edu>. On-Call and Job Match services are also available from our office.

ON-CAMPUS EMPLOYER/DEPARTMENT INFORMATION:

The Student Employment Office provides a thorough on-campus employer handbook that can be found on our website at: <http://www.colorado.edu/studentemployment/oncamp.html>. This handbook is intended to assist payroll liaisons in the set-up of their student employees in the Human Resource Management System (HRMS). This includes non-work-study (account code #407600) and work-study students (account code #407700). It comprehensively addresses policies and procedures related to student employment issues (for both hourly and work-study appointments).

In addition, the Student Employment Office administers a listserv for on-campus student employers. The purpose of this listserv is to provide employers with timely information concerning student hourly and work-study employment processes specific to the Boulder Campus. Information on this listserv can be found at the address listed above. Each semester, the Student Employment Office (in conjunction with the Office of Employee Development) also provides trainings for departments including Selecting and Interviewing Student Employees, Supervising Student Employees, and HR Processes for Student Employment. Information pertaining to these sessions can be found at www.colorado.edu/studentemployment/oncamp.html.

WORK-STUDY INFORMATION:

Work-Study Begin and End Dates: Students cannot work prior to, or beyond the official begin and end dates for academic year student employment appointments.

Fall work-study:	August 13, 2006 - December 16, 2006
Spring work-study:	December 17, 2006 - May 5, 2007
Academic year:	August 13, 2006 - May 5, 2007

Work-Study Award Information: Anyone with an SIS logon can access SIS Screen 331, which indicates whether a student has been awarded work-study for the academic year and what their earnings are to date. For specific instructions on how to access and read this screen, please go to: <http://www.colorado.edu/studentemployment/instructions.html> or call **303-492-7349**.

Definition of Work-Study: Work-study is a need-based financial aid program that allows students to work and apply their earnings toward their educational expenses. The federal or state government pays a portion of the student's salary and the remaining portion is paid by the department where the student is employed. The dollar amount of work-study indicated on the student's award letter is the total dollar amount the student is eligible to earn. Students must submit the Free Application for Federal Student Aid (FAFSA) each year by the processing deadline in order to receive work-study awards for the following year. In order to receive summer work-study, students must apply separately for summer financial aid (available at the beginning of February).

Types of Jobs Available Through the College Work-Study Program: All work-study positions are posted in the Financial tab of CU Connect <https://cuconnect.colorado.edu>. Positions vary depending on the job title, employment experience, and required qualifications. Pay rates vary from minimum wage (currently \$5.15 per hour) to a maximum of \$17.61 per hour for skilled graduate positions. Many positions require little or no experience.

Community Service Learning Work-Study Program: The Community Service Program develops, improves, and expands work-study job opportunities related to community service. The jobs provide an opportunity to work with low-income persons or to help solve particular problems within the community.

Taxes and Work-Study Earnings: Since work-study is "earned income," students are required to complete a W-4 tax withholding form. Specific questions regarding this form should be directed to an Internal Revenue Service representative or an accounting firm which specializes in tax form preparation. The completed, original W-4 form should be forwarded to the Payroll and Benefits Services Center at 575 SYS.

Student Employee Retirement Information: To comply with the Revenue Reconciliation Act of 1990, the Board of Regents has approved the following rules for enrollment in the Student Retirement Plan.

Students who must enroll in the Student Retirement Plan:

Undergraduate students enrolled in less than six academic credits during any semester (fall, spring, or summer).

Graduate students enrolled in less than three academic credits during any semester (fall, spring, or summer).

AND... Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

Students who are required to enroll in the retirement program will contribute 7.5 % of their wage for the retirement deduction and 1.45% for the mediatx deduction. Students may only withdraw their retirement contributions upon graduation or withdrawal from the university.

TIAA/CREF is the carrier of investment funds for the Student Retirement Plan. Information packets/enrollment forms are available at Payroll and Benefits Services (located on the east campus, 3100 Marine Street, 6th Floor). Specific questions should be directed to TIAA/CREF at 1-800-842-2776.

I-9 Employment Verification Form: Students must complete an I-9 Employment Eligibility Verification Form within three business days of the date they are hired. Students are required to go to the Student Employment Office to have this completed (unless their payroll liaison is an I-9 Partner).

Social Security Cards: Students are required to show the University their original social security card to get set up in the payroll system. If they do not have a social security card, they will need to contact the nearest social security office, or visit www.ssa.gov/replace/sscard.html and complete the appropriate paperwork to get another social security card. This process can take up to 3 weeks, so we recommend that they do this as soon as possible, even if they have not been hired, but anticipate working for the University

Reporting Work-Study Hours: Students complete timesheets on a bi-weekly basis which records time in and time out for each day worked. Students can only be paid for actual hours worked (i.e. not anticipated hours). The students sign the timesheets to certify that, "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period." The supervisor must verify the hours, sign the timesheet verifying this information as correct, and forward it to the appropriate person who will submit the hours to HRMS. Any misreporting of hours will be reported to the Student Employment Office, Judicial Affairs, and the CU Police Department, who will do their own investigations and charge the student accordingly. Students should consult their employer for the exact payroll procedures for their department or agency.

How Students Are Paid: Once hired, employers must enter the appropriate student information into the University payroll system. Upon completion of this process, the student's payroll record is created or updated. Students are paid on a bi-weekly basis, every other Friday (please refer to the Time Collection Calendar). There is a two-week pay lag; therefore, students will be paid about two weeks after their first time sheet is submitted. University policy requires students to be paid via direct deposit. Their pay is automatically deposited into their checking or savings account. Students are mailed an "advice warrant" each bi-weekly pay period, which indicates the amount of their earnings. Funds are available in their bank account on payday. Advices are mailed to the student's home address listed on the payroll system. Please note: Updating the student address with the Registrar or on CU Connect **does not** update the student address on the Payroll system. If the student's address

has changed, they must contact their employer to change it in the payroll system. Failure to do so could result in the delay of their pay advice.

Work-Study Limits: The amount of a work-study award is based on a student's demonstrated financial need and availability of funds. Any earnings in excess of a student's award will be billed 100% to the employer. It is necessary for work-study students and their immediate supervisors to monitor their work-study earnings on a regular basis so as not to exceed the work-study award earnings limit. *PLEASE NOTE: Work-study awards do not carry forward from Academic Year to Summer (or Summer to Academic Year) if students do not earn their full awards.*

Work-Study Award Increases: Due to the fluctuation of funding levels for the work-study program, students should not count on receiving an increase in their work-study award limit. However, increase request forms are available at the reception desk of the Financial Aid Office, located in Regent 175 or at the front desk of the Student Employment Office, which is located in the UMC, Room 100. This form can also be found on the web at: <http://www.colorado.edu/studentemployment/studentfillforms.html>. Increases will be made based on the availability of funds throughout the term. Students should monitor their work-study earnings based upon their current award to avoid problems later during the term.

Working Overtime: Any hours over 40 per week must be paid at 1.5 times a student's regular hourly rate. However, the overtime earnings are not subtracted from their work-study award. These earnings must be paid 100% by the employer. Therefore, students must have their employer's permission before working overtime.

2007 Summer Work-Study Awards: Students must have already applied for financial aid using the 2006-2007 Free Application for Federal Student Aid (FAFSA) in order to apply for summer work-study. They must also complete the summer aid application via the web to be considered for a summer work-study award. The Summer Aid Application and additional information will be available via the web, on or around February 1, 2007. Work-study funds are limited, so if students would like to be considered for summer awards, they should apply by the March 15, 2007 priority date.

Veterans Services

The Veterans Services Office is located inside the Office of Financial Aid.

The main purpose of the Veterans Services Office is to assist students in obtaining their Veterans Administration (VA) education benefits. A financial aid counselor is also available to assist in coordinating these benefits with student financial aid awards.

If students you encounter have general questions concerning VA education benefits or need assistance in the application process, please have them call **303-492-7322** or e-mail vet-serv@colorado.edu.

Students who have applied for and need to pick up an advance payment check of their VA education benefits must do so at Veterans Services, in the Office of Financial Aid. Please do not direct students to the Bursar's Office for VA advance payment checks.

Office of Financial Aid Calendar - Spring 2007

Dec. 1 (Fri.)	First spring disbursement - disbursement runs 1x/week until Dec. 18.
Dec. 4 (Mon.)	Short-term loans available against spring aid. Registration begins for Boulder Evening classes.
Dec.15 (Fri.)	Last day to apply for Advance Pay for veteran benefit recipients (spring only students)
Dec. 16 (Sat.)	Last day to earn fall work-study.
Dec. 17 (Sun.)	First day continuing students can begin earning spring work-study awards. Students who graduate in December or leave the University at the end of the fall semester are NOT eligible to earn any portion of their spring work-study award.
Dec. 18 (Mon.)	Spring disbursement begins running nightly.
Jan. 2 (Tues.)	First day to pick-up Advance Pay for veteran benefit recipients.
Jan. 5 (Fri.)	Evaluation run for RAP (Reasonable Academic Progress).
Jan. 8 (Mon.)	Letters mailed to students selected with RAP (Reasonable Academic Progress)
Jan. 8 – 12	Short-term loans are available on a limited basis during this time.
Jan.11 (Thu.)	Financial aid refunds mailed to students with credits of at least \$15 as of January 9.
Jan. 12 (Fri.)	Direct deposit refunds available for students with credits of \$1 or more as of January 9 – note that processing time varies by bank. Registration begins for ACCESS courses at CEPS.
Jan. 15 (Mon.)	Holiday – university closed for Martin Luther King, Jr. Day.
Jan. 16 (Tue.)	Classes begin on Main Campus. Classes begin for Access students.
Jan. 22 (Mon.)	Boulder Evening Classes and CEPS Session I begin
Jan. 24 (Wed.)	Tuition due for main campus.
Jan. 25 (Thurs.)	Deadline for CEPS Non-traditional scholarship application.
Feb. 1 (Wed.)	Summer financial aid application is available in CUConnect.
Feb. 2 (Fri.)	Census Date.
Feb. 14 (Wed.)	Tuition due date for CEPS
Feb. 19 (Mon.)	Last day to submit RAP (Reasonable Academic Progress) appeals.
Feb. 28 (Wed.)	Bill due date for deferred balance (2nd payment) for main campus.
Mar. 1 (Thu.)	Scholarship application deadline for OFA on-line scholarships.
Mar. 12 (Mon.)	CEPS Session II begins Registration begins for summer 2007 for non-degree students.
Mar. 15 (Thu.)	Priority date for summer work-study applications.

Mar. 26 - 30	SPRING BREAK - no classes.
Mar. 30 (Fri.)	University holiday - university closed.
April 4 (Wed.)	CEPS tuition due for Session II
April 27 (Fri.)	Last day to accept PLUS loans for spring.
May 4 (Fri.)	Last Day of Classes. Last day to accept Stafford loans.
May 5 (Sat.)	Last day to work on Spring 2007 work-study award.
May 6 (Sun.)	First day to work on Summer 2007 work-study.
May 11 (Fri.)	Commencement

OFA Contact List
for internal, inter-office use
 (effective 11/1/06)

Name & email	Phone #	Areas of Responsibility
Amber Spencer Amber.Spencer@colorado.edu	2-3499	Scholarships Services Coordinator
Andrea Duryee Andrea.Duryee@colorado.edu	2-5250	Scholarships Services Program Specialist
Brenda Duran Brenda.Duran@colorado.edu	2-3548	Work-study award adjustments
Christine Dang Christine.Dang@colorado.edu	2-5093	Professional Judgment Appeals
Dawn Davis Dawn.Davis@colorado.edu	5-5991	Parent PLUS loan refunds to parents
Gayle Lalich Gayle.Lalich@colorado.edu	2-1774	Liaison w/ Bursar's & Registrar's; supervise counselors & front line
Jan Stump Jan.Stump@colorado.edu	2-8292	Athletics aid
Jennifer Tixier Jennifer.Tixier@colorado.edu	2-8190	Front line
LeAnn Strand LeAnn.Strand@colorado.edu	2-7323	Veteran's Services
Lynn Faudree Lynn.Faudree@colorado.edu	2-7912	RAP; Outreach
May Penuela May.Penuela@colorado.edu	2-1772	Scholarships Services Counselor
Missie Johnson Melissa.A.Johnson@colorado.edu	2-8336	Perkins loans
Mollie Johnson Mollie.Johnson@colorado.edu	2-8681	Repackaging for Teacher's Cert, residency changes, & transfer students
Myra Fritch Myra.Fritch@colorado.edu	2-7347	Receptionist
Natalie Freyta Natalie.Freyta@colorado.edu	2-8131	Law students; CU Promise students
Rhonda Rankin Rhonda.Rankin@colorado.edu	2-1011	Alternative student loans
Rob Drybread Rob.Drybread@colorado.edu	2-4656	Student Employment Coordinator
Rosann Romano Rosann.Romano@colorado.edu	2-8146	C.E.P.S.; Study abroad students
Sue Enzinna Susan.Enzinna@colorado.edu	2-1344	Summer aid; OFA communications; graduate students

Bursar's Office Spring 2007

GENERAL INFORMATION

E-mail: bursar@colorado.edu
 Web: <http://www.colorado.edu/bursar>
 Phone: (303) 492-5381
 Fax: (303) 492-1017
 Hours: Phones: Monday through Friday 9:00 – 12:00 and 1:00 – 5:00
 Office: Monday through Friday 9:00 – 5:00

Extended Office Hours: Monday, January 22 8:30 – 5:00
Tuesday, January 23 8:30 – 5:30
Wednesday, January 24 8:30 – 5:30

TUITION DUE DATES

First bills are mailed to the billing address (or to permanent address if no billing address on file).

DUE DATE Spring 2007	FOR STUDENTS WHO REGISTER BY	BILL MAILED
January 24, 2007	December 15	December 18
January 24, 2007	December 16 – January 5	January 8
January 24, 2007	January 6 – January 11	January 12
February 28, 2007	After January 11	February 5

Tuition is due by 5:30 p.m. on January 24 and by 5:00 p.m. on February 28 for students paying in person or sending payment via mail. Students paying their bill on the Internet are considered on time if they make their payment before midnight on the due date.

- Charges (i.e., additional tuition, fees, course fees, etc.) added to the students' account **after** the students' *original* billing date of their first bill will be due on the next billing cycle.
- Students who do not receive a tuition and fee bill are responsible for knowing the amount of their bill and for paying it on time.
- Students can access their current balance (24/7) on the bursar billing channel of CUConnect under the financial tab.

BILLING ADDRESS *online*

- *Students can have a separate billing address. All tuition and fee bills are mailed there throughout the year. The billing address allows students to have their bills sent to whomever is responsible for payment, such as parents, a trust fund, etc.*
- If no billing address is given, the first bill of the fall and spring semesters is mailed to the permanent address and subsequent bills are mailed to the mailing address.
- Students can add a billing address and modify all addresses on CUConnect.

TWO-PAYMENT PLAN *online*

- Students can now select the two-payment plan on the bursar billing channel of CUConnect under the financial tab.
- The student must select the two-payment plan and pay one half of the tuition bill amount by January 24. The remaining balance of the tuition bill, plus a 1 percent finance charge on the unpaid balance, is due February 28.
- Continuing students can select the two-payment plan from December 18 through January 24.
- Students, who select the two-payment plan and subsequently have financial aid applied to their account, will not be eligible for their refund until **February 5**. Those refund checks will be mailed on February 22. If students have signed-up for direct deposit, the credit will be in their bank account within three business days after February 5.
- Selecting the two-payment plan puts a "false credit" on the student's account. If screen 414 indicates a credit balance, always check the account to see if two-payment plan entry is on the account, before telling the student he/she has a credit.

STUDENT HEALTH PLAN

- Students who are enrolled in one or more credit hours are automatically assessed \$875 for the Student Gold Plan with full student fees.

- The deadline to select or waive the health plan for spring 2007 is January 24.
- Students who waived their insurance for fall 2006 semester will automatically have their insurance waived for the spring 2007 semester.
- Students who wish to select/waive their health plan can do so under the financial tab of CUConnect or they may submit a selection/waiver form to Golden Buffalo Health Insurance Office in Wardenburg (room 251). To select/waive the health plan, a student must provide a health insurance policy number.
- For more information contact the Golden Buffalo Health Insurance Office at (303) 492-5107 or <http://www.colorado.edu/studenthealthplans/index.html>

INTERNET PAYMENTS

- Students can make an Internet payment on the bursar billing channel of CUConnect under the financial tab.
- Parents and former students can use the Internet payments link at <http://www.colorado.edu/bursar>.
- Payments entered before midnight on the due date are on time and will not be assessed late and service charges.
- If the bank account information is entered incorrectly, the bank will return the payment and students will be billed for late and service charges, if applicable.

PAST DUE BALANCES

Failure to pay by the tuition and fee due date results in:

- A financial stop on the student's record
- Assessment of a monthly service charge (1 percent of past due balance) **and**
- Assessment of a late fee per semester (see below)

<u>Balance Due</u>	<u>Late Charge</u>
\$99.99 or less	\$ 5.00
100 – 299.99	10.00
300 – 499.99	20.00
500 – 699.99	30.00
700 – 899.99	40.00
900.00 or more	50.00

DIRECT DEPOSIT

- Students can sign up for direct deposit online under the financial tab on CUConnect as soon as they are registered.
- Students with credit balances as of Tuesday, January 9, will have their refunds for spring 2007 deposited into their bank accounts on or around Friday, January 12. Processing times vary by bank.
- Any credit balances on the accounts are electronically transmitted to the checking or savings accounts (three times per week) throughout the semester.
- Athletes, Continuing Education, and ACCESS students are not eligible to participate in direct deposit.

REFUND AND ALTERNATIVE LOAN CHECKS *(for students not participating in direct deposit)*

- Students with a credit balance as of Tuesday, January 9, will have their refunds mailed to their mailing address on Thursday, January 11. **These checks cannot be picked up.**
- Refunds are mailed at the end of each month to students who have a credit balance above \$15.00 on their accounts, except for August.
- Refunds for Continuing Education students must be picked up at the Continuing Education office.
- All athletes must first check in with the Office of Financial Aid before receiving a refund.
- Most alternative loans are credited to the account and applied to the bill. If not the student must check with OFA and see if the refund needs to be endorsed at OCM (Office of Cash Management) in the Bursar's Office.

SHORT-TERM LOANS

These loans (up to \$500) are generally given to students who have pending financial aid, although exceptions may be made. The student must begin the process at the Office of Financial Aid. This loan is applied directly to the student's tuition and fee account, is due for payment by the next tuition due date, and is paid when financial aid is disbursed to the account.

COURSE FEES

- Course fees are assessed to help offset the higher costs of specialized supplies, equipment, and materials that are required to teach courses in certain departments.
- Lab courses not linked to a lecture course may require an additional course fee.
- A detailed list of course fees is available online at <http://www.colorado.edu/bursar> or as a flyer at the Bursar's Office located in Regent Administrative Center.

- Refer students who have questions regarding course fees to the respective department.

TUITION AND MANDATORY FEE DISPUTE PROCESS

- To dispute tuition and mandatory fee charges after withdrawal, a student must make a formal appeal to the Tuition Dispute Committee.
- The dispute must be filed by the end of the semester in which charges were incurred (last day of finals).
- If a student disagrees with the charges and fails to file the dispute by the end of the semester, he/she waives the right to dispute the charges.
- A late request will be reviewed only if a student can provide documentation that circumstances beyond his/her control prevented the submission of the dispute form by the published deadline.
- For more information go to <http://www.colorado.edu/bursar/info/dispute.html> under the tuition and fee bill Information link.

FACULTY/STAFF WAIVER

- This program is for permanent employees of CU, including professional research assistants/research associates.
- Faculty and staff are eligible for a maximum of 6 credit hours per year based on appointment percentage; classes must be job relevant and/or career enhancing courses.
- **The deadline to submit an application and required tuition waiver form for spring 2007 is January 3.** Applications and waivers received after this date cannot be guaranteed registration on Sunday, January 15. The tuition waiver form and readmit application are available at <http://www.colorado.edu>, under the Faculty/Staff Tuition Benefit link. They are also available at the Bursar's Office.
- Tuition waiver form must be signed by the employee's supervisor/manager.
- **Faculty and staff begin registration on Sunday, January 15. The last day to register is January 31.**
- If registration occurs before the above registration date, full tuition and fees will be assessed.
- Faculty and staff are required to pay the following fees:
 - SIS \$7.00
 - Career Services Fee \$7.40
 - Capital Construction Fee
 - \$25.00 – 6 hours or less
 - 50.00 – 7 hours or more
 - Student Computing Fee
 - \$32.80 – 6 hours or less
 - \$65.60 – 7 hours or more
 - Arts and Cultural Fee \$10.00
 - Course fees, if applicable
- **Faculty/staff are eligible for reduced fees, even if they are not using the tuition waiver benefit.**
- For further information go to <http://www.colorado.edu/bursar>, and select the Faculty/Staff Tuition Benefit link.

MISCELLANEOUS INFORMATION

- *Tuition Rates* – visit our web site at <http://www.colorado.edu/bursar> and click on the Tuition & Fee Bill link
- *Housing Rates* – visit http://housing.colorado.edu/housing/r_res_rates.cfm
- *Mandatory Fees* – visit our website at <http://www.colorado.edu/bursar> and click on the Tuition & Fee Bill link
- *Third Party Payments* – Questions regarding payment by a sponsor (such as IBM or ROTC) should be referred to the Student Billing Department at (303) 492-5381.
- *Research/Teaching Assistants* – Questions regarding RA (Research Assistantship) or TA (Teaching Assistantship) credits should be referred to their department and/or to <http://www.colorado.edu/bursar>, click on the Tuition & Fee Bill link, and then the Grad RA/TA link under the Graduate link for RA/TA information.

BURSAR'S CALENDAR – SPRING 2007
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December 18 (Monday)	Mail bills to billing/permanent address for students who register by December 15 (due January 24)
January 3 (Wednesday)	Deadline to submit the faculty/staff tuition waiver form
January 5 (Friday)	Last day to withdraw with an A rebate
January 8 (Monday)	Mail bills to billing/permanent address for students who register by January 5 (due January 24)
January 11 (Thursday)	Mail refunds to mailing address - credits of \$15 or more as of January 9
January 12 (Friday)	Refunds deposited into bank account of students participating in direct deposit (processing time varies with bank) - credits of \$1 or more as of January 9 Mail bills for students who register January 6-11 (due January 24) Late registration begins
January 14 (Sunday)	Faculty/Staff registration begins (payment due date February 28)
January 15 (Monday)	Martin Luther King Holiday – university closed
January 16 (Tuesday)	Classes begin
January 24 (Wednesday)	Tuition & fees due date Due by 5:30 p.m. by mail or in person; by midnight for Internet payments Deadline to select two-payment plan and pay the first half amount Deadline to waive or change student health insurance Deadline to add classes
January 31 (Wednesday)	Last day for B rebate Last day to drop classes Deadline to request a refund of student opportunities fees Deadline to petition to waive UCSU student fees
February 5 (Monday)	Mail bills to billing/ mailing address of students who register after January 11 and to students who have any new or unpaid charges (due February 28)
February 7 (Wednesday)	December graduate refunds (enrollment deposits less any outstanding charges as of February 5) are mailed to the permanent address or directly deposited into designated bank account (processing time varies with bank)
February 8 (Thursday)	For students not enrolled in spring 2007, enrollment deposit refunds, less any outstanding charges, are mailed to the permanent address or direct deposited into designated bank account (processing time varies with bank)
February 14 (Wednesday)	Last day for C rebate
February 22 (Thursday)	Mail end-of-month refunds to mailing address (credits of \$15 or more as of February 20)

February 28 (Wednesday)	Second tuition & fees due date for: unpaid charges and new charges, second half of tuition bill under the two-payment plan, faculty/staff bills Due by 5:00 p.m. by mail or in person; by midnight for Internet payments. Last day for D rebate
March 5 (Monday)	Mail bills to billing/ mailing addresses to students who have any new or unpaid charges (due March 28)
March 7 (Wednesday)	Summer registration begins
March 26 (Monday)	Mail end-of-month refunds to mailing addresses (credits of \$15 or more as of March 22)
March 28 (Wednesday)	Third due date – Deadline to pay any unpaid balance and new charges Due by 5:00 p.m. by mail or in person; by midnight for Internet payments
March 30 (Friday)	Spring Break holiday (Spring break March 26-30)
April 2 (Monday)	Mail bills to billing/ mailing address of students who have any new or unpaid charges (due April 25) Fall registration begins
April 25 (Wednesday)	Fourth due date – Deadline to pay any unpaid balance and new charges Due by 5:00 p.m. by mail or in person; by midnight for Internet payments
April 26 (Thursday)	Mail end-of-month refund checks to mailing addresses (credits of \$15 or more as of April 25)
May 4 (Friday)	Last day of classes
May 10 (Thursday)	Last day to submit tuition dispute form Mail spring 2006 clean up refunds to permanent address Mail spring 2006 clean up bills to billing/permanent address for students not registered in summer semester (due June 21)

Bursar's Office Contact List (internal use only)

www.colorado.edu/bursar bursar@colorado.edu

STUDENT BILLING

(303) 492-5381, 1 (877) 278-6340 *PHONE*

(303) 492-1017 *FAX*

43 UCB

OFFICE OF CASH MANAGEMENT

(303) 492-7219

(303) 492-1017 FAX

41 UCB

STUDENT LOANS AND DEBT MANAGEMENT

(303) 492-5571, 1 (800) 925-9844 *PHONE*

(303) 492-1017 *FAX*

47 UCB

COMMUNICATIONS

(303) 492-0726

(303) 492-1017 FAX

43 UCB

<u>NAME</u>	<u>PHONE</u>	<u>DEPARTMENT</u>	<u>AREA OF EXPERTISE</u>
JOHN OUGHTRED JOHN.OUGHTRED@COLORADO.EDU	492-3048	STUDENT BILLING	AUDIT CARDS, DIRECT DEPOSIT, INTERNET PAYMENTS/RETURNS, BILL ESTIMATES
JOHN HANNA JHANNA@COLORADO.EDU	492-3563	STUDENT BILLING	FACULTY/STAFF TUITION, FIN AID WITHDRAWALS, LATE/SERVICE CHARGES
LANAE HARDY LANAE.HARDY@COLORADO.EDU	492-7496	STUDENT BILLING	TUITION DISPUTES, RA'S/TA'S, CHANGE OF RECORDS
MARQUITA WATKINS MARQUITA.WATKINS@BURSAR.COLORADO.EDU	492-0810	STUDENT BILLING	3 RD PARTY, PLUS PARENT REFUNDS, ADVANCED TUITION, 1098-T's
LAURIE WILSON LAURIE.WILSON@BURSAR.COLORADO.EDU	492-2119	STUDENT BILLING	STUDENT TUITION/FEES ACCOUNT & COF ADJUSTMENTS, BUDGETS, DECEASED STUDENTS, PAID-OUTS
CHRISTINE PENCE CHRISTINE.PENCE@COLORADO.EDU	492-3904	STUDENT BILLING	REFUNDS, PLUS PARENT REFUNDS, BILLS
LAURA RAILE LAURA.RAILE@COLORADO.EDU	492-4313	STUDENT BILLING	LEAD WORKER, OVERSEES STUDENTS AND 1% STAFF, DAILY OPERATIONS
ROBIN TEARNEY ROBIN.TEARNEY@COLORADO.EDU	492-1222	STUDENT BILLING	MANAGER
BARBARA GWYNN BARBARA.GWYNN@COLORADO.EDU	492-3566	STUDENT DEBT MANAGEMENT	TUITION/PERKINS COLLECTIONS; LAWSUIT AUTHORIZATION
TERESA HUFFORD TERESA.HUFFORD@COLORADO.EDU	492-3565	STUDENT DEBT MANAGEMENT	TUITION/PERKINS COLLECTIONS; BANKRUPTCIES
VACANT	492-5572	STUDENT DEBT MANAGEMENT	TUITION/PERKINS COLLECTIONS; PAST DUE INSTITUTIONAL SHORT/LONG TERM LOANS
MARY MARTINEZ MARY.MARTINEZ@COLORADO.EDU	492-5574	STUDENT DEBT MANAGEMENT	TUITION/PERKINS COLLECTIONS; RETURNED CHECKS (FC STOPS)
HEIDI ROBINSON HEIDI.ROBINSON@COLORADO.EDU	735-5074	STUDENT DEBT MANAGEMENT	LEAD; WRITE-OFFS (FW STOPS), PROJECTS; BACK UP FOR LTL DISBURSEMENTS AND STL CANCELLATIONS
JULIA IBARRA JULIA.IBARRA@BURSAR.COLORADO.EDU	492-3770	STUDENT DEBT MANAGEMENT	PAYMENTS, LOAN CONSOLIDATIONS
JIMMY MACIAS JIMMY.MACIAS@BURSAR.COLORADO.EDU	492-6218	STUDENT DEBT MANAGEMENT	SCANNING, CCS RECONCILIATION, WORKSTUDY SUPERVISION
DEBORAH STEVENS DEBORAH.STEVENS@COLORADO.EDU	492-3564	STUDENT LOANS (PERKINS & INSTITUTIONAL)	PERKINS MPN'S, NEW PERKINS LOANS AND ADVANCES, PAID IN FULL PERKINS, DEFERMENTS & CANCELLATIONS FOR PERKINS 521 & BELOW
SUSIE JACOBS	492-5165	STUDENT LOANS AND DEBT	MANAGER & STL

SUZANNE.JACOBS@COLORADO.EDU		MGMT	CANCELLATIONS/CORRECTIONS
TRECI SAENZ TRECI.SAENZ@COLORADO.EDU	492-3564	STUDENT LOANS (PERKINS & INSTITUTIONAL)	LTL DISBURSEMENTS, STL RECONCILIATION, EXITS, DEFERMENTS & CANCELLATIONS FOR PERKINS 522 & UP
SHAREE EWUDZI-ACQUAH SHAREE.EWUDZI- ACQUAH@BURSAR.COLORADO.EDU	492-0348	CASH MANAGEMENT	WIRE TRANSFERS, OCM LEAD
LORA MERRIWEATHER LORA.MERRIWEATHER@COLORADO.EDU	492-4438	CASH MANAGEMENT	MANAGER
ASHLEY GOMEZ ASHLEY.GOMEZ@BURSAR.COLORADO.EDU	492-8924	CASH MANAGEMENT	CASHIER
KELLI LOWE KELLI.LOWE@COLORADO.EDU	492-5947	CASH MANAGEMENT	CASHIER
FRANCHETTE FREEMAN FRANCHETTE. FREEMAN@BURSAR.COLORADO.EDU	492-5947	CASH MANAGEMENT	CASHIER
CAROLYN HUMPHREY CAROLYN.HUMPHREY@COLORADO.EDU	735-1167	CASH MANAGEMENT	CASHIER
DANA DRUMMOND DANA.DRUMMOND@COLORADO.EDU	492-0726	COMMUNICATIONS	WEB AND PRINTED PUBLICATIONS
PATRICIA CASSELL PATRICIA.CASSELL@COLORADO.EDU	735-0817	COMMUNICATIONS	MANAGER

OFFICE OF THE REGISTRAR

Spring 2007

GENERAL OFFICE INFORMATION

HOURS: 9:00 a.m. - 5:00 p.m., Monday - Friday
 Exceptions:
 January 12 8:30 a.m. – 5:00 p.m.
 January 15 Closed for Holiday
 January 16-19 8:30 a.m. – 5:00 p.m.
 January 22 8:30 a.m. – 5:00 p.m.
 January 23-24 8:30 a.m. – 5:30 p.m.

LOCATION: Regent Administrative Center, Room 105

PHONE (Main): 303-492-6970
FAX: 303-492-4884 or 303-492-8748

E-mail address registrar@colorado.edu
Web Address: registrar.colorado.edu
Student Portal: <https://cuconnect.colorado.edu>

WEB REGISTRATION

Regular hours are 7:00 a.m. to midnight, Monday through Friday and Sundays, 11:00 a.m. to midnight. Web registration is *not* available on Saturdays. **Exceptions:** On January 11 (Thurs.), web registration is only available until 6:00 p.m. and January 24 (Wed.), the add and wait-list deadline, web registration is only available until 5:00 p.m. After 5:00 p.m. on January 24, the Web is only available for dropping courses through 5:00 p.m. on January 31, the drop deadline.

OTHER INFORMATION - IN ALPHABETICAL ORDER

ACCESS (Available Credit Course for Eligible Special Students)

Nondegree students (students not enrolled in a degree program at CU-Boulder) may take Boulder campus courses through the ACCESS program. Interested students should visit the ACCESS web site at www.colorado.edu/conted/access.htm, stop by the Continuing Education Office, 1505 University Avenue, or call 303-492-5148 for information and registration. Registration begins Friday, January 12.

NOTE: Nondegree students classified as nonresidents may register for 3 credit hours or less through ACCESS and be assessed a rate lower than regular non-resident tuition.

ADDRESS CHANGES

Students can change their address in the following ways.

- Via <https://cuconnect.colorado.edu/>

BUFFONE CARD is located in Willard Hall room 182 and is open 8:00 a.m. to 5:00 p.m., Monday-Friday, when classes are in session. For additional questions visit their website at www.buffonecard.com.

CHANGING SECTIONS OR CHANGING PASS/FAIL, NO CREDIT, AND VARIABLE CREDIT STATUS

In order to make any of these adjustments, a course must be dropped and then immediately added. When students make these changes via web registration, there is the possibility they will not be able to reenroll in the course once they've dropped it if it is closed or a waitlist exists for the course. To prevent that from happening, **please have students make this change at the registrar's office in Regent 105.**

Credit and grading options can be changed throughout the registration and drop/add periods through 5:00 p.m., Friday, February 2.

COF (College Opportunity Fund) is a 2 step process in order for undergraduate resident students to get the \$86 per credit hour credit on their tuition bill.

Step 1 – Apply

To apply for COF go to <https://cofweb.cslp.org/cofapp/>. This is a one-time application.

Step 2 - Authorize

Once a student has applied for COF, they'll be asked to authorize CU access to these funds when they register for courses each semester. If a student chooses not to authorize COF for that term, the COF stipend will NOT be credited toward their tuition and fees for that term. (**NOTE:** If a student registers for courses before they apply for COF, they'll need to come back to web registration approximately 48-72 hours after they apply and select the COF Authorization tab and follow the instructions in order to have the COF stipend applied to their tuition and fee bill for the term.)

To Authorize your Courses for COF:

- Logon to [CUConnect](#).
- Click on the **Courses** tab (at the top of the page) and then click **Register for Courses** (under Schedule and Grades). This takes you to web registration.
- Next click on the COF Authorization tab (lower right-hand corner); on the next page select the current semester for which you're registering and click Submit; on the next page, select the "I authorize" option and then Submit.

Students can apply for COF and authorize through the end of finals for the current term. HOWEVER, students can only authorize via web registration through certain dates each term (May 1st for spring semester 2007). After this date students can still authorize through the end of finals (May 10th for spring semester) but need to come into the Office of the Registrar in Regent 105 to do so.

More info about COF available at http://registrar.colorado.edu/students/registration/registration_packet/cof.html

COLORADO BENEFITS AND COLORADO HOUSE BILL 1023

The Colorado State Legislature recently passed HB 06S-1023. This new law requires all persons who apply for state-funded benefits in which any payment or financial assistance is given, provide proof that they are lawfully present in the United States. Examples of these benefits at the University of Colorado include in-state tuition, the College Opportunity Fund, some types of institutional and state-sponsored financial aid, and any other benefit for which there is an application, excluding any employment benefits. More information about this new legislation can be found at:

http://www.leg.state.co.us/clics2006b/csl.nsf/fsbillcont3/36D7026300C10B13872571A40059E05F?Open&file=1023_enr.pdf

Beginning spring 2007, all new and readmitted students will be affected by this legislation. New and readmitted students who have applied for College Opportunity Fund benefits (in-state undergraduates) or completed a Free Application for Federal Student Aid (FAFSA) will be waived, as both processes already determine lawful presence within the United States. In addition, all non-residents who do not receive any state benefit, such as reduced tuition benefits or scholarship/departmental aid, do not have to comply with this requirement. All other students will need to come in to one of the following offices no later than Thursday, January 30, 2007, at 4:30 p.m. to present an approved photo ID (as determined by the State of Colorado) and sign an affidavit stating that they are a citizen of the United States, a legal permanent resident, or are otherwise lawfully present in the U.S. pursuant to federal law:

Office of the Registrar, Regent 105
Office of Financial Aid, Regent 175
Bursar's Office, Regent 150

Or, students can complete this process if they are attending new student orientation on January 10-11.

We have created a website regarding HB 1023 at registrar.colorado.edu for more information. Students are encouraged to read the FAQ document to determine appropriate compliance with House Bill 1023.

Beginning spring 2007, all new and readmitted students will be affected by this legislation. New and readmitted students who have applied for College Opportunity Fund benefits (in-state undergraduates) or completed a Free Application for Federal Student Aid (FAFSA) will be waived, as both processes already determine lawful presence within the United States.

In addition, all non-residents who do not receive any state benefit, such as reduced tuition benefits or scholarship/departmental aid, do not have to comply with this requirement. All other students will need to come in to one of the following offices no later than Tuesday, January 30, 2007, at 4:30 p.m. to present an approved photo ID (as determined by the State of Colorado) and sign an affidavit stating that they are a citizen of the United States, a legal permanent resident, or are otherwise lawfully present in the U.S. pursuant to federal law:

Office of the Registrar, Regent 105
Office of Financial Aid, Regent 175
Bursar's Office, Regent 150

or, you can complete this process if you are attending new student orientation on January 11 – 12.

We have created a website regarding HB 1023 at registrar.colorado.edu for more information. You are encouraged to read the FAQ document to determine appropriate compliance with House Bill 1023.

COURSE-AVAILABLE LISTS

Course available lists can be accessed via the following:

- **Schedule Planner in CUconnect (on the courses page).** The Schedule Planner is updated nightly during registration periods.
- Using the only “open courses” search feature on the **course search page in web registration**. The course search feature is updated on a real-time basis.

COURSE RESERVATION PROGRAM

The Course Reservation Program assists undergraduate students in getting the courses that are needed to graduate by giving them the opportunity to reserve space in a course and enroll in that course for the next semester before the next registration period begins. All undergraduate courses that use wait lists, except for controlled enrollment courses, are included in the Course Reservation Program.

The student must have their name on a wait list for a course as of 5:00 p.m. on January 24 (the wait list deadline), and not get enrolled in the course. The student can come to the registrar's office, Regent 105, 9:00 a.m. to 5:00 p.m., March 19-29 to register for the course for fall 2007. Registrations **will not** be honored through the course reservation program after March 29. Please be advised that all restrictions and stops must be cleared before registering for courses in this program.

DROP/ADD DEADLINES

Add Deadlines:

- January 24, **deadline** (5:00 p.m.) to add a course, including independent study and thesis, without the instructor's signature. After this day, the student must have the signature of their instructor on a special action form to add a course (through February 2). **NOTE:** After 5:00 p.m. on January 24, web registration is only available for dropping courses (through 5:00 p.m. on January 31, the drop deadline).
- February 2, **deadline** (5:00 p.m.) to **add without petitioning their dean**, but must have instructor's signature on a special action form. (**NOTE:** If a resident undergraduate student adds a course after this date, the student will pay full tuition for the course including the amount normally paid by COF. See COF on the registrar's web site for more information.)
- February 2, **deadline** (5:00 p.m.) to change variable-credit hours, pass/fail, and no-credit status on courses. These changes must be made at the registrar's office in Regent 105.

Drop Deadlines:

- **January 31, Deadline** (5:00 p.m.) to drop a course without being assessed tuition and fees for that course and without a W appearing on the transcript. **NOTE:** Courses dropped after January 31 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after January 31. After this date, the instructor's signature is required on a special action form (through February 28th) to drop a course. (**EXCEPTION:** Students whose only college is arts and sciences, as well as nondegree students, have until March 23rd to drop a course without approval signatures.) NO Refunds for tuition or fees are given for courses dropped after January 31st.
- **Deadline** (5:00 p.m.) to **drop a course without petitioning the dean's office.** (**EXCEPTION:** Students whose only college is arts and sciences, as well as nondegree students, have until March 23rd to drop a course without approval signatures.) **NOTE:** Courses dropped after January 31 appear with a W on the transcript and no refunds for tuition or fees are given for course drops after January 31.
- After February 28, to drop a course requires the instructor's signature and the dean's signature on a special action form and there must be circumstances clearly beyond the student's control (accident, illness, etc.).

DROPPING AND ADDING COURSES

Students may change their schedule via web registration (<https://cuconnect.colorado.edu>) any time after their drop/add time assignments begins. Students can use any of ITS' or housing computing labs to access the Internet and register online. Labs that are maintained by housing are in every residence hall. ITS labs are located in buildings across the campus. To see the list of ITS labs go to www.colorado.edu/its/ for a list of where and when the labs are open and closed.

DROP/ADD TIME ASSIGNMENTS

Time assignments for the drop/add period begin January 12 and are based upon the last two digits of a student's ID number. Time assignments are changed each semester to ensure fairness, visit http://registrar.colorado.edu/students/registration/registration_packet/drop_add.html#time to see exact time assignments. After the student's drop/add time assignment begins, courses can be dropped and added using web registration. (<https://cuconnect.colorado.edu>)

GRADES

Students can access grades in the following ways:

- Via CUconnect on the Web at <https://cuconnect.colorado.edu>
- By ordering an official transcript
- By ordering an unofficial transcript
- Fall 2006 grades begin to appear beginning 12/22/06.
Spring 2007 grades available beginning 5/16/07 (tentative)

INVITATION TO REGISTER FOR CONTINUING STUDENTS – See Registration Eligibility

LATE REGISTRATION

- Students, including graduate students, who do not register by 6:00 p.m. on January 11, will be subject to late registration.
- Only students in open categories will be allowed to register late, and a lower registration priority and a **\$50 late fee** are applied.
- Continuing students need to call 303-492-6970 beginning at 9:00 a.m. on January 12 to see if they are eligible for late registration.
- New or readmitted students need to go to Admissions (303-492-6301) in Regent 125 to check for eligibility to register. Students who are eligible for late registration must go to the registrar's office in Regent 105 to be set up for late registration. (Late registration time assignments don't begin until Sunday, January 14.)

REGISTRATION DEMO

A web based demonstration on how to register via CUconnect will be available in early November. Check the registrar's front page to see the link to the registration demonstration. It will include how to course search, drop, add and waitlist courses along with other important registration information.

REGISTRATION ELIGIBILITY

All new and readmitted students receive a personalized invitation to register in the mail or at orientation. Continuing students do not receive a personalized invitation to register. Instead, they were instructed (via e-mail) to access their registration eligibility via the registration status feature in web registration. If a student does not have Web access, they can come to Regent 105 for a copy of their invitation to register.

To access spring semester 2007 registration eligibility, students go to <https://cuconnect.colorado.edu> then choose the Courses tab, then "Register for Courses" and then "Registration Status" tab at the bottom of the screen to view their eligibility to register for spring semester 2007.

When they are accessing this information, they should note their registration time assignment and if they have any stops or advising requirements. They should confirm their college, major and class information. **NOTE:** Registration time assignments will not show on the web registration status screen once the time assignment has passed. It only displays if it has not yet arrived and thus makes the student ineligible to register.

RTD BUS STICKERS

Students need to show their Buff OneCard and the RTD sticker to ride RTD buses. The sticker for fall is valid through spring 2007 semester and can be obtained in the Buff OneCard Office in Willard 182. RTD will honor the spring sticker through May 31, 2007. New: Students who have lost their sticker must go to the buffone card office to get a new sticker and pay a \$10 replacement sticker fee. There's no charge for replacement stickers if it's worn and just can't be read.

SCHEDULE ADJUSTMENT - SEE THE FOLLOWING SECTIONS:

- **Changing sections or changing pass/fail, no credit, and variable credit**
- **Course available lists**
- **Drop/add Deadlines**
- **Drop/add time assignments**
- **Dropping and Adding Courses**
- **Wait list deadline**

STUDENT INFORMATION: Viewing Your Records Online:

Students can access personalized information by going to <https://cuconnect.colorado.edu>. Information available follows: grade, college, major, class standing, schedules, required books for classes, unofficial transcripts, math module grades, current semester billing and financial aid information, telecommunications long-distance charges, current addresses, degree audit for certain colleges, and the ability to update their address and PIN.

STUDENT PORTAL:

To access CUConnect, the student web portal, students need their Identikey logon name and password. Students having problems with your IdentiKey account, or have not yet received an IdentiKey account and need one, should contact the IT Service Center at 303-735-HELP (303-735-4357), or stop by the IT Service Center located on the first floor of the Telecommunication Center, two buildings east of the UMC, Monday-Friday 8 a.m.-5 p.m.

TIME OUT PROGRAM (TOP)

Students who wish to take a leave of absence from CU-Boulder for a semester or a year may take advantage of the Time Out Program (TOP). The Time Out Program allows students to take a semester off and return the following spring, summer or fall without reapplication and with the same registration priority they had as continuing students. Only degree seeking students are eligible for TOP (the student must have gone through their college/schools orientation to be eligible and undergraduates in Education and Engineering must have a minimum 2.0 GPA, graduate students a minimum 3.0 GPA). Student's can't be on academic suspension (probationary status is O.K. in Architecture, Arts and Sciences, Business, Journalism, and Music), or have active ethical or disciplinary stops while on the Time Out Program. Undergraduates in Education and Engineering need their dean's signature to complete their TOP application. Graduate students need their graduate advisor's signature and the dean of the Graduate School's signature to complete their TOP application. International students need their international advisor's signature from the International Student and Scholar's Office.

The early TOP application deadline for spring semester 2007 is February 28 (students must make this deadline to retain their affiliated status for their computer accounts). **The final application deadline is May 4.** The program costs \$50.00 payable to the University of Colorado by check, cash or money order. The student on TOP retains certain student privileges (their computer accounts, for example), and receives a student e-memo and invitation to register mailing for their return semester. Top information (applications) is available in the registrar's office, Regent 105, 303-492-8673 and on the Web at <http://registrar.colorado.edu/students/timeoutprogram.html>.

TRANSCRIPTS

Order transcripts via CUConnect, via PLUS, or in person at the Office of the Registrar.

WAIT LIST DEADLINE

- Students may place their name on course wait lists through 5:00 p.m., **Wednesday, January 24**. At midnight on January 24, one final roll of the wait lists will occur to automatically enroll students into any existing openings. After this final wait list roll, all wait lists are frozen.
- Students still on the wait list as of January 25 and who are still interested in taking that course need to let the department know they're still interested in the course, should an opening occur.
- ***There is no automatic enrollment from wait lists beginning January 25.***
- All department wait lists are canceled at 5:00 p.m. on Friday, February 2 (the **deadline** to add a course without petitioning the dean).
- Students on the wait list as of midnight, January 24, and who don't get enrolled may reserve the course the next semester it is offered by participating in the Course Reservation Program.

WAIT-LIST POSITION INFORMATION

- Wait-list positions will normally be updated nightly.
- Wait list positions are available in web registration. When a student wait lists for a course, their status is "wait listed" with a message "(Position)". If they click on "(Position)", it will tell them to refer to the schedule page. On the schedule page, their wait list position will be stated in the 'status' field.

WITHDRAWAL INFORMATION

- If a student wishes to drop all of their classes, they need to withdraw *officially*.
- Students can withdraw from all classes by filling out a withdrawal form in the registrar's office.
- Send a letter of withdrawal to: Withdrawal Coordinator, Office of the Registrar, CU-Boulder, 20 UCB, Boulder, CO 80309-0020. Include name, student ID number, the semester they are withdrawing from and signature.
- E-mail a statement of withdrawal (if the e-mail account is in the student's name) to withdraw@colorado.edu.
- Deadlines and rules for withdrawing may vary within each college and school.
- Failure to *officially* withdraw from the university will result in failing grades on all courses enrolled in for that term.
- More information is available in the Office of the Registrar, Regent 105, 303-492-8673, or visit <http://registrar.colorado.edu/students/withdraw.html#withdraw> .

WITHDRAWAL AND FINANCIAL AID

Students on financial aid who are dropping all classes and filing an official withdrawal with the Registrar's Office must also complete a loan exit interview with the Student Loan Department in the Bursar's Office at 303-492-5571 (TTY: 303-492-3528).

Registration Academic Calendar – Spring 2007

November 6 (Mon.)

- Spring 2007 continuing student registration time assignments begin for students enrolled during fall 2006. Continuing students can register through January 11.
- Department drop/add access begins 8 a.m.

November 20 (Mon.) – 24 (Fri.)

- No Classes (Fall Break and Thanksgiving Holiday)

November 23 (Thurs.) - 24 (Fri.)

- University closed for Thanksgiving Holiday

December 4 (Mon.) – January 11 (Thurs.)

- Schedule adjustment for continuing degree students who have completed registration for spring semester, and registration for continuing students who have not yet registered.
- Spring 2007 registration for eligible new and readmitted students not required to attend an orientation and have confirmed with admissions.

December 15 (Fri.)

- **Deadline** to update billing and permanent addresses to ensure that spring 2007 bill is mailed to the correct address.
- Last day of classes.

December 16 (Sat.)

- Finals Begin

December 19 (Tues.)

- Bills mailed to the billing address of all students who register by December 15. If no billing address is on record, bills are mailed to the permanent address. Due on January 24.

December 22 (Fri.)

- **Commencement**
- Residence Halls close for semester break.

December 25 (Mon.) – 26 (Tues.)

- Holiday Break. University Closed.

January 5 (Fri.)

- **Deadline** for continuing students to withdraw from the university and receive a **full refund** of the \$200 enrollment deposit, less any outstanding charges. (This deadline to withdraw and not forfeit the deposit applies to students planning to go on the Time Out Programs as well.) New and readmitted students are not eligible for a refund.
(See <http://registrar.colorado.edu/students/withdraw.html> for additional information)

January 8 (Mon.)

- Bills mailed to the billing address of all students who register December 16- January 5. If no billing address is on record, bills will be mailed to the permanent address. Due January 24.

January 10 (Weds.)

- Residence Halls open and early move in.

January 11 (Thurs.)

- **Deadline (6:00 p.m.)** for all students, both undergraduate and graduate, to register for spring courses. **Registration must be completed by 6:00 p.m. to be guaranteed enrollment for spring semester.** After this date, registration is on a space-available basis, and a **\$50 late fee** is charged. (See http://registrar.colorado.edu/students/registration/late_registration.html)

January 12 (Fri.)

- Bills mailed to the billing address of all students who register January 6-11. Due January 24.
- Drop/add time assignments begin. (See http://registrar.colorado.edu/students/registration/registration_packet/drop_add.html#time)
- ACCESS registration begins. (See www.colorado.edu/conted/access.htm)

January 14 (Sun.)

- Drop/add time assignments continue.
- Faculty/staff registration begins for those using their benefit.

January 15 (Mon.)

- Martin Luther King, Jr. holiday. No classes. University closed.

January 16 (Tues.)

- **Classes begin** for Spring Semester.

January 22 (Mon.)

- Space-available registration for Senior Citizens Auditors Program, Koenig Alumni Center, 9:00 a.m. to 3:00 p.m.; continues on Tuesday, January 23, 9:00 a.m. to noon.

January 24 (Wed.)**Add Deadline:**

- **Deadline (5:00 p.m.)** to add a course, including independent study and thesis, without the instructor's signature. *After this date, students must have the signature of their instructor on a special action form to add a course (through February 2).* **NOTE:** After 5:00 p.m. on this date, web registration is only available for dropping courses (through 5:00 p.m. on January 31, the drop deadline).

Waitlist Deadline:

- **Deadline (5:00 p.m.)** to add name to a course wait list.

Tuition Payment Deadline:

- **Deadline (5:30 p.m.)** to pay full tuition and fees or first payment of two-payment plan. Due before 5:30 p.m if paid in person or mailed, or before midnight using the internet payment option. **No grace period.**
- **Deadline** to sign up for the two-payment plan before midnight via CUconnect. No grace period.
- **Deadline (5:00p.m.)** to select or waive university sponsored health insurance at Wardenberg Health Center or by midnight via CUConnect.

January 31 (Wed.)**Drop Deadline:**

- **Deadline (5:00 p.m.)** to drop a course without being assessed tuition and fees for that course and without a W appearing on the transcript. . **NOTE:** Courses dropped after January 31 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after January 31. After this date, the instructor's signature is required on a special action form (through February 28th) to drop a course. (EXCEPTION: Students whose only college is arts and sciences, as well as nondegree students, have until March 23rd to drop a course without approval signatures.) *NO Refunds for tuition or fees are given for courses dropped after January 31st.*
- **Deadline (5:00 p.m.)** to withdraw from the university and only be assessed a \$200 withdrawal processing fee.
- Departments lose drop/add access for spring at 5:00 p.m.

February 2 (Fri.)

- **Deadline (5:00 p.m.) to add a course without petitioning the dean.** **NOTE:** Instructor's signature is required on a special action form to add a course. In general, instructors will only approve an add if a student is regularly attending and there's space in the course.
- **Deadline (5:00 p.m.) to change variable-credit hours, pass/fail, and no-credit status on courses.** (See http://registrar.colorado.edu/students/registration/registration_packet/credit_grading_options.html)

February 14 (Wed.)

- **Deadline (5:00 p.m.) to withdraw from the university and be eligible to petition to be assessed 40 percent of full tuition and fees instead of 100%.**

February 23 (Fri.)

- **Deadline** for students who have three or more final exams on the same day to make arrangements to change their final exam schedule. (See http://registrar.colorado.edu/calendar/exam_sched_spring06.html)

February 28 (Wed.)

- **Deadline (5:00 p.m.) to drop a course without petitioning the dean's office.** (**EXCEPTION:** Students whose only college is arts and sciences, as well as nondegree students, have until March 23rd to drop a course without approval signatures.) **NOTE:** Courses dropped after January 31 appear with a W on the transcript and no refunds for tuition or fees are given for course drops after January 31.
- **Deadline (5:00 p.m.) to withdraw from the university and be eligible to petition to be assessed 60 percent of full tuition and fees instead of 100%.**
- **Deadline (5:00 p.m.) to pay unpaid balance (including two-payment plan).** Due 5:00 p.m. paid in person or mailed, or before midnight using the internet payment option. **No grace period.**
- **Deadline (5:00 p.m.) to turn in Time Out Program (TOP) applications to the registrar's office and be assured a continuing student registration time assignment for summer and/or fall semester 2007**
- **Deadline (5:00 p.m.) to turn in application (s) for the Course Repetition program for spring semester.**

March 7 (Wed.)

- Summer 2007 registration begins for continuing degree students enrolled during spring 2007.
- Fall 2007 course listing available on the Web (tentative date).

March 19 (Mon.) – 29 (Thurs.)

- Fall 2007 course reservation registration period for eligible students.

March 23 (Fri.)

- **Deadline (5:00 p.m.) for arts and sciences students (whose only college is arts and sciences) and nondegree students to drop a course without any approval signatures.** After this date, arts and sciences students and nondegree students must petition their dean's office to drop a course. **NOTE:** Courses dropped after January 31 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after January 31.

March 26-30 (Mon.-Fri.)

- Spring Break. No Classes. University closed on Friday.

April 2-29 (Mon.-Sun.)

- Fall 2007 registration begins for continuing degree students enrolled during spring 2007.

April 30 (Mon.)

- Fall 2007 registration begins for eligible new and readmitted students.

May 1 (Tues.)

- **Deadline** for eligible students to authorize COF for spring semester via Web Registration. Students can still authorize COF after this date in the registrar's office, Regent 105, through Friday, May 4. (See http://registrar.colorado.edu/students/registration/registration_packet/cof.html#deadlines)

May 4 (Fri.)

- Last day of classes for spring 2007.
- Last day to turn in Time Out Program (TOP) applications to the registrar's office for spring semester.
- Last day for students to withdraw from the university for fall semester. Students in the colleges/schools of Architecture, Education, Engineering, Journalism, Law, MBA and Music must have their dean's permissions to withdraw.
- Last day for eligible students to authorize COF for spring semester. See http://registrar.colorado.edu/students/registration/registration_packet/cof.html#deadlines

May 5-10 (Sat. –Thurs.)

- Final exams for spring 2007. (There are no exams on Sunday, May 6).

May 11 (Fri.)

- Spring 2007 commencement, Folsom Stadium, 8:30 a.m.

OFFICE OF THE REGISTRAR'S STAFF CONTACTS

Barbara Todd - Registrar 2-2459
 David Beckham - Associate Registrar for Tech Support Services 2-6231
 Dee Menzies - Director of Eligibility Certification 2-6995
 Sally Page - Associate Registrar for Student Services 2-2464
 Gordon Russell - Associate Registrar for Support Services 2-4855
 Lisa Vialpando - Assistant to the Registrar 2-1130

Student Services

Front Area Reception & Telephones - Judy Myers 2-5821, Janey Powers 2-5747, Carol Reese 2-8494,
 Marina Maestas - Manager 2-1613

Address changes	Reciprocal exchange agreement - Carol R.
Class schedule	Registration information (walk-in)
College Opportunity Fund (COF)	Rosters & Series 7 enrollment - Judy
Concurrent registration – Janey	Schedule adjustment - current semester
Course forgiveness - Carol R.	Drop/add - current semester
Course reservation - Carol R.	NC, P/F options - current semester
Credit by exam - Marina	SIS training - Carol R.
Faculty/Staff registration - Janey	Unlinked activities for courses - Janey
New/readmit invites - Judy	
PIN (Personal Identification Number) changes	

Time Out Program and Withdrawal Information - Jacque Trump-Burch 2-8673, Marina Maestas - Manager 2-1613

Registration Events - Vince Calvo 2-6690, Sally Page - Manager 2-2464

Coordination of registration for orientation students
 Coordination of registration material mailings
 Coordination of registration staff volunteers

Registration Processes - Toni Murphy 5-1930, Sally Page - Manager 2-2464

Advisor approval coding
 Registration set-up on SIS

Support Services

Academic Records Maintenance 2-6907, **Enrollment Verification** (via phone, mail, fax, e-mail) 2-4911, **Fax** 5-3705

Ellen Cook 2-4912, Antonette Martinez 2-4183, Maureen Connors 2-3069, Carol Mash - Manager 2-3072

Course descriptions - Student Assistants/Staff
 Deceased student notification - Carol M.
 Discipline, health stops and releases - Carol M.
 End of term internal transcripts distribution - Maureen
 Enrollment verifications - Ellen/Student Assistants
 Final grade rosters distribution and processing - Maureen
 Final grades verification - Maureen
 Folder copy requests - Antonette/Student Assistants
 Grade changes:
 A thru L - Ellen
 M thru Z - Antonette
 Note: Continuing Education grade changes are to be referred to Cont. Ed.
 Grade distribution lists - Maureen
 Major code lists - Maureen
 Name and student number changes - Maureen
 Privacy (FERPA/Buckley Amendment) - Carol M.
 Retroactive changes to a student's academic record other than courses and grades
 Citizenship (requires proof) - any staff member
 Ethnicity and gender - any staff member
 Scholastic suspension releases (requires dean's permission) - Ellen
 Study abroad transcripts, course and grade entry – Antonette
 Test scores - Antonette/Student Assistants
 Transcripts from other schools - Antonette/Student Assistants

Academic Room Scheduling/Course Inventory - Marilyn Hayes 2-6619, Kimberly Rushing 2-8669, Deb Otterstrom 2-4570,
Gordon Russell - Manager 2-4855

- Distribute planning dates for course entry, along with needed info for building courses
- Set up restrictions for specific course sections
- Schedule room requests (exams, review, films) specifically associated with classes (not UMC, Koenig, Dal Ward, or Coors Events/Conference Center)
- Distribute independent study re-sectioning information
- Distribute and process census data information regarding courses
- Determine final exam schedule
- Process course maintenance requests: adds, cancels, changes
- Schedule department training for SIS course entry
- Maintain course inventory for Boulder campus
- Course description preparation for catalog

Commencement Program Editing/Degree Processing and Diplomas - Barb Cline 2-7205, Carol Mash - Manager 2-3072

- Maintain SIS degree coding
- Process and mail out diplomas
- Process and mail replacement diplomas

Enrollment Verification (walk-ins) 2-3142

Official/Unofficial Transcripts – Janet Garrett 2-3075, Clara Geertz 2-8987, Brenda Meether 2-3073,
Tracy Wilson-Tucker 2-4407, Julie Michalowski - Manager 2-3074

- Official transcripts can be ordered by FAX 2-4884, letter, PLUS (www.colorado.edu/plus)
- Call 2-8987 or visit <http://registrar.colorado.edu/support/transcripts.htm> for information on services
- Unofficial transcripts:
 - Internal - for departmental advising use (replaces Dean's page)
 - Unofficial - issued to student (order in person at Regent 105 lobby window)

Residency Classification – Sally Ingraham 5-1318, Rick Geertz - Manager 2-8967

- Determination of eligibility for in-state/out-of-state tuition for new and continuing students
- Provide information about reciprocal tuition programs such as those available through the Western Interstate Commission on Higher Education (WICHE)

Technology Support Services

Calendaring - Jeff Dixon 2-2460, Dave Beckham - Manager 2-6231

- Schedule SIS production jobs

Data Requests/E-memos - Corey Wahl 2-5126, Dave Beckham - Manager 2-6231

- Coordination with UMS
- Student Information System requests
- Lists or labels for student populations
- Student E-memos
- Campus data requests

Document Imaging System - Pat Lindeman 2-2461, Erik Magelssen 2-2463, Dave Beckham – Manager 2-6231

- Operations
- Software & hardware

Office Network Systems - Corey Wahl 2-5126, Dave Beckham - Manager 2-6231

- Office network systems
- Registration network systems
- Electronic forms

Publications – Corey Wahl 2-5126, Dave Beckham – Manager 2-6231

- Registration Handbook and Schedule of Courses (RHSC)
- Office publications
- Registrar's web sites

Registrar Query Systems (RQS) – Corey Wahl 2-5126, Dave Beckham – Manager 2-6231

Degree Audit

Degree Audit - Joyce Holliday 2-2223, Vacant 2-3067, Susan Legler - Manager 2-5241

- Program and maintain requirement screens
- Train and educate staff and faculty across campus in the use of degree audit
- Program curriculum and requirement policy changes
- Work with deans to establish priorities for system changes to Degree Audit

**DIRECTORY OF ADVISING AND HELP OFFICES
(SPRING 2007)**

ACADEMIC RECORDS

Regent 105 (303-492-6907)
M-F 9:00 a.m. – 5:00 p.m.

ACCESS

Continuing Education Office
1505 University (303-492-5148)
M-Th 8:00 a.m. – 6:00 p.m.
F 8:00 a.m. – 5:00 p.m.

OFFICE OF ADMISSIONS

Regent 125 (303-492-6301)
M-F 8:00 a.m. – 5:00 p.m.
(Phone lines open 8:30 a.m. – 5:00 p.m.)

ADVISING**Academic Advising Center (Arts & Sciences)**

Woodbury 109 (303-492-7885)
M-Th 8:00 a.m. – 5:00 p.m.
F 9:00 a.m. – 5:00 p.m.

Engineering – see faculty advisor, major department, or dean's office

All Others – go to the dean's office

ATHLETIC ACADEMIC COUNSELING

Dal Ward Center, Room 265 (303-492-6591)
M-F 8:00 a.m. – 5:00 p.m.

BURSAR'S OFFICE

Regent 150 (303-492-5381)
M-F 9:00 a.m. – 5:00 p.m.

CAREER SERVICES

Willard 34 (303-492-6541)
M-F 8:00 a.m. – 5:00 p.m.

COUNSELING SERVICES

Willard 134 (303-492-6766)
M-F 8:00 a.m. – 5:00 p.m.
Walk-in 8:00 a.m. – 4:30 p.m.

DIVISION OF CONTINUING EDUCATION

1505 University (303-492-8252)
M-F 8:00 a.m. – 5:00 p.m.

FINANCIAL AID

Regent 175 (303-492-5091)
M-F 9:00 a.m. – 5:00 p.m.

HOUSING ADMINISTRATION

Hallet Hall, Room 49 (303-492-6871)
M-F 8:00 a.m. – 5:00 p.m.

OMBUDS OFFICE

Willard 302 (303-492-5077)
M-F 8:00 a.m. – Noon & 1:00 – 5:00 p.m.
(Appointment Necessary)
(Noon Hours Available by Appointment)

OFFICE OF ORIENTATION

(303-492-4431) In moving transition
M-F 9:00 a.m. – 12:00 p.m. & 1 p.m.-4:30 p.m.
Call Ahead

PARKING SERVICES

1050 Regent Dr. (303-492-7384)
M-F 8:00 a.m. – 5:00 p.m.

PEER COUNSELING OFFICE

Willard 100 (303-492-2235)
Hours Vary. Appointment Needed
See Counseling Services

PHOTO ID OFFICE (BUFF ONECARD)

Willard 182 (303-492-0355)
M-F 8:00 a.m. – 5:00 p.m.

OFFICE OF THE REGISTRAR

Regent 105 (303-492-6970)
M-F 9:00 a.m. – 5:00 p.m.

REGISTRATION HELP LINE

For Assistance with Registration
(303-492-6970) and press "1" for personal assistance

M-F 8:00 a.m. – 4:30 p.m.

Recorded registration information available 24 hours a day – call 303-492-6970 and press "2".

TUITION CLASSIFICATION

Regent 105 (303-492-6868)
M-F 9:00 a.m. – 5:00 p.m.

WARDENBURG STUDENT HEALTH INSURANCE

Wardenburg 251 (303-492-5107)
M-F 8:00 a.m. – 5:00 p.m.