

# New Student Information

## Department of History | 2024

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University of Colorado **Boulder**



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# Welcome New Students!

## Department of History

Welcome to the graduate program in History at the University of Colorado Boulder. We are delighted that you have chosen to study in our company.

The History Department offers three graduate degree programs devoted to helping you achieve the highest possible professional advancement and personal enrichment: the **MA in History - Thesis Track**, the **MA in History - Non-Thesis Option**, and the **PhD in History**. We hope your graduate experience will be both challenging and satisfying.

This packet should serve as a general reference regarding the requirements to begin your studies. Please direct questions of any kind to the Director for Graduate Studies, Dr. [Sungyun Lim](#), or the Graduate Program Coordinator, [Cherise Lamour](#). We are here to help you make the very best of your time in Boulder and look forward to meeting you in the fall!

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# Important steps for incoming graduate students.

The following list is intended to be used as a resource and reminder when preparing to begin your graduate studies at CU Boulder. Please note this is not a comprehensive list. For additional steps, please visit the Graduate School's [Admitted Students page](#).

## # 1

### Submit your Official Transcripts:

If you did not submit official transcript(s) with your application, you must do so before the start of the fall semester. Official transcripts must match the unofficial ones that were submitted with your application. Instructions can be found on the [Graduate School's website](#).

## # 2

### Activate your CU Login Name and IdentiKey:

Before you can register for classes, you must activate your IdentiKey. You will need your Student ID number to do so. Please visit the [Office of Information Technology \(OIT\)](#) for detailed instructions.

## # 3

### Activate your CU Boulder Email Address:

All CU Boulder faculty, staff, and students receive a CU Boulder email account with a First-name.Lastname@colorado.edu email address. [Learn how to set up your account through the Office of Information Technology \(OIT\)](#). This email address is the official form of communication between you, the History Department, and the University so be sure to check it frequently. If you plan to use another email account, please arrange to have your @colorado.edu address forwarded to that account.

## # 4

### Visit [Buff Portal](#) to pay your bill, check financial aid status, and view your schedule:

Buff Portal is the place to find your course schedule, classroom locations, financial aid status, and to review your tuition bill. Your schedule should match what you chose with your faculty advisor. Other things you can do in Buff Portal include:

- Set up Direct Deposit for Financial Aid: If you are eligible for a financial aid refund, the University of Colorado Boulder requires you to set up direct deposit so your refund may be electronically deposited into your designated bank account. Please visit the [Office of Financial Aid](#) for more information and [step-by-step instructions](#). **Note that if you are employed as a TA, you will also set up [Direct Deposit as an employee](#), which is a separate process.**
- Authorize Payers: Parents, guardians, spouses, and other family members do not automatically have access to view your student billing account. If someone else will be paying your tuition bill, you may authorize him or her to view your account and pay it online.



## # 5

### **Submit a Photo for your Buff OneCard and RTD Bus Pass:**

Your Buff OneCard is your student ID card and your key to many different services and events, including dining, printing, and banking. The [RTD College Pass](#) can be used for free bus rides throughout Boulder and the Denver metropolitan areas, including rides to Denver International Airport and the Eldora Mountain ski area. You will need to upload a valid government ID and a photo. The Buff OneCard office will mail your card(s) to the address on your Buff Portal profile. Visit the [Buff OneCard website](#) for the application and instructions.

## # 6

### **Review Housing Options:**

CU Boulder offers limited [on-campus housing for graduate students](#), and we recommend applying early for university housing. If you would like to live off-campus, there are additional resources published on the [Campus Housing & Neighborhood Relations website](#). Once you move to the area, please be sure to update your mailing address in the Buff Portal and in My-CUInfo if you are an employee.

## # 7

### **Read the CU Boulder Graduate Student Bill of Rights & Responsibilities:**

Know your rights and responsibilities. Familiarize yourself with the [CU Boulder Graduate Student Bill of Rights & Responsibilities](#).

## # 8

### **Confirm or Waive Health Insurance:**

All students are required to have health insurance during their time at CU Boulder. Students may elect coverage through an individual health insurance plan, a family member, employer, or the university's Student Gold Health Insurance Plan. Students must confirm or waive coverage in their first semester at CU Boulder and every fall semester thereafter.

## # 9

### **Submit Required Immunization Forms:**

New students are required to complete certain immunizations requirements. Learn more about the University of Colorado's current requirements from [Health and Wellness](#).

### **Additional Pre-Arrival Steps for International Students**

**Important:** If you are an F-1 or J-1 student, please take note of your program start date. All F-1/J-1 students MUST arrive no later than the program start date which is reflected on your I-20/DS-

2019. Note: You may enter the U.S. up to 30 days prior to this date. Please visit [the International Student and Scholar Services](#) for more information.

# Frequently asked questions.

## Where can I find information about fall courses?

Please visit our [department website](#) to view courses and designations for the fall term. You may also search for courses by using [CU Boulder Class Search](#).

## What are the program requirements?

Please consult the [History Department Graduate Student Handbook](#) for a detailed description of program requirements and a progress tracking form you can use. The handbook can be found on our [website](#), along with some quick guides for Graduate School procedures and forms. You will meet with your Faculty Advisor to complete a registration form for each upcoming semester. The Graduation Coordinator can also help with planning questions and will complete your registrations, once the forms are submitted.

## How many credit hours/classes should I take?

For purposes of deciding full-time registration status, a student must meet one of the following criteria:

### Master's students:

- a minimum of 5 credits of graduate level course work (pass/fail or for a grade)
- 8 credits of combined undergraduate and graduate course work or 12 hours of undergraduate level course work
- at least 1 master's thesis hour or at least 1 hour of "Master's Candidate for Degree"

### Ph.D. students:

- a minimum of 5 credits (pass/fail or for a grade) of graduate level course work prior to passing the comprehensive exam.
- 8 credits of combined undergraduate and graduate course work, or 12 credits of undergraduate level course work, prior to passing the comprehensive exam.
- at least one doctoral dissertation credit prior to passing the comprehensive exam,
- a minimum of 5 dissertation hours after passing the comprehensive exam.
- A minimum of 5 dissertation hours during the semester in which the dissertation is defended.

More information about enrollment status can be found on the [Office of the Registrar's](#) pages.

Please note that full-time enrollment requirements may vary for students receiving financial aid. Please visit the [Office of Financial Aid](#) for additional information.

## Funding and employment.



### **Funding Included with Offer of Admission:**

If you received a one-time scholarship or fellowship with your offer of admission, these funds will be applied toward your fall 2024 and/or spring 2025 tuition bill. Per university rules, we cannot disburse your award(s) until you matriculate into the program. If the balance of your award(s) is greater than your bill, you will receive a refund for the remaining funds. The Office of Financial Aid will process your award during the summer and disburse it to your student account beginning in August of 2024.

### **Appointments with the Department of History:**

If you received a TA appointment with your offer of admission, you should soon receive a formal offer letter by DocuSign. This letter contains the details of your assigned course section, compensation, and requirements for TA appointees. You are required to electronically sign the offer letter in order to confirm your appointment. You will receive additional information about pre-employment steps before the first day of classes.

You will also receive a request for information to establish you as an employee of the University. This information is necessary for Human Resources. TAs receive tuition remission, an insurance contribution, and a monthly stipend for the semester. The tuition remission will be evident on your bill, however, because of the many factors involved in the hire process, it may not appear on your first bill. If you have questions about teaching or research appointments, please contact Cherise Lamour, Graduate Program Coordinator, at [HistGrad@colorado.edu](mailto:HistGrad@colorado.edu).

## Scholarships and awards.

### **CU Boulder Scholarship Application:**

This is a streamlined application system for multiple CU Boulder scholarships, and it enables you to find opportunities available throughout campus. The application is accessible year-round through the student portal, though the majority of scholarships are available to view October 1 – February 15.

### ***History Department Scholarships and Awards:***

Each year, our department awards a number of scholarships to continuing graduate students. Refer to the History Department Graduate Student Handbook for more information.

### ***CU Boulder Graduate School:***

The Graduate School offers a number of awards and grants throughout the academic year and publishes a list of national fellowship opportunities open to graduate students attending CU Boulder.

[Awards & Grants | Graduate School | University of Colorado Boulder](#)

## Tuition and fees.

Tuition is based on residency (in-state, out-of-state, international), type of degree and number of credit hours. The [Bursar's Office](#) publishes detailed rate sheets that include tuition costs and mandatory fees per semester. Rates may be subject to change. Please also see the Bursar's [annual cost estimates](#) for a general overview of costs and tuition and fee rate sheets.



# Residency requirements for all degree programs.



The Department of History requires students who have out-of-state residency status in their first year of study to petition to have their status changed to in-state, beginning with the second year of study.

Note: Exceptions to this requirement are made for students who are not U.S. citizens or permanent residents, and who are thus ineligible for Colorado residency. In rare cases, the following students may also qualify for a domicile exception for tuition classification purposes:

- ASSET students
- Graduate students in the Western Regional Graduate Program
- Members of the Colorado National Guard, active duty military members and honorably discharged veterans residing in Colorado
- Special immigrants and refugees
- U.S. Olympic athletes

Students who fail to obtain Colorado residency for the second year of study will be ineligible to hold a Graduate Part Time Instructorship (GPTI), Teaching Assistant (TA), Research Assistant (RA), or Graduate Assistant (GA) appointment. Students who are not granted in-state residency status will be billed at the out-of-state tuition rate.

## Residency Guidelines.

Tuition classification is governed by state law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended) and by judicial decisions that apply to all public institutions of higher education in Colorado, and is subject to change at any time. The university is not free to make exceptions to the rules except as specifically permitted by state law.

## How to Petition for Residency.

If you do not already qualify for in-state tuition, you can become eligible after one full year of living in Colorado. To qualify for residency in the fall 2025 term, you must move to Colorado by August 20, 2024 and complete a Petition [for In-State Tuition Classification](#) by July 18, 2025.

The petition requires proof of residence in Colorado for the entire year, such as a signed lease, as well as documentation that you have registered to vote, obtained a Colorado driver's license, registered your vehicle and filed Colorado state income taxes.

For more information on the process and deadlines, visit the Office of the Registrar. For general information on vehicle registration, obtaining a driver's license, etc., visit <http://www.colorado.gov/>.



## Important dates to remember.

### ISSS Welcome for International Graduate Students

**August 18-19, 2024**

Hosted by International Student and Scholar Services (ISSS), this informative orientation session is required for all new international graduate students.

For more information, please visit [International Student Orientation](#) | [New Student & Family Programs](#) | [University of Colorado Boulder](#)

### New Graduate Student Orientation & History Department TA Orientation

**August 20, 2024** (approximate run time) 7:30 AM—12:30 PM—check their website below to confirm)

Hosted by the Graduate School, this event is for all new graduate students entering CU Boulder. It includes informational sessions and opportunities to connect with faculty, staff, and graduate students from other departments. Schedule and details will be available soon.

For more information, please visit:

[Graduate Student Orientation](#) | [New Student & Family Programs](#) | [University of Colorado Boulder](#)

**Afternoon**—The history department will host a **new graduate student TA orientation** in UMC 418 (University Memorial Center – 1669 Euclid Ave.) Meal cards will be provided for lunch at the UMC.

### Center for Teaching & Learning

**August 21-23, 2024 (tentative schedule)** - Fall intensive. Mornings in-person and afternoons via Zoom this year. [Fall Intensive](#) | [Center for Teaching & Learning](#) | [University of Colorado Boulder](#)

**History Graduate Fall Welcome Event / September 6, 2024 / 5:00-7:00 PM / Koenig Alumni Ctr..**

**Undergraduate History Student Welcome** - We are family. Come and support the Undergrad History Buffs for conversation and Pizza / **September 11 / 4:00-6:00 PM in Muenzinger D120**

### First Day of Classes

**Monday, August 26, 2024**

History classes take place in buildings throughout campus. Use the interactive CU Boulder Campus Map to find your classes: [Campus Map](#) | [University of Colorado Boulder](#)



## History Graduate Fall Welcome Event September 6, 2024

**5:00-7:00 PM**

Koenig Alumni  
Center  
1202 University Ave.



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