



## **EXCHANGE Fall 2024**

Hello from CU Boulder! Please review this information carefully. If you have questions, please contact [kimberly.schorr@colorado.edu](mailto:kimberly.schorr@colorado.edu).

### **Registering for (enrolling in) classes:**

New exchange students have been assigned the following enrollment date **April 29, 2024**.

#### **Fall 2024 Schedule of Classes**

I recommend that you review the course list and choose which courses you wish to enroll in **before** your assigned Registration date **April 29, 2024**. **YOU WILL HAVE TO ADJUST YOUR SCHEDULE IF THE COURSES YOU SELECTED IN YOUR ACADEMIC PLAN ARE NOT AVAILABLE, FULL, NOT IN PERSON, ETC.**

After you are officially admitted to CU, you will receive information from the Office of Information Technology (OIT) at CU with your assigned Personal Identification Number (PIN) and instructions to set up your *identikey*. Both are needed to register for classes. Follow the instructions on the registration website: [Enrollment/Registration](#)

Before you arrive, register for a full schedule of courses: Exchange students on a J1 visa **MUST** enroll in **ONLY** in-person courses. To verify that a course is an in-person course, the course description **must** include both of the following items in the course description:

- **Location:** Boulder Main Campus
- **Instruction Mode:** In Person

Exchange students must enroll in the following number of credits to maintain their J1 immigration status:

- 12 credits for undergraduate-level students
- 8 credits (combining undergraduate and graduate level courses)
- 5 credits for graduate-level students

The number of courses varies by level. In the catalog, courses numbered 1000-4000 are for undergraduates (1<sup>st</sup> through 4<sup>th</sup> year), and courses numbered 5000-7000 are for graduate students (master's or doctoral students).

**Please remember that we cannot guarantee that you will get into a specific class while at CU, so you must discuss alternative classes with your home institution advisors before you arrive.**

The Academic Plan is **not your actual registration or enrollment in the courses**. Your selection of courses will allow me to determine what program would best fit your requirements and course requests during your studies at CU Boulder.

If you do not have any previous courses in music, journalism, business, engineering, or architecture and planning, you **will not** be allowed to enroll in those classes while on the exchange program. **All exchange students can take any undergraduate courses in the College of Arts & Sciences for which they are qualified.**

After you select the term in the drop-down menu, select "Boulder Main Campus" courses only. **DO NOT** choose Continuing Education or online courses since these are not included in the exchange contracts.

Undergraduate exchange students are admitted to CU Boulder by a simple process that does not list their previous courses at their home university. Therefore, our computer system may not allow you to self-enroll in certain courses that have prerequisites listed. The system does not recognize that you are qualified.

**If there are prerequisites for a class you wish to take, you must have the necessary background for that class to be able to enroll. You will need to contact the department directly to enroll.** You can search for a specific class to review for prerequisites at [CLASS SEARCH](#); [COURSES: A to Z](#)



**PLEASE NOTE:** you will require assistance from the department to enroll in upper-level undergraduate or graduate-level courses.

**Exchange students coming on a graduate-level exchange program (example: MBA, Law, German Department):** Please consult with the graduate advisor in your CU department to determine if there will be an orientation session for you and which courses are recommended.

**\*\*\*If your home university advisor requires a syllabus for a course you wish to enroll in, YOU MUST CONTACT THE DEPARTMENT. ISSS will not be able to assist\*\*\***

## DEPARTMENT CONTACTS:

### Arts & Sciences

[sitadvising@colorado.edu](mailto:sitadvising@colorado.edu)

### College of Engineering:

**The enrollment process will be provided after you are formally admitted to the College of Engineering.**

### College of Media, Communication & Information

Debbie O'Neill

[Debbie.ONeill@Colorado.edu](mailto:Debbie.ONeill@Colorado.edu)

### ~~Leeds School of Business~~

Kevin Prochaska

[kevin.prochaska@colorado.edu](mailto:kevin.prochaska@colorado.edu)

### Program in Environmental Design

Nathan Jones

[Nathan.P.Jones@Colorado.EDU](mailto:Nathan.P.Jones@Colorado.EDU)

**Dropping & Adding Classes:** You can adjust your schedule during the first 10 days of classes. The last day to **add** a class in your BUFF student portal is **to be determined**. The last day to **drop** a class without tuition/fee charges and a withdrawal (W) grade is **to be determined**. Many students do change classes during the first week of classes so space may become available in a class that was once full by the end of the first week of classes. Most exchange students do manage to get the classes they need or want.

## **Billing process:**

**Electronic Bills are Available through your BUFF Student Portal.** *Before you arrive, please confirm with your home institution what is included in the exchange with CU Boulder.* **Almost all agreements include mandatory student fees and course fees**, but some do not or only include partial fees. Optional fees are not included in any agreements.

After you arrive and have completed the registration process, your bill on the BUFF portal will be adjusted to reflect the terms of the exchange contract. **Please ignore the bill you see before you arrive.**

Billing adjustments will be explained in detail at the REQUIRED Exchange Student meeting.

**Exchange Student Meeting & Immigration Essentials Session – (Monday, August 19, 2024. TIME, LOCATION to be announced)**

We look forward to meeting you in August!