



EXCHANGE Fall 2025

Hello from CU Boulder! Please review this information carefully. If you have questions, please contact kimberly.schorr@colorado.edu.

Registering for (enrolling in) classes:

New exchange students have been assigned the following enrollment date: **Initial Registration:**
April 28, 2025 @ 8 am [Fall 2025 Class Schedule](#)

I recommend reviewing the course list and choosing which courses you wish to enroll in before your assigned Registration dates.

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 be enrolled in a minimum of 12 credit hours. You MUST enroll in AT LEAST 9 credit 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
- 9 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 (1st through 4th 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 does not confirm your registration or course enrollment. Your selection of courses will allow me to determine what program would best suit 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 courses since these are not included in the exchange contracts.

Remember, you are also limited to only 3 credit hour of on-line coursework.

Undergraduate exchange students are admitted to CU Boulder through a streamlined process that does not include a review of their previous coursework from their home university. As a result, our course registration system may not automatically allow you to enroll in courses with prerequisites since the system does not recognize that you have met those qualifications.

If you encounter this issue, you **must** contact the course instructor or department to request an enrollment override. Be prepared to provide documentation of your relevant coursework to demonstrate that you meet the prerequisites.



If there are prerequisites for a class you wish to take, you must have the necessary background to enroll in that class. You will need to contact the department directly to enroll. You can search for a specific class to review for pre-requisites 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

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

Leeds School of Business

Zavannah Wells

Zavannah.Wells@Colorado.EDU

Program in Environmental Design

Nathan Jones

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 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. 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/costs 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.

International Student Meeting & Immigration Essentials Session – Sunday, August 17, 2025, in the University Memorial Center

Exchange Student Check-In: To be determined. All sessions will be in the University Memorial Center (UMC)