GRADUATE STUDENTS
For graduate students not registering for credit bearing courses, you must register for Continuous Registration (CR CONRG) if you wish to remain active in the CSU system. If not registering for either, please contact the Graduate School.

Note that a student registered for Continuous Registration is not eligible to receive financial aid and is also not eligible for a loan deferment.

eID (ELECTRONIC IDENTITY)
Your eIdentity (eID) is to be used for the duration of your enrollment at Colorado State. Your eID (eName and ePassword) is required for access to the registration/grades system and RAMweb. It provides security to your registration records, so do not share it with others. If you believe it has been compromised, you may change your ePassword at: www.eid.colostate.edu.

E-MAIL ADDRESS REQUIREMENT
In order to communicate quickly and effectively with students, the University requires that each enrolled student provide an e-mail address in addition to a postal mailing address. Students may use the e-mail service of their choice or the free e-mail service the University provides. A registration HOLD is placed on students who fail to provide an e-mail address.

You may provide your e-mail address (or create a campus e-mail) at http://eid.colostate.edu. Additional information about e-services and e-mail is also available at this web site. If you have questions or need assistance, please contact the Help Desk at help@colostate.edu or call (970)491-7276.

REGISTRATION
By the act of registration (i.e., requests for and assignment to one or more classes), you are financially liable to the University for assessed tuition, fees and charges. Unless you officially withdraw from the University during the authorized schedule change periods you are obligated to pay the full amount of the assessment and are subject to grades regardless of whether you attend class.

The University will mail a billing statement to a designated billing address, or current address if no billing address is on file. If full payment of University charges is not made when due, you are subject to a late payment charge. Direct billing questions to Student Financial Services, in the Administration Annex, (970)491-6321.

Registration, including schedule changes (adds and drops), is accomplished online by selecting the “Registration” link in RAMweb. In order to fully benefit from the system, it is essential that you follow the required procedures and conform to the established deadlines. Preparation prior to registration minimizes mistakes and time on the system, thereby reducing the demand during peak registration periods.

PREPARATION FOR REGISTRATION
Contact your adviser for assistance in selecting your courses. If you do not know who your adviser is, contact the department of your major for assistance. Students with the following majors should contact the Center for Advising and Student Achievement (CASA): Undeclared Agricultural Interest, Undeclared ArtHM/Comm/Dsgn Interest, Undeclared Business Interest, Undeclared Engr/Phys/Math Interest, Undeclared Envr/Nat Res Interest, Undeclared Health/Life Sci Interest, Undeclared Hmn/Soc Sci Interest, and GUEST. Engineering Open Option students should contact the Engineering College Dean's Office.

HOLDS
Academic and administrative offices can place HOLDS on your registration which prevents registering or changing your registration schedule. HOLDS are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial HOLD, which will prevent adds, drops and withdrawals for a registered student. Each HOLD and the office phone number (including office locations) are listed by the registration system. You must clear each HOLD with the office involved. Clear your HOLDS before you attempt to register.

If a HOLD is placed on your registration after you have registered, your registration will not be automatically cancelled. However, you will not have registration access to adjust your schedule or to register for subsequent terms until the HOLDS are cleared. HOLDS do not extend other deadlines. HOLDS must be cleared prior to deadlines or adds and drops will not be authorized. HOLDS also prevent dropping or withdrawing from a class.
REGISTRATION SYSTEM OPERATING HOURS
The registration system through RAMweb operates 24 hours per day, seven days a week.

REGISTRATION PROCEDURES
Before accessing the registration system:
• Access the online University Class Schedule;
• Query your options for courses and sections;
• Identify the course reference numbers of the courses for which you will be registering;
• Have alternative courses and sections identified.

If you lack this necessary information while you are registering, you can exit the system and re-enter when you are ready.

Some departments place class restrictions, major restrictions or prerequisites on courses or sections of courses. These restrictions are listed with each course. Some restrictions may be temporary until students of designated class or major have had an opportunity to register for the course or section involved. Exceptions to these restrictions may be made only by the academic department offering the course.

When you are denied enrollment in a course, the reason is given. Reasons could include: class is filled, ineligible because of class or major restriction, time conflict with another course, lacking prerequisites, etc.

You may also re-enter the system to add another course, drop a course for which you registered earlier, or change credits in a variable credit course for which you are registered. You are urged to do this early, as use of the registration system increases as the first day of class approaches.

REGISTRATION CONFIRMATION
No written confirmation of your registration selections will be mailed to you. However, you may log on to RAMweb (http://ramweb.colostate.edu) at any time to view or print your selection of courses.

LATE REGISTRATION
A late registration charge of $50 is assessed for adding the first course on or after the first day of classes or for late adds after the registration period.

CANCELLING YOUR REGISTRATION
You may cancel your registration at any time through the day before classes begin by using the registration system to drop all courses for which you are registered. All tuition, fees and charges will be cancelled. All financial aid awarded prior to the beginning of classes will be cancelled if you fail to enroll. You are the only one, through use of your eID to access the system, who can cause this cancellation. On, or after, the first day of classes, see WITHDRAWAL FROM UNIVERSITY.

PAYMENT OF STUDENT ACCOUNTS
In support of the University’s Go Green and cost-saving initiatives, the University has moved to electronic billing and one payment due date for each semester beginning Fall 2010. Tuition, fees, residence hall charges, health insurance and other institutional charges will be billed in August and due on September 10th for the fall semester and billed in January and due on February 10th for the spring semester.

The due dates for each semester are published in the online Class Schedule, in the General Catalog, and in financial aid publications. Due dates for the academic year are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Charges Billed</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Fall</td>
<td>August</td>
<td>September 10</td>
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<tr>
<td>Spring</td>
<td>January</td>
<td>February 10</td>
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<tr>
<td>Summer</td>
<td>May</td>
<td>June 10</td>
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</tbody>
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University charges are due by the date specified on your bill. Mailed payments must reach the University Cashier’s Office, 6015 Campus Delivery, by 4:00 p.m. on the due date. Payments by check are processed when received - postmarks do not apply and future dates are not honored. Online payments through the Web Cashier or CASHNet SmartPay must be made by 2:00 p.m. on the due date for the payment to be considered timely. Penalties for late payment include HOLDS on University services and a 1.5% late payment charge on the past due balance will be assessed to student accounts for the purpose of encouraging prompt payment.

Failure to pay amounts due may result in referral of outstanding balances to a collection agency. These agencies may take legal action to collect past due balances. Further, the University reserves the right to include a penalty fee and financial HOLD for returned checks.

“Billing Information” on RAMweb provides more information on billing statements, accepted payment methods, credit balance refunds and education tax credits. Student account billing statements are mailed to your billing address. If a billing address has not yet been created, statements will be mailed to your current mailing address on file with the University. To update your billing or mailing address, log-on to RAMweb and select “Address View/Update.”

Please direct questions about your student account to Student Financial Services (http://sfs.colostate.edu), Colorado State University, 1065 Campus Delivery, Fort Collins, CO 80523-1065, in person at Centennial Hall, or call (970)491-6321.
COLLEGE OPPORTUNITY FUND STIPEND
The College Opportunity Fund Stipend (COF) provides state tax dollars to colleges and universities for undergraduate students paying in-state tuition. The fund was created by an Act of the Colorado State legislature in 2004 to heighten awareness that state tax dollars are used to offset the costs of undergraduate education.

The COF application must be submitted online once; however, each term the student must authorize to obtain the stipend on their behalf and apply it to their tuition bill. Eligible students who fail to approve this authorization are required to pay the full amount of in-state tuition without the State stipend support.

The College Opportunity Fund application is required and is available on the College Access Network at www.cof.college-access.net.

UNIVERSITY TECHNOLOGY FEE
The mandatory University Technology Fee is assessed to all students each term and is intended to support aspects of information technology that impact all students across college boundaries. For more information about the University Technology Fee visit: http://www.colostate.edu/services.acns/utfab/Bylaws.doc.

SCHEDULE CHANGE PERIOD
Schedule changes are made on the registration system during authorized periods. Courses can be added, sections changed within a course and credits changed in a variable credit course based on the add periods listed below.

Courses which restrict add/drop adjustments are noted under the course listing.

Academic departments may drop from classes students who fail to attend either of the first two class meetings or the first meeting of a class which meets once a week. You are responsible to see that the course is dropped or you will be subject to grades and tuition and fees for the course. Non-attendance does not constitute dropping or withdrawing from a course.

Please refer to the Registrar’s Office web site for add/drop deadlines for each semester. http://www.registrar.colostate.edu/faculty-important-dates

FEE ADJUSTMENTS FOR SCHEDULE CHANGES
An adjustment of tuition and fees is allowed during the schedule change period. After this deadline, there is no adjustment in tuition and fees should you drop a course.

Courses taught in less than 16 weeks and Special A/B courses have proportionately shorter add/drop periods. See SCHEDULE CHANGE PERIOD for specific dates.

COURSE WITHDRAWAL PERIOD
If the term has not commenced, see CANCELLING YOUR REGISTRATION. If you attempt to drop all your courses after the semester has begun, the registration system will prevent the dropping of your last course and direct you to the Center for Advising and Student Achievement (CASA) to withdraw from the University. In this situation, as the term as commenced, you will be responsible to pay all or part of assessed tuition and fees depending on the date of your withdrawal through CASA, 202 Aylesworth NE, (970)491-7095.

GRADES
Colorado State University does not mail printed grade reports to students. You may access RAMweb to obtain this information. Grades are usually available by the fourth working day after finals week.

ADDRESS CHANGES
It is important to maintain a current mailing address with the University. Registration information, bills and other important information are sent to this address; an optional billing address is available to send bills to another address. To change your mailing or billing address, access RAMweb. The University also requires that each enrolled student provide an e-mail address. Students may use either the e-mail service of their choice or the free e-mail service the University provides. If you have any questions, please contact the Records and Registration Office in Centennial Hall or call (970)491-7148.

PHOTO ID CARDS
Students can obtain University ID cards at the RamCard Office in Room 331, Lory Student Center. You must bring a government-issued picture ID (i.e., driver’s license, military ID, passport). Your photo will be taken and an ID will be issued immediately. Please call (970)491-2344 with questions.

HEALTH INSURANCE
Beginning Fall 2008, all new, full-fee paying resident-instruction graduate students will be required to enroll in the CSU student Insurance Plan or to opt out by demonstrating comparable health insurance coverage. Please visit the Graduate School web site for more information.

The accident/sickness plan supplements Hartshorn Health services which are prepaid by semester student fees. Enrollment for this plan is required fall semester and spring/summer semesters in order to have continuous coverage for a full academic year. This plan is designed to include the most needed benefits at an affordable cost. Enhancements to this plan have been added and the plan now offers an association with nationwide and local
All students are encouraged to purchase this insurance unless you have other adequate coverage. After you enroll, you may change your option at the Student Insurance Office, upper level, Hartshorn Health Service, through 5:00 p.m. on the University published add/drop date for fall and spring. AFTER THIS DATE, YOUR SELECTION IS FINAL. YOU WILL BE BILLED ACCORDINGLY. Please call (970)491-2457 for information specific to summer enrollment only. Part-time students (students registered for less than six credits) may buy health insurance and WILL BE BILLED THE SEMESTER HEALTH FEE. You must be registered for classes to be eligible for this health insurance plan.

Students may arrange coverage for their spouse and/or children BY ENROLLING at the Student Insurance Office, upper level, Hartshorn Health Service, prior to the University published add/drop date. Students must be insured for dependents to be eligible.

International students and their dependents are required to have a health insurance plan that is equivalent to the University plan. Please visit the International Student section of the Hartshorn Health Services web site.

The deadline for health insurance enrollment, changes or cancellation is 5:00 p.m. on the University published add/drop date for fall or spring at the Student Insurance Office, upper level, Hartshorn Health Service.

**IMMUNIZATION POLICY**

Colorado State University, in compliance with Colorado State law and Health Department regulations, requires persons born January 1, 1957 or later to show proof of immunity against measles (two doses), mumps (two doses) and rubella (two doses) by submitting an Immunization Certificate to the Hartshorn Health Service prior to arrival at school. Additional information concerning immunizations should be directed to Hartshorn Health Service, Immunizations, (970)491-6548, FAX: (970)491-0268.

**STUDENTS’ EDUCATIONAL RECORDS**

Students have certain rights concerning their “education records” under the Family Education Rights and Privacy Act, as amended, 20 U.S. 1232g et.seq. (FERPA).

For detailed information about these rights, please contact the Registrar’s Office in person at Centennial Hall, by phone at (970)491-7148, or online at http://registrar.colostate.edu.