REGISTRATION

Class Schedule
Registration Process
Schedule Changes
University Withdrawal
Undergraduate Planned Leave
Graduate Continuous Registration
Registration Alternatives

Class Schedule
The Class schedule is available in RAMweb (https://ramweb.colostate.edu) or online (https://ramweb.colostate.edu/registrar/Public/ClassSchedule.aspx) prior to the beginning of registration for a given term.

Registration Process
Students register for classes, including adding or dropping courses, online through RAMweb (https://ramweb.colostate.edu). The class schedule is available through RAMweb (https://ramweb.colostate.edu) approximately one month prior to the start of registration, allowing students to plan their schedules (a wish list builder is also available in RAMWeb (https://ramweb.colostate.edu)). The class schedule is available to the public via the CSU website (https://ramweb.colostate.edu/registrar/Public/ClassSchedule.aspx), then Resources and A to Z under Class Schedule.

Before registering for classes, students must complete the Registration Ready portion of the process. In order to communicate quickly and effectively with students, CSU sends many official campus communications via email. Students affirm their email address via Registration Ready. Students are also required to maintain a current mailing address. Once Registration Ready is complete, and the student’s Access Date/Time has arrived (available in RAMweb (https://ramweb.colostate.edu)), a student may register for classes.

Registration and payment deadlines must be met in order for registration to proceed. Students should respond to correspondence from CSU, including email correspondence, in a timely manner to avoid missing crucial deadlines.

Registration Waitlist
Registration Waitlists are available for students attempting to register for class sections that are already full. When a class has reached capacity and shows a waitlist is available, students may sign up on the waitlist. Students are e-mailed and texted (if they set their text messaging options to allow Academic and Financial Alerts via RAMweb (https://ramweb.colostate.edu)) when a seat opens in the class. Students then have a 24-hour window to register for the class. If the student does not register, they are taken off the waitlist and a notification goes to the next student on the waitlist.

Please go to RAMweb (https://ramweb.colostate.edu) or the Registrar’s webpage (http://registrar.colostate.edu/registration/registration-waitlist-faqs) for frequently asked questions and answers about the Registration Waitlist.

Course Overrides
Even when a class has reached its published enrollment limit, the instructor may give special permission for a student to register in the course. Students should inquire about overrides with the instructor assigned to teach the class or the department offering the class. Overrides are processed electronically via ARIESWeb by the instructor or department offering the course. Once granted an override, the student must still register for the course through RAMweb (https://ramweb.colostate.edu).

Credit Overload
Undergraduate students who wish to register for more than 18 credits per term must have an overload approved and submitted through ARIESWeb by their advisor. Requests for undergraduate students to register for 21 or more credits in a given term must be approved by the department chair/department head.

Graduate students who wish to register for more than 15 credits per term must also have an overload approved and submitted through ARIESWeb by their advisor. Requests for graduate students to register for 19 or more credits requires approval from the Graduate School.

Variable Credit Course Registration
Some courses, such as research or field placements, are available for variable credits. Learn more about adjusting variable credits on the Registrar’s Office website (http://registrar.colostate.edu/registration/registration-changes).

Auditing a Class
Students who are interested in learning content of a course but who don’t need it to count toward graduation may choose to audit the course, if the option is available. Learn more about auditing a course.

Late Registration
A Late Registration Charge of $50 (subject to change) is assessed for adding the first course on or after the first day of classes or for late adds after the registration period.

Graduate students who register for Continuous Registration or their first course for the term on or after the first day of the term will be charged a $50 Late Registration Charge.

Repeating a Course
Students may register for and complete a course more than once, but it can only be used one time to fulfill graduation requirements. The original grade and grades earned in repeated courses are used in calculating grade point averages, unless a student exercises the Repeat/Delete policy.

Repeat/Delete
Undergraduate students who retake courses have the opportunity to exercise the Repeat/Delete option. Students need to take steps to make this happen. Learn more about Repeat/Delete.

Enrollment and Degree Verification
For verification of enrollment status, term(s) of attendance, or degree awarded, go to RAMweb (https://ramweb.colostate.edu). Learn more at the Registrar’s Office (http://registrar.colostate.edu/student-resources/enrollment-degree-verification).

Schedule Changes
Schedule Changes and the Add/Drop and Withdrawal Periods
Periods for changing schedules (adds, drops, withdrawals, changes of sections, grading options, or credits) are listed in the Academic
Calendar and in the online class schedule. Add, drop and withdraw dates for specific sections may be located by clicking on the section's title in the class schedule. The Class Details section in the pop-up window will list those dates. Once registered, those dates are also available on your Full My Weekly Schedule and then Registered Courses, via RAMweb (https://ramweb.colostate.edu). Courses taught in terms of less than 16 weeks are subject to shorter add/drop and withdrawal periods.

**Adding a class**

During the regular 16-week Fall and Spring semesters, courses may be added without an override through 11:59 PM Sunday at the end of the first week of classes. Beginning Monday of the second week of classes, courses may be added with an electronic Department Approval - Restricted Add override from the instructor through the census date, which is the 12th day of classes of the semester. Course instructors may authorize their department offices to perform these overrides.

**dropping a class**

Regular courses may be dropped through the census date, which is the 12th day of classes of the semester. Restricted-drop courses must be dropped before 11:59 PM Friday at the end of the first week of classes. Courses dropped during this period are not reflected on the student's academic record, and tuition and fees may be adjusted as a result. Consult the appropriate online class schedule for course drop deadlines. No drops may be made after the end of the add/drop period.

**Withdrawing from a class**

The course withdrawal period begins after the add/drop period and closes at the end of the eighth week of the semester. A "W" (withdrawal) grade notation will be recorded on the academic record, except in the case of the 60-credit English composition and mathematics requirements (see the All-University Core Curriculum section for more detail on this requirement). See also Class Attendance Regulations. Tuition and fees will not be adjusted for withdrawals during the course withdrawal period. See also Tuition and Fee Adjustments in the Financial Information section.

Courses taught in terms of less than 16 weeks are subject to shorter add/drop and withdrawal periods. Click on the class section's title in the class schedule and then on the Class Details section in the pop-up window to view a class's specific add, drop and withdrawal dates.

Students withdrawing from CSU may not use the drop procedure to drop all classes, but must instead complete the University Withdrawal process.

**Registration Cancellation (Prior to Start of Term)**

Prior to the beginning of the semester, all courses can be canceled via the web registration system on RAMweb (https://ramweb.colostate.edu/registrar/Public/Login.aspx) with no charge.

**University Withdrawal**

University Withdrawal refers to a student withdrawing from all classes for a given term, starting the first day of the term and on or before the last day of classes (before Final Exams week).

Any student interested in completing a University Withdrawal will do so, online, through RAMweb (https://ramweb.colostate.edu/registrar/Public/Login.aspx). Students are encouraged to discuss their plans to complete a University Withdrawal with the following, as applicable: advisor/academic support coordinator, Financial Aid (http://sfs.colostate.edu), Veterans Education Benefits Office (http://registrar.colostate.edu/military-veterans-benefits), Student Athlete Support Services (http://www.sass.colostate.edu), International Student and Scholar Services (http://issss.colostate.edu), CSU Online (http://www.online.colostate.edu), and the Graduate School (http://graduateschool.colostate.edu).

**University Withdrawal for Call to Active Duty**

**Called to Active Military Duty**

CSU will assist any student called to active military service with reasonable accommodations and in making the best possible transition. As a primary point of contact, students are encouraged to work with Adult Learner and Veterans Services (ALVS) (http://alvs.colostate.edu).

Depending on when in the semester the student is called to duty, different options may be available including University Withdrawal, late withdrawals, or incompletes.

Students anticipating being gone for a limited amount of time are encouraged to work with ALVS (http://alvs.colostate.edu) in order to explore reasonable accommodations in her/his courses or selected withdrawals from individual courses.

**University Withdrawal for Call to Active Duty:**

1. To complete a University Withdrawal a student should do so online, through RAMweb (https://ramweb.colostate.edu/registrar/Public/Login.aspx).
2. Ideally, you will have your deployment orders in hand when you visit ALVS. If you do not have your orders with you, or can only complete the withdrawal over the phone, then you can submit the orders to ALVS (http://alvs.colostate.edu) at 970-491-3906. When ALVS (http://alvs.colostate.edu) receives the orders, your tuition assessment will be adjusted to 0%.
3. If you are deployed between academic terms (for example, at the end of the semester or over the summer), you do not need to withdraw online or contact ALVS (http://alvs.colostate.edu) to withdraw; however, you do need to be sure you have cancelled your registration for the upcoming term. You may cancel courses on RAMweb (https://ramweb.colostate.edu/registrar/Public/Login.aspx).
4. Graduate students: Please be sure to review your options for Continuous Registration versus the Graduate Form 1B (Graduate Application for Readmission) as you make arrangements for your deployment.
5. Short-term deployments may not require a University Withdrawal, depending upon the length of the deployment and when in the semester it occurs. Students given orders for a short-term deployment should work directly with their instructors, who are strongly encouraged to accommodate deployed students with a reasonable plan for making up work. Students who are advised they may be assessed a penalty for the absence should contact Adult Learner and Veteran Services (ALVS) (http://alvs.colostate.edu) to discuss their options. If you have any questions about the withdrawal process, be sure to consult ALVS (http://alvs.colostate.edu).

**To return to CSU (whether you were deployed during the academic term or between terms):**

1. Returning undergraduate students should go to the Admissions (http://admissions.colostate.edu/returningstudents) website for information on the Undergraduate Intent to Return process.
2. The Intent to Return form asks you which semester you plan to return to CSU. As soon as you know when you will return, you should submit the form so that you can register for classes in a timely manner. Please note the relevant application deadline (http://admissions.colostate.edu/returningstudents). Keep your academic advisor apprised of your plans—by phone or email if necessary—so
that your advisor can make sure that you have a schedule figured out for your returning semester.

3. Returning graduate students who have not utilized Continuous Registration must complete and submit a Graduate School Form 18 (http://graduateschool.colostate.edu/documents/GS18.pdf) (Graduate Application for Readmission) and a copy of the deployment orders in order to have the $150 readmission fee waived.

4. Graduate students who choose to utilize Continuous Registration (http://registrar.colostate.edu/registration/registration-changes) during their deployment are not required to reapply when they return, but they will be charged $150 and the University Technology Fee per academic term that they are away, and the continuous registration fee is NOT waived for deployment.

Important note: If you were admitted to CSU and were not able to enroll due to deployment, you may be required to submit a new application for admission and new supporting documents depending upon your original term of admission. Enrollment deferrals of up to one year beyond the original term of admission are allowed in such cases but must be arranged in advance; deadlines apply.

If you have questions about the return process (for enrolled students) or about obtaining an enrollment deferral (for newly admitted students), please contact the Office of Admissions at admissions@colostate.edu.

Retroactive Withdrawal

A student may request that all grades in an academic period (one or more semesters of continuous enrollment) be retroactively removed and be replaced by entries of “W” on his or her transcript. A retroactive withdrawal may be granted only when a student could neither function normally during the academic period nor be reasonably expected to complete a University Withdrawal due to extenuating circumstances such as an incident leading to major physical or mental trauma.

Failure to academically perform due to factors such as the following would not generally qualify a student for retroactive withdrawal:

- Bad habits or poor judgment
- Time management issues
- Failed relationships/roommate problems
- Failure to use University resources
- Ignorance of University policies

A retroactive withdrawal is not allowed if a student has earned a degree from CSU and the semester in question was used to meet University, college, or departmental requirements for the degree. Generally, requests are not allowed after four years have elapsed since the end of the last semester covered by the request.

Students are allowed two requests for the same period, the second request requiring additional supportive documentation. If granted, assessment of tuition and fees remains unchanged. The student’s academic record will remain unchanged if a request is denied.

An undergraduate or graduate student applying for a retroactive withdrawal must submit an online request with supportive, professional documentation from a credible source. The request will be forwarded to the Faculty Council Committee on Scholastic Standards. In order to start the process, students must meet with their department academic support coordinator or advisor or an advisor from the Collaborative for Student Achievement. To make an appointment at the Collaborative for Student Achievement, phone (970) 491-7095 or walk-in to their offices on the main floor of the stadium on campus.

Undergraduate Planned Leave

Undergraduate Planned Leave is a status intended to help students more easily and effectively take one semester away from their CSU studies and successfully return again. Students who obtain Planned Leave status and comply with its requirements do not have to re-apply for admission to CSU upon return. In addition, Planned Leave students will be tracked in an attempt to help facilitate their successful and timely return. For more information, see Undergraduate Planned Leave in Academic Standards and Policies.

Graduate Continuous Registration

All students admitted to a graduate degree program are required to be continuously enrolled in their degree programs in the fall and spring semesters. This policy applies from the time of first enrollment through the graduation term. Students should contact their advisor if they do not plan to register for at least one credit of course work or research. Learn more about Continuous Registration.

Registration Alternatives

Auditing a Class

See Auditing a Class in Grading.

Non-Degree GUEST Program

GUEST is a non-degree enrollment option for community members who wish to take one or two CSU classes during a fall or spring semester without applying for admission as a degree-seeking student. Learn more about applying for admission (http://admissions.colostate.edu/guest) to the GUEST program.

CSU Online/Continuing Education

Taking online courses is an appealing option for many students. CSU Online (Continuing Education) offers access to individual courses, full degree programs, and graduate certificates. Learn more at CSU Online (http://www.online.colostate.edu).

Lifelong Learners

CSU is supportive of lifelong learners. Community members age 55 or older may attend academic classes, free of charge, on a space-available basis with permission of the instructor. As visitors, lifelong learners are not registered for the classes, have no academic record of attending, and earn no academic credit. Learn more at the Registrar’s Office website (http://registrar.colostate.edu/forms/senior-citizen-class-visitor-request-form).

Taking Courses at Another Institution

Enrolled students who wish to take undergraduate courses at another institution to transfer to CSU should first determine how the courses will be accepted in transfer. To do so the student will need to access the Transferology™ website. For more information about Transferology™ please see the Registrar’s Office website (http://registrar.colostate.edu/transfer-credit).

If Transferology™ does not list the desired course or its institution, or it shows an equivalent course different from what the student is seeking, the student should contact the Degree and Transfer Evaluation unit of the Registrar’s Office, phone (970)-491-4860 to confirm the equivalent. If the course does not have an established equivalent the student may
petition a department to approve a course equivalent using the Transfer Course Equivalency Pre-Approval Form, available on the Registrar’s Office website (http://registrar.colostate.edu/transfer-credit/csustud-courses-elsewhere). The appropriate academic department must determine if a course can be accepted as the desired equivalent. Upon approval, the student returns the signed form to the Registrar’s Office prior to transferring the course.

Students wishing to take courses at an international institution will need to have the Registrar’s Office evaluate the courses to determine how they will be accepted in transfer. To do so, the student must supply the Registrar’s Office with a copy of the course description and/or syllabus of each course they wish to take in English by email at internationalevaluation@colostate.edu, by fax at (970) 491-2283, or in person in Centennial Hall.

Students are responsible for ensuring an official transcript is sent to the Registrar’s Office after the completion of the off-campus course work. No credit will be evaluated until an official transcript has been received. Courses with less than a C- grade are not accepted as transfer credit toward a degree at any time, in any major.

The student must file an Intent to Return form with the Office of Admissions (http://admissions.colostate.edu/apply/returning) prior to leaving campus if the course work is taken in any term other than summer session.

See also Education Abroad, in Interdisciplinary Opportunities.

Credit for Education Abroad

Students are encouraged to participate in accredited education abroad programs. Credit is granted for courses taken in programs approved in advance by CSU, subject to certain conditions. To apply for credit, a student must process an “Education Abroad Transfer Credit Form” available in the Education Abroad Office, Laurel Hall.

Aims Community College Cooperative Registration Agreement

Under a cooperative program with Aims Community College (Greeley), CSU students may register for one course (maximum of five credits) per term without additional tuition assessment.

Eligibility – Students must be enrolled at CSU in resident instruction courses, i.e., not Continuing Education or Placement.

Credit Load – For the above corresponding terms, CSU students must be registered for at least 12 credits (9 credits in the summer) to attend Aims Community College.

Course Restriction – Registration for a maximum of one undergraduate, resident instruction course (maximum of five credits) is authorized. Registration will be subject to the availability of the course and the student meeting the prerequisites.

Tuition – Tuition and student fees for the course taken under this agreement will not be charged to the eligible student but applicable course fees will be paid by the student. If the student is determined to be ineligible for this cooperative registration privilege, applicable tuition and student fees will be assessed, and the student will be responsible for payment of these charges.

Registration – Applicable forms are available on the Registrar’s Office website (http://registrar.colostate.edu/academic-resources/exchange-programs) or in the Registrar’s Office in Centennial Hall.

CSU does not have a registration agreement with Front Range Community College.

Colorado Exchange Program

CSU, in cooperation with the Colorado School of Mines, University of Northern Colorado, and the University of Colorado, provides tuition-free instruction for graduate students through a reciprocal agreement. The following conditions must be met to qualify for the program:

1. The graduate student is registered and paying full tuition and fees at the home institution.
2. The course requested is part of a regular load—not an overload.
3. The student is pursuing a program leading to an advanced degree. All courses requested must be required for the degree program or a prerequisite for one of the required courses.
4. The course is not offered on the student’s own campus when that student can take advantage of it.
5. The request is presented prior to registration for the semester the course is to be taken.
6. The request is presented any term except the graduation semester.
7. A separate request form is completed for each course taken.
8. Space is available.

Additional information and registration forms are available on the Registrar’s Office website (http://registrar.colostate.edu/forms-2) or in the Registrar’s Office in Centennial Hall.

Challenging Colorado State Courses for Credit

The opportunity to challenge the content of a course on the basis of an examination may be permitted. This option is at the discretion of the individual department and may exclude courses where a laboratory or practicum is an integral part of the course being challenged.

A fee of $20 (subject to change) per credit attempted is assessed and is not refundable. Upon successful completion of an exam, a grade of S (satisfactory) is recorded on the student’s academic record. No record of unsuccessful attempts is recorded.

A course may not be challenged under the following conditions:

- To satisfy the residence requirement for graduation.
- When the person seeking credit is not currently registered at Colorado State University at the time the examination is administered.
- When a student has previously failed a placement or challenge exam for the course.

Students wishing to establish credit by challenge may obtain information from the University Testing Center (http://testing.colostate.edu) at (970) 491-6498, General Services Building, Room 203.