

Registration

Students should review the sections of this catalog that describe in detail the academic programs available at UCDHSC's downtown Denver campus.

New and transfer undeclared undergraduate students, as well as prebusiness and pre-engineering students, should contact the Academic Advising Center at 303-352-3520 to arrange for an advising appointment prior to registration. Other freshmen and transfer students should contact their school or college to arrange for an advising appointment prior to registration.

A *Web Schedule Planner* is made available by the Registrar's Office every semester prior to registration. Downtown Denver students register for courses via SMART (Student Menu and Access to Records and Transactions). To log on, go to www.cudenver.edu, click on SMART, then click on the SMART logo. The registrar's office will send an e-mail message to the e-mail address a student has on record with the university, inviting the student to register and including registration information and a registration time assignment. Registration is by time assignment only. Students may register on or after their assigned time.

Web Registration and Student Information

Downtown Denver students can register and obtain information regarding their academic and financial records by accessing a secure site from the SMART link on the homepage. An assigned student I.D. and personal identification number (PIN) are required to access the registration or student record options.

Online registration allows the student to check the availability of specific courses prior to their registration time and to search for available courses by department, course level, or meeting time. If registration in a course is denied, the Web registration system will specify the reason.

Student information available online currently includes e-mail and mailing address verification (or change), admission application status, financial aid information, schedule by semester, grades by semester, unofficial transcript, account balance, and degree audit (for some programs). Online payment is now available. For security reasons, none of the student information screens will display a student's name or student number.

The catalog and *Schedule Planner*, as well as additional information regarding programs, faculty, courses, and policies, are available at the home page: www.cudenver.edu.

Definition of Full-Time and Part-Time Status

Individual students receiving financial aid may be required to complete hours in addition to those listed below. The exact requirements for financial aid will be listed in the student's financial aid award letter.

FALL AND SPRING

Undergraduates and nondegree graduate students:

Full-time	12 or more semester hours
Part-time	6 or more semester hours

Graduate degree students:

Full-time:	5 or more hours
	0 hours as candidate for degree
	1 or more hours of thesis (not master's reports or thesis preparation)

Half-time:	3 or more hours
------------	-----------------

SUMMER (10-WEEK TERM)

Undergraduates and nondegree graduate students:

Full-time	12 or more semester hours
Part-time	6 or more semester hours

Graduate degree students:

Full-time:	3 or more hours
	0 hours as candidate for degree
	1 or more hours of thesis (not master's reports or thesis preparation)

Half-time:	2 or more hours
	3 or more hours of mixed-level classes

Notes

Enrollment verification including full-time/part-time attendance can be certified after the drop/add period.

Hours for calculating full-time/part-time attendance do not include interinstitutional hours, nor do they include hours on another CU campus, unless the student is enrolled through concurrent registration.

Students receiving veterans benefits should contact the Veterans Affairs coordinator for definition of full-time status for summer sessions.

Individual exceptions to the minimum graduate course load levels are considered for financial aid purposes by the Financial Aid Committee. Students must file a written appeal with the Office of Financial Aid.

Add/Drop

Specific add/drop deadlines are announced in each semester's *Web Schedule Planner*.

1. Students may add courses to their original registration during the first eight days (five days of classes in the summer) of full-term classes, provided there is space available.
2. Students may drop courses without approvals during the first 12 days of the fall or spring semester (the first eight days of the summer session). Tuition will not be charged. No record of the dropped course will appear on the student's permanent record.
3. After the 12th day of a fall or spring semester (eighth day of the summer session), the instructor's signature is required for all drops. The instructor's signature and dean's signature are required for all adds. No tuition adjustment will be made for drops.
4. After the 10th week of the fall and spring semesters (the fifth week for summer session) *all* schedule adjustments require a petition and special approval from the dean's office.
5. Dropping *all* courses after the 12th day (eighth in the summer) requires an official withdrawal from the term. No tuition refunds are available.

Drop deadlines for module courses and intensive courses are published in the *Web Schedule Planner* each term.

Administrative Drop

An administrative drop is implemented by university officials in the registrar's office or the dean's office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including, but not limited to:
 - failure to pay tuition and fees by designated deadlines
 - class cancellations
 - failure to meet course prerequisites
- whenever the safety of the student, faculty member, or other students in a course would be jeopardized
- academic suspension, including, but not limited to, failure to attain or maintain a required grade point average (GPA)
- disciplinary suspension for having been found to have violated the Student Code of Conduct
- disruptive behavior determined by the chair and/or associate dean to be detrimental to the progress of the course and the education of other students

Auditing Courses

To qualify as an auditor for fall or spring semester, a student must be 21 years of age or older or approved by the registrar. Auditors may not be registered for any other University of Colorado courses during the time they are auditing and are not eligible to audit courses if they are under suspension from the university or have outstanding financial obligations to the university. The registrar's office does not keep any record of courses audited; therefore, credit for these courses cannot be established. Auditors may attend as many courses as they wish (except those courses with laboratories or where special equipment is used), provided they have received permission from each instructor.

An auditor's card is issued after classes begin. This card should be presented to the instructor. Auditors, whether resident or nonresident, pay resident tuition for the audited courses during the fall or spring semester for class instruction and library privileges only. Auditors do not

receive student parking privileges, and are not eligible for other student services. For more information, contact the bursar's office.

Senior citizens (aged 60 and over) may audit classes at no charge. Contact the Division of Enrollment and Student Affairs at 1250 14th Street, 303-556-8427.

Candidate for Degree

During the semester in which you take the comprehensive exam, defend your dissertation or thesis, or present your final project, you must be registered. If you will NOT be registered for any other courses, you MUST register for CAND 5940. Candidate for Degree. You may only register for CAND 5940. Candidate for Degree once.

In order to register for CAND 5940. Candidate for Degree, you may NOT be registered for any other courses—obtain the call number from your department or program director. Registration for CAND 5940 is available through SMART, and you will be billed at one credit hour of resident tuition plus the SIS fee and the information technology fee. Students registered for CAND 5940 will be considered full-time for financial aid and enrollment verification purposes.

Correspondence Study

Correspondence courses are offered by the CU-Boulder Division of Continuing Education. Applicability toward a degree program should be sought from the student's degree advisor prior to registration.

Course Load/Restrictions

In most cases, students wishing to take more than 18 semester hours (12 in the summer session) must have the overload approved by the dean of their college or school. Consult the individual college or school for specific guidelines as to course load restrictions.

Credit by Examination

Degree students may take examinations for credit. To qualify for an examination, the student must be formally working toward a degree at UCDHSC, have a grade point average of at least 2.0, and be currently registered. Contact the registrar's office for instructions. A nonrefundable fee is charged. Students should contact their degree advising office to determine whether the credit will apply to their degree.

No Credit

Students may register for a course on a no-credit basis with the consent of their instructor and the dean of their school or college. No grade or credit is awarded. The transcript reflects the name of the course taken and an *N/C* notation.

Pass/Fail Procedure

1. Students who wish to register for a course on a pass/fail basis (or to revert from pass/fail to graded status) may do so only during the drop/add period.
2. Up to 16 semester hours of course work may be taken on a pass/fail basis and credited toward the bachelor's degree. *Only 6 hours of course work may be taken pass/fail in any given semester.* (Note: Individual schools and colleges may have additional restrictions as to pass/fail credits. See the accompanying chart for an overview.)
3. Instructors will not be informed of pass/fail registration. All students who register for a pass/fail appear on the regular class roster, and a normal letter grade is assigned by the professor. When grades are received in the registrar's office, those registrations with a pass/fail designation are automatically converted by the grade application system. Grades of *D-* and above convert to grades of *P*. Courses taken pass/fail will be included in hours toward graduation.

PASS/FAIL OPTION RESTRICTIONS		
Core Curriculum courses used to satisfy Intellectual Competencies cannot be taken on pass/fail basis.		
College	General	Maximum
Business and Administration	Only nonbusiness electives may be taken pass/fail.	Only 6 semester hours may be taken pass/fail.
Engineering and Applied Science	Required courses may not be taken pass/fail. Upper division humanities and social sciences electives are acceptable; otherwise, major department approval is required.	A maximum of 16 credit hours may be taken pass/fail, including courses taken in the honors program.
Liberal Arts and Sciences	College requires a minimum of 30 semester hours of courses with letter grades. Courses used to satisfy major, minor, or foreign language cannot be taken on a pass/fail basis.	No more than 6 hours pass/fail any semester. A maximum of 16 semester hours may be taken pass/fail.

Pass grades are not included in a student's grade point average. An *F* grade in a course taken pass/fail will be included in the grade point average.

4. Pass/fail registration records are maintained by the registrar's office.
 5. Exceptions to the pass/fail regulations are permitted for specified courses offered by the School of Education & Human Development, the extended studies programs, and study abroad programs.
 6. Graduate degree students can exercise the *P/F* option for undergraduate courses only. **A grade of *P* will not be acceptable for graduate credit to satisfy any Graduate School requirement.**
 7. Students who register for a course on a pass/fail basis may not later (after the drop/add period) decide to receive a letter grade.
- Note:* many other institutions will not accept a *P* grade for transfer credit.

Short-Term Courses

Courses are also offered in five-week modules, in special weekend courses, and in seminars. Students should contact the college/school for information on short-term courses offered each semester.

Other Registrations

CONCURRENT ENROLLMENT

Degree-seeking students who wish to attend two University of Colorado campuses concurrently must obtain permission from their school or college on their home campus. A student in a degree program registered on the Denver campus may take up to two courses or 6 semester credit hours (whichever is greater) on another CU campus if:

- the student obtains a concurrent registration form from the office of the academic dean or the registrar's office
- the course is a required course for the student's degree (not an elective) and not offered at the downtown Denver campus
- the student obtains approval from the academic dean

- there is space available at the other (host) campus
- the student pays tuition at the downtown Denver campus (home campus) at downtown Denver campus rates
- the home campus school or college arranges for space in the host campus classes
- the concurrent request is processed before the end of the drop/add period on both the host and home campuses

Students may *not* register for an independent study course through concurrent registration. Students may not take courses pass/fail or for no credit through concurrent registration.

To drop a concurrent course during the *host* campus drop/add period, arrange the drop at the home campus registrar's office. To drop a concurrent course after the end of the *host* campus drop/add deadline, drop the course at the host campus registrar's office.

INTER-INSTITUTIONAL REGISTRATION

UCDHSC degree students may enroll in courses offered by the Community College of Denver. Students must be enrolled at UCDHSC for at least one course during the term to be eligible to register inter-institutionally. Registration is on a space available basis. Interinstitutional courses are evaluated for transfer credit and are not included in a UCDHSC student's grade point average.

Withdrawal from the University

To withdraw from the University of Colorado at Denver and Health Sciences Center, students must drop all courses for the semester. During the first 12 days of the semester (eight days for the summer), students must use the Web Registration and Student Information System to drop courses. Courses dropped during this period are not recorded on the student's permanent record.

After the 12th day of the semester (eighth day in the summer), through the 10th week (seventh week for summer), students must submit a withdrawal form with the approval of the dean and the Office of Financial Aid. Courses dropped during this period will be recorded on the student's permanent record with a grade of *W*.

Students seeking to withdraw after the 10th week (fifth week for summer) must petition the associate dean of their school or college.

A student who stops attending classes without officially withdrawing from the university will receive grades of *F* for all course work during that term.

Deadlines for dropping module and intensive courses appear in the *Web Schedule Planner*.

POOLED COURSES AT METROPOLITAN STATE COLLEGE OF DENVER

Certain courses in the College of Liberal Arts and Sciences have been pooled with similar courses at Metropolitan State College of Denver (MSCD). *Undergraduate* students at UCDHSC's downtown Denver campus may register for any of the pooled courses listed in the UCDHSC *Web Schedule Planner*. Restrictions apply to the pooled courses:

1. UCDHSC downtown Denver campus graduate students are not eligible to register for MSCD pooled courses.
2. MSCD pooled courses will not be included in the University of Colorado grade point average. MSCD courses will appear on the University of Colorado transcript and will count in hours toward graduation. See an academic advisor for approval.
3. MSCD courses cannot be used to meet specific course requirements toward the major without prior written approval of the student's dean.
4. UCDHSC downtown Denver campus students who wish to take nonpooled MSCD courses must apply directly as a nondegree student to MSCD, and pay tuition and fees to MSCD. Nonpooled classes will not appear on the University of Colorado transcript and will not be used in determining course loads for financial aid eligibility. Students may request an MSCD transcript to be sent to the UCDHSC downtown Denver campus at the end of the term to determine if credit can be transferred.
5. MSCD common pool courses will not satisfy residence requirements at USCHSC downtown Denver campus. The last 30 semester hours applied toward the baccalaureate degree must be taken in residence at the downtown Denver campus.
6. UCDHSC downtown Denver campus students taking MSCD common pool courses are subject to the MSCD grading policy and student code of conduct.