CAMPUS DIRECTORY
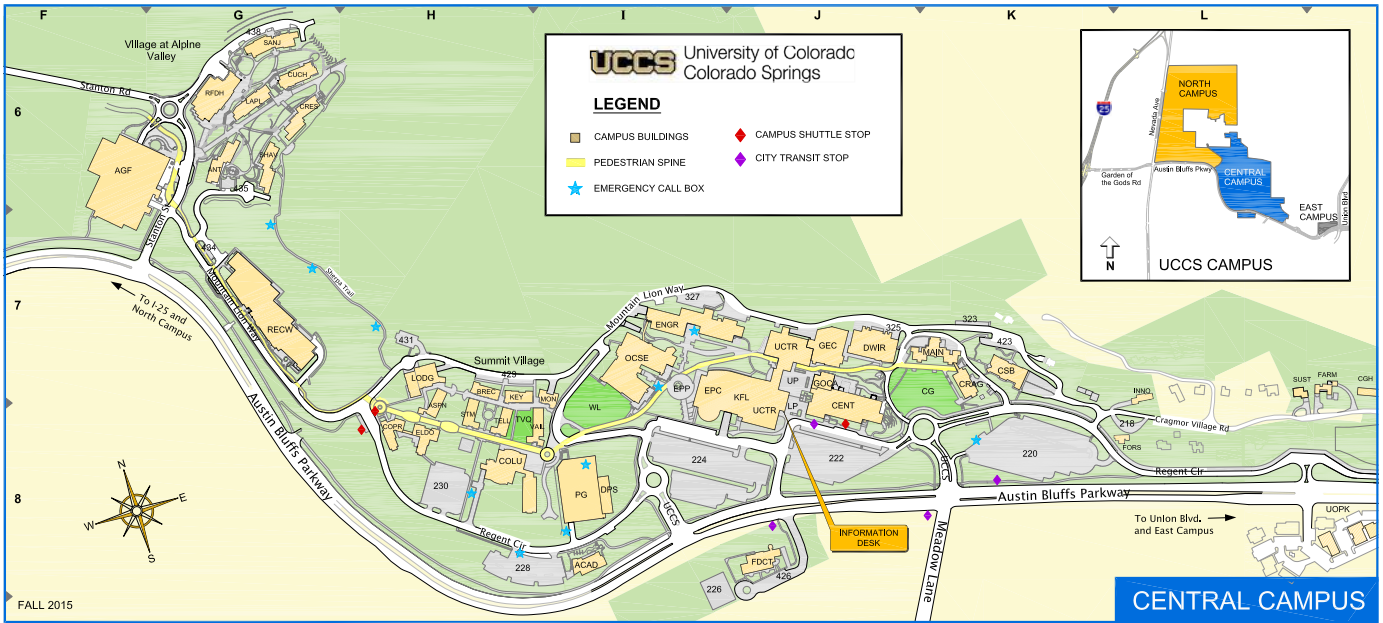
To call from off campus, dial 255 and the extension - Long Distance 1-800-990-8227 and ask for the extension below

DEPARTMENT	LOCATION	EXTENSION
Academic Advising		
Advising, Undergrad	MAIN 2nd Floor	3260
Orientation Program	MAIN 2nd Floor	3098
Admissions & Records	MAIN 108	
Admissions		3383
Records/Registration		3361
Transcripts		3376
Affirmative Action	ACAD 528/530	4324
(Human Resources Compliance)		
Aging Center	LANE 321	8002
Art Gallery (GOCA)	CENT 202	3567
Bookstore	UCTR	3247
Business, Dean's Office	DWIR 310	3113
Advising (Undergrad)	MAIN 2nd Floor	3260
Advising (Grad)	DWIR 333	3408
Campus Activities Office	UCTR 104	3470
Career Center	MAIN 201	3340
Center of Active Living	LANE 128	8004
Child Care Center	FDCT	3483
Communication Center	COLU 312	4770
Copy Center	UCTR 108	3213
Counseling Center (Wellness Ctr)	RECW	4444
CU-NET	EPC 117	3597
Dean of Students, Office of the	MAIN 202	3901
Disability Services	MAIN 105	3354
Education, College of	COLU 3023	4996
Engineering & Appl Sci		
Dean's Office	ENGR 201	3543
Advising (undergrad)	MAIN 2nd Floor	3260
Excel Centers		
Communication Center	COLU 312	4770
Language and Social Sciences Center	DWIR 270	3690
Mathematics Center	ENGR 233	3687
Science Center	CENT 204	3689
Writing Center	COLU 316	4336
Family Development Center	FDCT	3483
Financial Aid	CRAG 201	3460
Disbursements	MAIN 210	3398
Student Employment	CRAG 104	3454
First Year Experience	MAIN 324	3570
Gerontology Center	LANE 350	8005
Global Engagement Office	COPR 9202	5018
Graduate Administration	MAIN 303	3417
Graduate Recruitment	MAIN 303B	3072
Health Center	RECW	4444
Helen and Arthur E. Johnson		
Beth-El Nursing & Health Sciences	UHAL	4420
Housing (Off-Campus)	UCTR 102	3470
Housing Village Office	MON	4042
Identification Cards	UCTR Info Desk	3450
Information Technology	EPC	3536
Institutional Equity, Office of	ACAD 528/530	4324
Institutional Research	MAIN 410	3640
Intercollegiate Athletics	UCTR 306	3601
Language and Social Sciences Center	DWIR 270	3690

DEPARTMENT	LOCATION	EXTENSION
Letters, Arts and Sciences		
Dean's Office	COLU 2025	4550
Advising (Undergrad)	MAIN 2nd Floor	3260
Library, Kraemer Family	EPC	
Administration		3060
Circulation		3296
Reference		3295
Loan Disbursement	MAIN 210	3398
Mathematics Center	ENGR 233	3687
Math Placement Test Info	MAIN 201	3260
Media Services	EPC	3536
Multicultural Office (MOSAIC)	UCTR 110	3040
MOSAIC Gateway	UCTR 110A	3040
LGBT Resource Center	UCTR 110B	3447
Nursing & Health Sci	UHAL	4422
Orientation	MAIN 2nd Floor	3098
Parking	PGPS 104	3528
Peak Nutrition Center	LANE 137	7524
Photo ID Cards	UCTR Info Desk	3450
Pre-Collegiate Program	OSCE A340	3239
Primary Care Clinic	LANE 250	8001
Public Affairs, School of	ACAD 3rd Floor	4182
Public Safety	PGPS 104	3111
Records Office	MAIN 108	3361
Recreational Sports	UCTR 228	3448
Registration	MAIN 108	3361
Science Center	CENT 204	3689
Student Employment	CRAG 104	3454
Student Financial Services - Cashier	MAIN 211	3391
Student Government	UCTR 102E	3470
Student Recruitment and	CRAG 008	3084
Admissions Counseling		
Testing Center	MAIN 105	3354
Theater (Box Office)	UHAL	3232
Third-Party Billing	MAIN 210	3399
Transportation	PGPS 104	3528
University Center		3450
Veterans' Affairs	FORS	3253
Veteran's Health and Trauma Clinic	LANE 380	8003
Wellness Center	RECW 100	4444
Writing Center	COLU 316	4336

BUILDING CODES

ABBR	BUILDING	ABBR	BUILDING
ACAD	Academic Office Bldg	GLRY	Art Gallery and Studio
B	Eaglerock Complex	KEY	Keystone House
BREC	Breckenridge	LANE	Lane Ctr for Acad Hlth Sci
CENT	Centennial Hall	LIBR	Kraemer Family Library
CRAG	Cragmor Hall	MAIN	Main Hall
COLU	Columbine Hall	MON	Monarch House
COPR	Copper Hall	OCSE	Osborne Center for
CSB	Campus Services Bldg		Science & Engineering
DWIR	Dwire Hall	PGPS	Pkg Garage/Pub Safety
EPC	El Pomar Center	RECW	Rec & Wellness Ctr
ENGR	Engineering Building	UCTR	University Center
FDCT	Family Dvlpmnt Cntr	UHAL	University Hall
FINE	Fine Arts Building	ULR	Ulrich House
FORS	Forster House	UOPK	Univ. Office Park

CAMPUS MAP

UCCS University of Colorado Colorado Springs

LEGEND

- CAMPUS BUILDINGS
- PEDESTRIAN SPINE
- EMERGENCY CALL BOX
- CAMPUS SHUTTLE STOP
- CITY TRANSIT STOP

UCCS CAMPUS
NORTH CAMPUS
CENTRAL CAMPUS
EAST CAMPUS

FALL 2015

CENTRAL CAMPUS

CAMPUS DIRECTORY

ANT	ANTERO HOUSE	G6
ACAD	ACADEMIC OFFICE BUILDING	I8
AGF	ALPINE GARAGE & FIELD	F6
ASPN	ASPEN HOUSE	H7
BERG	BERGER HALL	H7
BREC	BRECKENRIDGE HOUSE	H7
CENT	CENTENNIAL HALL	J8
CG	CRAGMOR GREEN	K7
CGH	CAMPUS GREENHOUSE	M7
COLU	COLUMBINE HALL	H8
COPR	COPPER HOUSE	H8
CRAG	CRAGMOR HALL	K7
CRES	CRESTONE HOUSE	G6
CSB	CAMPUS SERVICES BUILDING	K7
CUCH	CUCHARAS HOUSE	G6
DPS	DEPARTMENT OF PUBLIC SAFETY	I8
DWIR	DWIRE HALL	J7
ELDO	ELDORA HOUSE	H8
ENGR	ENGINEERING & APPLIED SCIENCE BUILDING	I7

EPC	EL POMAR CENTER	I7
EPP	EL POMAR PLAZA	I7
FARM	FARM HOUSE	M7
FDCT	FAMILY DEVELOPMENT CENTER	J8
FORS	FORSTER HOUSE	L8
GEC	GALLOGLY EVENTS CENTER	J7
GOCA	GALLERY OF CONTEMPORARY ART	J7
INNO	INNOVATION HOUSE	L7
KEY	KEYSTONE HOUSE	H7
KFL	KRAEMER FAMILY LIBRARY	J7
LAPL	LA PLATA HOUSE	G6
LODG	THE LODGE	H7
LP	LOWER PLAZA	J8
MAIN	MAIN HALL	K7
MON	MONARCH HOUSE	I7
OCSE	OSBORNE CENTER FOR SCIENCE & ENGINEERING	I7
PG	PARKWAY GARAGE	I8
RECW	RECREATION AND WELLNESS CENTER	G7

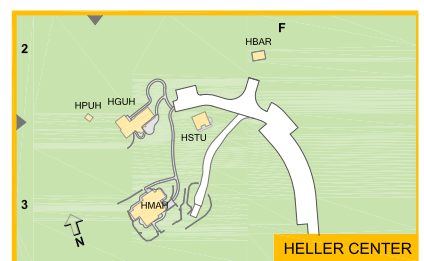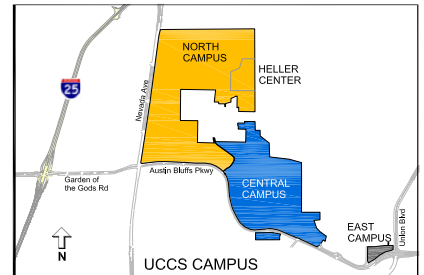|		
RDFH	ROARING FORK DINING HALL	G6
SANJ	SAN JUAN HOUSE	G6
SHAV	SHAVANO HOUSE	G6
STM	STEAMBOAT HOUSE	H8
SUST	SUSTAINABILITY DEMONSTRATION HOUSE	L7
TELL	TELLURIDE HOUSE	H8
TVQ	TELLY-VAIL QUAD	H8
UCTR	UNIVERSITY CENTER	J7
UHAL	UNIVERSITY HALL	N7
UOPK	UNIVERSITY OFFICE PARK	M8
UP	UPPER PLAZA	J7
VAIL	VAIL HOUSE	I8
WL	WEST LAWN	I7

PARKING INFORMATION

All Campus Parking is by permit only unless otherwise specified.

VISITOR HOURLY PARKING:
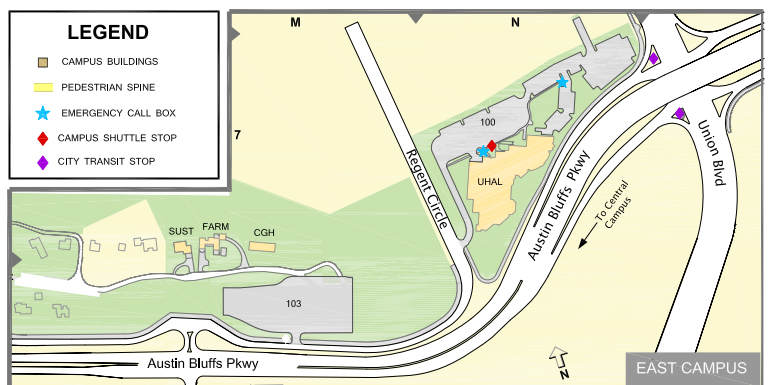Pay machines are $2.00/hr in PG level 3, AGF level 1 visitor parking area and lot 220

VISITOR METERED PARKING:
Lot 100 and 224

FREE PARKING:
North Campus - Lots 570, 572, 573, 574, 576, & 580. Free shuttle to Central Campus during fall, spring and summer semesters. Central and East Campuses - Fridays after 4:00 pm, weekends and during breaks between semesters.

CAMPUS DIRECTORY

B201- B204	EAGLE ROCK MODULARS	C6
CGH	CAMPUS GREEN HOUSE	M7
CON	CONCESSION BLDG	C5
ECFA	ENT CENTER FOR THE ARTS	C5
FARM	FARM HOUSE	M7
FINE	FINE ARTS BUILDING	C6
LANE	LANE CENTER	C6
SUST	SUSTAINABILITY DEMONSTRATION HOUSE	L7
UHAL	UNIVERSITY HALL	N7

HELLER CENTER

HBAR	HELLER BARN	F2
HGUH	HELLER GUEST HOUSE	F2
HMAH	HELLER MAIN HOUSE	F3
HPUH	HELLER PUMP HOUSE	F2
HSTU	HELLER STUDIO	F2

PARKING INFORMATION

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UCCS CAMPUS
NORTH CAMPUS
HELLER CENTER
CENTRAL CAMPUS
EAST CAMPUS

HELLER CENTER

LEGEND

- CAMPUS BUILDINGS
- PEDESTRIAN SPINE
- EMERGENCY CALL BOX
- CAMPUS SHUTTLE STOP
- CITY TRANSIT STOP

FALL 2015

NORTH CAMPUS

EAST CAMPUS

CAMPUS CALENDAR - FALL 2016

	S	M	T	W	T	F	S
MAY 16	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
JUNE 16				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
JULY 16						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

	S	M	T	W	T	F	S
AUGUST 16		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
SEPTEMBER 16					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
OCTOBER 16							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

	S	M	T	W	T	F	S
NOVEMBER 16			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
DECEMBER 16					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JANUARY 17	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

** SHORT COURSES (those fewer than 8 weeks in the summer, 16 weeks in the fall and spring) have special academic and financial deadlines. To find specific course deadlines, log into your MyUCCSPortal, locate your classes under "academics" and click on the "deadlines" icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on "My Class Schedule" for each course.

	Fall 2016	Tentative Spring 2017	Tentative Summer 2017
Regular Application Deadline	May 1	Dec 1, 2016	May 1
Begin Online Registration	April 18	Oct 24, 2016	April 3
Late Application Period	May 2 - Aug 22	Dec 2 - Feb 1	May 2 - June 12
Begin parking permit and photo ID pick-up/validations	July 26		
Open enrollment begins	Aug 1		
First Tuition and Fee charges loaded	Aug 6		
1st E-Bills available on MyUCCS Portal	Aug 16		
Last day to enroll in a 4 Pay-Payment Plan (see pg 14 for details)	Aug 19		
First Day of Classes	Aug 22	Jan 17	June 12
Last day to enroll w/o instructor permission for full semester courses	Aug 28		
Instructor permission required for adds on full semester courses	Aug 29-Sept 8		
Labor Day Holiday (offices open Tuesday)	Sept 5 & 6		
Census Date: Last Day to Register (Full semester courses) *Instructor and dean's signature required on adds after Sept 8* 'Withdrawals (complete schedule dropped) through this date receive a 100% adjustment 'Drops (partial schedule remaining) through this date will be refunded 100%. **Important Note: No drop refunds after this date**	Sept 8	Feb 1	June 19
Pay in full or enroll in a 3 Pay Payment Plan (see pg 14 for details)	Sept 8		
**Final date to Withdraw completely (drop all courses) from school with 80% adjustment (Full semester courses)	Sept 16		
**Final date to Withdraw completely (drop all courses) from school with 60% adjustment. (Full semester courses)	Sept 30		
Important Note: Short classes such as pre-term and intensive courses have different withdrawal and refund dates. See pgs. 8-9.			
**Last day to drop or withdraw without special permission from instructors and deans (Full semester courses)	Oct 28		
Thanksgiving Holiday (no classes, offices open Wednesday	Nov 23-Nov 27		
Semester Ends	Dec 17	May 13	Aug 4
Commencement	Dec 16, 2016	May 12, 2017	Dec 15, 2017

ADMISSION INFORMATION

New Student

You have never attended any campus of the University of Colorado. You must apply and be admitted before you can register. The chart on page 6 will help you determine your applicant type. See below to determine when and where to apply.

Former Student

Your last term of attendance at UCCS was prior to fall 2015 **or** you graduated at the completion of your last term of enrollment **or** a previous admission was for one term only. The chart on page 6 will help you determine your applicant type. See below to determine when and where to apply.

You need NOT apply if you are a...
Continuing Student

You were enrolled on the Colorado Springs campus during fall 2015 or later and have none of the exceptions noted above.

When to apply...

Submit your applications as early as possible. All credentials must be in the Admissions office before your application can be processed. Check page 6 for credential requirements and application fees.

Fall 2016 Application Deadlines

Regular Deadline: May 1

Completed files (application and ALL supporting documents) as of this date will be given top priority for prompt notification of the admission decision.

Transfer credit evaluations will be given priority for degree applicants who are admitted by this date.

Students admitted by this date will be given priority registration dates.

Late Period: May 2 - August 22

Applications will be processed as space is available.

Transfer credit evaluations may not be completed until after the start of the term (but every effort will be made to complete the evaluation process before classes begin).

Students admitted during this time will receive secondary registration dates.

Submit Application Materials to:

Apply Online: http://www.uccs.edu/~apply/

Mail:
UCCS Admissions Services
Main Hall 108
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733

Office Hours:
Mon. - Fri.   8:00 a.m. - 5:00 p.m.

Email: Ugapp@uccs.edu
Phone: 719-255-3383
Fax: 719-255-3116

Future Application Dates

Spring 2017
Regular Deadline: December 1
Late Period: December 2 - January 17

Summer 2017
Regular Deadline: May 1
Late Period: May 2 - June 12

Fall 2017
Regular Deadline: May 1
Late Period: May 2 - August 21

International Applicants:
Regular Deadline is 3 months prior to the start of any semester. Applications received after the regular deadline are considered based on space availability.

ADMISSION INFORMATION

~ Applications and required credentials should be filed no later than July 1 for Fall, December 1 for Spring, and May 1 for Summer ~

Type of Applicant	Criteria for Admission[1]	Required Credentials[2,3,4]	Notes
FRESHMEN (Students seeking a bachelor's degree who have never attended a collegiate institution.)	• Have 15/16 units of acceptable academic high school work.. • Submission of ACT or SAT and high school transcripts are required for a holistic review of test scores, strength of curriculum, GPA and class rank.	• Complete application. • $50 domestic application fee or $100 international application fee (nonrefundable). • Official high school transcript showing rank-in-class and date of graduation. • Official ACT or SAT score report.	For specific unit requirements refer to the college sections of the Catalog. Alternative review processes exist for students with foreign transcripts who may not have ACT or SAT score report.
TRANSFER (Students seeking a bachelor's degree who have attended a collegiate institution other than CU.)	• Must be in good standing and eligible to return to all institutions previously attended. • Minimum GPA requirement is 2.4 GPA.	• Complete application. • $50 domestic application fee or $100 international application fee (nonrefundable). • One official transcript from each college attended. • Freshmen credentials may be required. • Non-high school graduates must submit copies of GED scores and state equivalency certificates.	While credits from an institution may appear on the transcript of a second institution, transcripts must be submitted from all institutions where credit has been earned. Applicants with any foreign post-secondary course work are required to submit a course-by-course foreign degree evaluation by a NACES member or AACRAO to be considered to receive transfer credits at UCCS
UNCLASSIFIED (NON-DEGREE) (Students who are not seeking a degree at this institution or who have not yet been admitted to degree status.)	*Summer exception 1 term only • Must be at least 20 years of age by Sept. 15 for fall semester or summer term or Feb. 15 for spring semester. • Must be a high school graduate or possess equivalency certificate. • Must have at least a 2.0 G.P.A. and be in good standing and eligible to return to all institutions previously attended.	• College transcript required if GPA is below 2.0 • Complete application. • $50 application fee (nonrefundable).	• Unclassified students without a degree must maintain a "C" grade(2.0 G.P.A.) to remain eligible to continue. • After completing 12 semester hours, nondegree-seeking students must change to degree status. • Not eligible for most forms of financial aid.
UNCLASSIFIED (EDUC LICENSURE) **TRANSFER BACK (FORMER CU)**	• Same as for transfers.	• Complete application. $50 application fee • Same as for transfers. Application fee required. If no enrollment within 3 terms.	Must meet same criteria as transfer student.
CHANGE OF STATUS: UNCLASSIFIED TO DEGREE (Current or former CU unclassified students who wish to enter a degree program.)	• Same as for transfers.	• Same as for transfers. Application fee required., if no enrollment within 3 terms.	
CHANGE OF STATUS: DEGREE TO UNCLASSIFIED* (Current or former CU degree students who have graduated and wish to take additional work.)	• Must have completed degree. • Must be in good standing and eligible to return to all institutions attended.	• Unclassified student application. Application fee of $50 required, if no enrollment within 3 terms.	
INTER-CAMPUS TRANSFER (Students who have been enrolled on one CU campus and wish to take courses on another.)	• Must be in good standing.	• Transfer student application. • Credentials as required by campus Admissions Office.	Transfers from Colorado Springs to another campus of CU should refer to appropriate Catalog for any additional requirements.
GRADUATE (Students seeking a masters' or PhD who have a bachelor's degree)	G.P.A. 2.75 or higher Contact your program of interest for criteria.	Complete application $60 domestic or $100 international nonrefundable. Contact your program directly. Official college transcripts and Official GRE or GMAT scores may be required.	Contact dept for specific requirements.
UNCLASSIFIED(NON-DEGREE GRAD) (student not seeking a degree with a baccalaureate degree conferred)		Complete application. $50 application fee	After completing 9 semester hours, should change to a graduate program.
NON-DEGREE GRAD GAINFUL EMPLOYMENT CERTIFICATE		Complete application. $50 application fee	Contact dept for specific requirements

[1]Applicants not meeting these criteria are considered on an individual basis. Requirements for individual schools and colleges may vary or exceed the stated minimum.

[2]Transcripts must be sent directly to the University of Colorado from each issuing institution. All documents submitted become the property of the University.

[3]Any applicant who did not graduate from a high school must submit GED scores and a State Equivalency Certificate in addition to other required credentials.

[4]Additional credentials may be required in individual cases.

READ Before Registering
Please read through ALL the registration instructions before registering.

All new undergraduates – freshmen, transfer and returning students - are required to attend a new student orientation (see page 17). Registration occurs at orientation. Graduate students are not required to attend an orientation; but, may if they choose to. See page 17 for details.

New graduate, unclassified and current students will need to use their username and password to access the Student Self Service Center. New students will be assigned a campus username to access student systems prior to registering.

Your Invitation to Register
An "Invitation to Register" will be emailed to you before your assigned online registration appointment day/time. Once you receive your "invitation," go to the home page www.uccs.edu, click on Students, then myUCCS Portal, log into the Student Self-Service Center and check the following:

Check the address on your Invitation to Register: If it is incorrect, please update it through your Student Self-Service Center, or visit the Admissions and Records Office in Main Hall, Room 108, to complete an Address/Phone Change form. Update and verify emergency contact information.

Make sure you have no financial, academic, or other holds that will prevent your registration.

Check your assigned enrollment appointment. You may register at or after your assigned time, but no later than August 28, 2016, for full semester length classes.

⇨*NOTE: Online Registration identifies a particular course section by a 5 digit "Class NUMBER." Each number is unique and is found in the class schedule to the left of the section number. Be sure to have alternate selections listed in case the class is canceled or closed. Some courses require a separate Class Number for lecture, lab, and recitation.*

Register Online

Select Courses => Put Courses in Shopping Cart => Move Courses from Shopping Cart into Schedule

1. Connect to campus home page www.uccs.edu.
2. Click on STUDENTS.
3. Click "MyUCCS Portal" and Log-on.**
4. Click on the "Student" tab, "Records and Registration" tab; and then, choose "Access Student Self Services."
6. Select Enrollment Shopping Cart under Academics.
7. On the **Add Classes to Shopping Cart** page, enter the Class Number of the class you wish to add in the **Enter Class Nbr** field, or search for courses based on specific criteria.

** You must complete the pre-registration tasks of confirming or updating all addresses, emergency contact, and agree to your financial responsibility, before you will be able to register.

Courses will remain in the **Enrollment Shopping Cart** until you complete the enrollment process. Placing courses in the shopping cart does not hold a spot for you.

⇨*NOTE: You are NOT fully enrolled in courses until courses are moved from your Shopping Cart and posted to your class schedule.*

8. To place courses into your schedule, check the select box next to the classes you want from your shopping cart and click the "Step 2 of 4 Button". If space is available and there are no requisites, or conflicts, click the "Finish Enrolling" button at the bottom of the screen, to register.

⇨*NOTE: You may search for and select classes before your registration time and place them in your Shopping Cart. Then at your assigned time select "Enroll" from your Shopping Cart and click Finish Enrolling.*

9. At the end of your registration session, **be sure to print a copy of your course schedule.**

Understanding Waitlists
Closed courses may have waitlists. If you try to register for a closed class which has a waitlist, you will need to select the Class Details link and check the Waitlist box. The message, *"Waitlist if class is full,"* will display. As openings occur in a waitlisted course, you will automatically be registered in the course.

It is your responsibility to check your waitlist positions and enrollment status in the web registration system.

You will be financially responsible for the courses that change from waitlist status to registered status.

Waitlists are deleted after the last day to add online has passed. If you are still on a waitlist when the purge occurs, you will be dropped from the waitlist. For full semester length classes, waitlists will be deleted on August 29.

⇨*NOTE: After waitlists are purged you may still add courses with instructor written permission through Sept 8, after which you will also need the dean's signature.*

Time Conflicts, Credit Overloads, and Requisites
The registration system will not permit you to register for time conflicts, credit overloads (over 18 hours, fall or spring and 12 hours for summer), or courses with special restrictions. Contact the Academic Advising office for overloads. Add slips with appropriate signatures of approval are required for time conflicts and course restrictions/requisites.

⇨*NOTE: Registering in a course without meeting a course requisite is subject to disenrollment from that course.*

After your initial registration, you may drop a course or add additional classes.

⇨*WARNING*⇦
Always print your schedule at the end of each online registration session for your record.

ADDITIONAL REGISTRATION INFORMATION

Adding Courses

The deadline to add a full semester length course through MyUCCS Portal without permission is **August 28.** Courses may be added with instructor permission (permission number or add form) through census day, Sept 8. After this date courses must be added in person at the Admissions and Records Office with approval signatures from the instructor and dean. All courses added after the respective course census date will be subject to standard billing processes and associated adjustments. **If a student doesn't register for their first full-semester class(es) until after Census Date, a $50 late registration fee is assessed.**

Enrollment Status

The definitions for full-time/part-time enrollment are as follows:

1. A full-time undergraduate degree student is one who is enrolled for at least 12 credit hours each semester. Undergraduate degree students are considered part time when they are enrolled for fewer than 12 hours. These criteria also apply for unclassified students without a degree.

2. A full-time graduate student is one who is enrolled for 5 semester hours of graduate level course work, or at least 8 semester hours in a combination of graduate and undergraduate course work acceptable for graduate credit, or any number of thesis/dissertation hours.

3. Unclassified students with a degree-seeking student loan deferment must be enrolled for 12 semester hours to be considered full-time.

Concurrent Registration

A student may enroll for not more than 2 courses or 6 semester hours in the fall and spring (whichever is greater) or 3 hours in the summer at another CU campus with the approval of the academic dean. Tuition and fees will be assessed at the student's *home campus* rate. Students must be enrolled at the *home campus* and classified as degree students. Concurrent registrations will only be approved for courses that are required for graduation and are not available at the *home campus*.

Concurrent Registration forms are available in the Admissions and Records Office. Concurrent registration deadlines are the same as regular registration deadlines.

Students who register at more than one campus of the University must apply, be admitted and pay tuition and fees to each campus for the number of credits carried at each campus.

Credit Changes

To change credit for variable credit courses you are registered in, complete a Credit Change form at the Admissions and Records Office. Deadlines and rules for changing are the same as for DROP/ADD. Students may also use the course 'Edit' feature in their myUCCS Portal to edit (increase or decrease) the amount of credits they wish to take for a variable credit course. This functionality is not available after Sept 8. Applies to full semester length courses. Exceptions are noted below.

PLEASE NOTE: After **Sept 8**, courses in the College of Letters, Arts, and Sciences, the School of Public Affairs and the College of Business require dean's approval for credit change.
If you are receiving Veterans' benefits, you must obtain applicable approval signature.

Dropping a Course

The deadline to drop a full semester course without instructor and dean signature is Oct 28. After this date, signatures from the instructor and dean are required. **PLEASE NOTE:** Financial Aid or Veteran benefit recipients are strongly encouraged to verify the impact of the requested course change(s) on their eligibility and funding.

⇨*NOTE:* *To find specific course deadlines, log into your MyUCCSPortal, locate your classes under "academics" and click on the "deadlines" icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on "My Class Schedule" for each course.* *SHORT COURSES (those that do not meet for the entire term such as "intersession" and "intensive" courses) have special academic and financial deadlines. Click "Deadlines" by your classes in the Student Self Service Center to see these deadlines.*

IMPORTANT
NO REFUND for full semester courses dropped after Sept 8, if you have at least one course remaining in your schedule.
If you are dropping ALL of your courses, the University considers you to be WITHDRAWING. See WITHDRAWING in this section for more information.

No-Credit Enrollment

Students wishing to enroll for no credit must pay regular tuition. To register for no credit, the student should complete a *Credit Change* form at Admissions and Records. Deadlines and rules for changing are the same as for DROP/ADD. Exceptions follow.

PLEASE NOTE: Courses in the College of Business, School of Public Affairs (graduate level courses) and Beth-el College of Nursing & Health Sciences cannot be taken for no credit. The College of Letters, Arts, & Sciences requires the dean's approval after Sept 8.

Pass/Fail Enrollment

Pass/Fail regulations vary according to the school or college offering the course and the student's college. Please check with the Academic Advising office for the limits that may exist for taking courses in a given term and/or the maximum which may count toward graduation.

To enroll Pass/Fail, enroll in the course following normal enrollment procedures. Once you are enrolled, complete a Pass/Fail Registration form at the Admissions and Records Office. The deadline for pass/fail registrations is Sept 8.

⇨*NOTE* These Exceptions:
With the exception of BUAD 3010, 3020, and 3030, business students need permission of the advising office to take a non-business elective pass/fail.

Graduate level courses in the School of Public Affairs and Nursing and Health Sciences courses cannot be taken on a pass/fail basis.

Graduate Students

Please refer to the Graduate School policies and procedures. In reference to pass/fail grading: http://www.uccs.edu/~gradschl/

Class Schedule Changes

Changes to the class schedule will be listed on the web weekly:

1. Additions
2. Cancellations
3. Day and Time Changes
4. Room Changes

WITHDRAWAL & REFUND POLICIES

➡️**NOTE:** **The most recently updated course changes can be found online throughout the registration period at http://www.uccs.edu/~cic/.**

Withdrawing from School
Important note: The University defines **WITHDRAWING** as the termination of your enrollment for the term. You are no longer registered for ANY courses. You have completed NO courses.

Withdrawal refunds are based on appeals submitted by the published deadlines outlined below. Rebates/Adjustments are made less any non-refundable fees such as the matriculation and campus I.D. fee.

Parking permits MUST BE RETURNED to the Public Safety Office IMMEDIATELY after withdrawing from UCCS by the dates and times stated below in order to obtain a refund. Parking Services is located on the first floor of the Public Safety building, just east of the Parkway Garage.

If you live in on-campus housing, you must fill out a housing petition to cancel your housing agreement. This form is available online at http://www.uccs.edu/residence, or at the Monarch or Crestone Offices. If you do not do so, you will be responsible for all of your housing charges for the semester. This should be done AFTER you withdraw from the University. Please see your Student Handbook and Planner for refund details; they are different than the tuition and fees schedule.

Withdrawal Procedures
Until 11:59 pm, Sept 8, MyUCCS Portal must be used to withdraw from school and receive a 100% refund for regular semester classes (less any non-refundable fees):

1. Follow the registration instructions on page 7 and drop ALL of your courses by 11:59 pm on Sept 8.
2. If you are receiving Veterans' benefits, notify that office.
3. Turn in any address changes to the Office of the Registrar.
4. RETURN your parking permit to the Parking Services office, located on the first floor of the Public Safety Building, just east of the Parkway Garage.
5. Refund processing will begin approximately two weeks after census date.

➡️*IMPORTANT REMINDER:* *ALL refunds must be by Direct Deposit. All students should set up their direct deposit information online through the student portal. If you have any questions call 719-255-3391.*

Through Oct 28, withdrawals must be initiated through the MyUCCS Portal.

Important Notice
Withdrawals and Drops posted after Sept 8, will be recorded with a grade of "W" on the student's permanent record. Special deadlines apply for short courses.

To withdraw from school after Oct 28:
1. Obtain the Withdrawal Form from the Admissions and Records Office.
2. **Financial Aid recipients may be required to repay their financial aid. Veteran's benefits recipients will be required to repay benefits.**
3. Take the Withdrawal form to the Bursar/Cashier Window (Main Hall, second floor) for approval.

4. Submit the Withdrawal form to the Admissions and Records Office for final approval and recording.
WITHDRAWALS are recorded and become effective when the completed Withdrawal form is received at the Admissions and Records Office.
5. Unless you follow these procedures, you have not withdrawn, "F" grades will be recorded on your record, and you will be liable for full payment of all tuition and fees.
6. If students withdraw during a published refund period, the refund processing will begin approximately 2 weeks after a withdrawal is complete.
7. RETURN your parking permit to the Parking Services office, located on the first floor of the Public Safety building, just east of the Parkway Garage.

Financial Aid recipients who do not properly withdraw and receive "F"s will have enrollment verification forms sent to their instructors. The withdrawal date will be calculated according to the last date the student attended class. If this falls within the first 60% of class, some or all of the financial aid may have to be repaid. Veterans using benefits who stop attending a class (or classes) at any time during the semester and receive an F grade will have to repay Veteran's Benefits.

Withdrawal Deadlines
There are no refunds for withdrawals after Oct 28 except by appeal and following the steps below.

Sept 8, is the last day to withdraw and receive the 100% credit against your TOTAL bill minus any non-refundable fees, for full-semester length courses.

Sept 16, 5:00 p.m., is the last day to withdraw and receive the 80% credit against your TOTAL bill.

   PLEASE NOTE: This is NOT a REBATE equal to 80% of your down payment. You will still be liable for 20% of your TOTAL bill.

Sept 30, 5:00 p.m. is the last day to withdraw and receive the 60% credit against your TOTAL bill.

   PLEASE NOTE: This is NOT a REBATE equal to 60% of your down payment. You will still be liable for 40% of your TOTAL bill.
After Sept 30, no further adjustments will be made.

Oct 28, 5:00 p.m., is the last day to withdraw. You must officially withdraw to avoid "F" grades on your record.

After Oct 28, you may not withdraw without special written permission of your instructors and academic dean.

Tuition Appeals
Tuition Appeals are for students who are requesting a refund of their tuition charges due to extenuating circumstances for dropped classes that occurred during the semester. Tuition Appeals must be submitted by the end of the next semester to be considered (fall appeals due by end of spring semester; and spring/summer appeals due end of fall semester). Tuition appeal forms are available at the Admissions and Records Office.

➡️*NOTE: SHORT COURSES (those that do not meet for the entire term such as "intersession" and "intensive" courses) have special academic and financial deadlines. Click "Deadlines" by your classes in the Student Self Service Center to see these deadlines.*

Parking and Transportation Services

Non-restricted Parking Areas

Students who are waitlisted for a parking permit or those not wishing to purchase a permit may park free of charge at 500 series lots at and near the Ent Center for the Arts (formerly known as the Four Diamonds Sports complex), 5225 N. Nevada Ave. Free bus service between Ent Center for the Arts and the main campus is offered during the semester from 6:40 a.m. to 10:35 p.m. Monday through Friday. Shuttles do NOT operate between semesters. Shuttles usually arrive about every 5-20 minutes. Due to high demand on this system, students parking at lots near the Ent Center for the Arts building should arrive at least 30 minutes before the start of class. For detailed transportation schedules, including bus service to and from Alpine Village and University Hall, visit the Parking & Transportation website at www.uccs.edu/pts and click on Transportation.

Restricted Parking Areas and Parking Permits

With the exception of free 500 series parking lots near the Ent Center for the Arts building, a valid parking permit is required to park in most other lots on campus. **A valid permit MUST be displayed on your vehicle by the first day of classes, August 22, 2016.** There is **NO** grace period. Tickets **WILL** be written for violations the **FIRST** day of the semester. Parking Services enforces permit violations Monday through Thursday, 8a.m. to 10p.m. and Fridays from 8a.m. to 4p.m. Semester permits are valid for the Fall 2016 semester only and will expire **December 16, 2016**. Parking spaces are available on a first-come, first-served basis only. Parking in restricted lots without a permit between semesters and on weekends is allowed. Students should direct all inquiries concerning parking to Parking Services at 719-255-3528. Cars violating parking regulations are subject to ticket, tow and/or booting. View parking info and regulations at **www.uccs.edu/pts**. Only enrolled students at UCCS for the Fall 2016 semester are eligible to purchase permits. Please read the following information regarding parking options.

Online Registration for parking permits is **required** for the Fall 2016 semester and begins July 26, 2016. The website for registration is www.uccs.edu/pts. You MUST be registered for classes in order to apply on-line. Students selected to receive a permit will be given a unique registration number from the website. Bring this number, an official photo I.D. card, and full payment to Parking Services. Payment is required at the time a permit is issued and cannot be billed to the student's account. Students may also elect to have their permit mailed to their home by purchasing the permit on-line using MasterCard, VISA, Discover, or AMEX and agreeing to pay a $4.00 shipping and handling charge.

Academic Year Commuter "S" Permit: Available to commuter students only. Valid anytime M-F during the fall '16 and spring '17 semesters in yellow and orange parking lots only. Price-$438.00

Semester Commuter "S" Permit: Available to commuter students only. Valid anytime M-F during the fall 2016 semester in yellow and orange parking lots only. Price- $219.00

Semester Commuter "S" Mon/Wed/Fri only Permit: Available to commuter students only. Valid anytime on Mondays, Wednesdays, and Fridays during Fall 2016 semester in yellow and orange parking lots only. Price- $139.00

Semester Commuter "S" Tue/Thu/Fri only Permit: Available to commuter students only. Valid anytime on Tuesdays, Thursdays, and Fridays during Fall 2016 semester in yellow and orange parking lots only. Price- $139.00

Student Commuter "S" Friday Only Permit: Available to commuter students only. Valid anytime on Fridays during the Fall 2016 semester in yellow and orange parking lots only. Price- $27.00

Semester Commuter "B" Border Permit: Available to commuter students only. Valid M-F anytime during fall 2016 semester in BORDER parking lots and anytime on Fri in yellow and orange parking lots. Price- $139.00

Student Commuter "P" Permit: Available to commuter students only. Valid Mon-Thu after 4:15pm and anytime on Friday during fall 2016 semester in yellow and orange parking lots only. Price-$84.00

Motorcycle Permit: Valid in designated motorcycle parking only during fall 2016 semester. Price-$56.00

Student Resident "R" Permit: Available to campus residents only. Valid anytime during the fall '16 and spring '17 semesters in **AGF (green) and orange lots only.** The price of this permit is incorporated into the room and board plan and will be issued during the housing check-in process.

Refunds: Permits may be returned for a full refund through September 8, 2016.

Bicycle Registration

Bicycles on campus must be registered. Inquire at the Parking Services Office.

PARKING SERVICES OFFICE
Parkway Garage First Floor
719-255-3528

Office Hours:
Monday 8a-7p
Tuesday-Friday 8a - 5p

Fall permits go on sale July 26, 2016.
Permits are sold on a first come, first-served basis, so
HURRY in before they run out!!!

Special Office Hours

Saturday, August 20, 2016,
open from 9a-4p.

TUITION & FEES

Avoid Costly Mistakes...

Tuition and Fee Bills - To avoid costly mistakes and unnecessary late and service charges, carefully review this section of the schedule. If you register on or before Aug 15, 2016, by 5:00 pm, your tuition and fee bill will be available online on Aug 16, 2016. If you register after Aug 16, 2016, your account balance will be available on the Student Self Service Center after you register. Estimate your tuition and fees at: *http://www.uccs.edu/bursar/ estimate-your-total-bill.html. Students who register on or before Sept 8, 2016 You must pay your tuition and fees in full or enroll in a payment plan by Sept 8, 2016. See page 13 for details.*

⇨**NOTE:** *The Board of Regents reserves the right to change tuition and fees at any time.*

Questions regarding tuition and fees should be addressed to the Student Financial Services, 719-255-3391.

Payment Options:

Option 1: Pay in Full
Due date is September 8, 2016

Option 2: Auto Deduction Payment Plan
You must pay $40 (Non-Refundable Payment Plan Fee) at the time of enrollment in a Payment Plan.

We offer 2 Payment Plans to choose from:
4 Pay-Payment Plan - Available August 7, enroll by Aug 19, 2016
3 Pay-Payment Plan - Available August 7, enroll by Sept 8, 2016
* Sept 8, 2016 is the last day to enroll in a payment plan without late fines and service charges being assessed.
Please refer to page 13 or our Student Financial Services website for more details.
http://www.uccs.edu/bursar/calendar/fall-2016.html

Option 3: Financial Aid
All financial aid is applied to the tuition and fee bill. Any over-payment will be refunded to the student.

Students enrolled for fall 2016 will have until Sept 8, 2016, to pay for any charges not covered by their financial aid awards, or enroll in a Payment Plan.

Please Note:
Students failing to pay according to the above payment options are subject to late fines and service charges.

Do not wait for a bill, your account balance can be checked and your bill can be viewed on the Student Portal.

⇨**NOTE:** *Postmarks are not honored*

Payments by Mail
University of Colorado Colorado Springs
Cashier
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733

Payments in Person
Credit Card (2.75% Credit Card Service Fee), Cash or Check
The Cashier is located on the 2nd Floor, Main Hall

Online Payments
UCCS Student Portal http://www.uccs.edu/portal
We accept Visa, MasterCard, American Express, Discover, and electronic check payments. (2.75% Credit Card Service Fee)

Financial Aid Disbursement
Complete appropriate direct deposit information online for financial aid refunds (funds remaining after payment of charges on student account). Disbursements begin within the week before start of classes.

⇨**NOTE:** Be sure your address is correct. You may make changes on the web at www.uccs.edu/portal. Direct questions to Loan Disbursement 719-255-3391 or Financial Aid at 719-255-3460.

Third Party Assistance
719-255-3399   Cashier Window,
Main Hall, 2nd Floor. Fax 719-255-3023.

Present tuition voucher to the Cashier Window, or fax as early as possible.
Sept 8 - Last day to turn in authorization to avoid late fees and service charges.
Oct 7 - Last day to charge books and supplies paid for by agencies.

Students receiving Chapter 30 GI Bill benefits must pay according to the payment options.

For Chapter 33 GI Bill info, please call 719-255-3739.

General Billing and Payment Information
Tuition, fees, and room and board for the semester are accessible on the Student Portal approximately three weeks before the start of classes. Bills are available on the Student Portal. Contact Student Financial Services at 719-255-3391, if you do not receive an E-bill notification. (Bills are online only).

Payments not received by the deadline may be assessed a prorated late fine up to $50 and 1% per month service charge on the unpaid balance (12%APR).

UCCS may require payment in cash/or in advance, if the student is deemed to be a poor credit risk.

Semester certified receipts are free to the student for semester receipts from fall 2010 through the current semester. A $5 fee will be charged for semesters prior to fall 2010.

Refunds for withdrawals and dropped classes will be processed after Sept 8, 2016. Contact Student Financial Services at 719-255-3391 with any questions.

⇨**IMPORTANT REMINDER:** *All students should fill out a direct deposit form online. If you have any questions call 719-255-3391.*

Returned Checks
Students will be assessed a $30 returned check charge for each returned check and may be subject to service charges, late fines, collection, and financial stops.Do not stop payment on your check. A stop payment will result in a $30 fine.

Credit card charge backs are treated like a returned check.

Financial Responsibility

By registering for classes at UCCS, each student is taking on a financial obligation, as stated in the Tuition and Fee Agreement and Disclosure, and as explained here in the Schedule of Courses. Please read the Withdrawal & Refund Policies section and Tuition & Fees section carefully so that there are no surprises. If a student fails to pay by published deadlines, any or all of the following may apply:

1. Late fees
2. Monthly service charges
3. Financial Stops preventing registration, add/drop, re-admittance or the release of transcripts, diplomas, and official verification forms
4. Referral to the State of Colorado Central Collection Services or an outside collection agency, which will result in:
   a. collection costs, interest, and/or attorney fees
   b. garnishment (when a judgement is pursued)
   c. reporting to national credit bureaus
   d. withholding of state income tax refund

If your account is not paid by the published deadline, the debt becomes past due.

REMEMBER: All charges associated with a past due balance and the past due balance must be paid-in-full before students will be allowed to register or receive transcripts, regardless if the student arranged a payment plan.

ATTENTION STUDENTS

PLEASE REVIEW THIS PAGE CAREFULLY.

IF YOU HAVE ANY QUESTIONS, COMMENTS

OR CONCERNS PLEASE CALL

719-255-3391.

Tuition Rates are published at:

http://www.uccs.edu/bursar/tuition-and-fees.html

Tuition is based on your student status NOT the level of the courses.

Your Tuition Rate may change when you reach Junior status.
   Lower Division (Freshman-Sophomore) rates are assessed from 0-60 cumulative credit hours.
   Upper Division (Junior-Senior) rates are assessed for more than 60 cumulative credit hours.

Costs and Descriptions of Mandatory and Course Specific Fees are available online at:

http://www.uccs.edu/bursar/tuition-and-fees.html

CANDIDATE FOR DEGREE
Students enrolled only to defend or submit a thesis/dissertation will pay graduate resident tuition at zero credit hour rate.

⇨*NOTE: The Board of Regents reserves the right to change tuition and fees at any time.*

Questions regarding tuition and fees should be addressed to the Student Financial Services, 719-255-3391

Fall 2016 Payment Policies and Deadlines

PAYMENT DUE DATE: SEPTEMBER 8, 2016

YOU CAN PAY IN FULL OR ENROLL IN A PAYMENT PLAN.

$40.00 Payment Plan Enrollment Fee Upon Sign-Up

4 Payment Plan *Available: August 7* *Enroll by: August 19* Auto Deductions Occur: AUG. 20 SEP. 20 OCT. 20 NOV. 20	**3** Payment Plan *Available: August 7* *Enroll by: September 8* Auto Deductions Occur: SEP. 20 OCT. 20 NOV. 20

A PAYMENT PLAN REQUIRES:

1. Enrollment in the current semester.
2. Balance is current and not past due.
3. Enrolling ONLINE through the Student Portal.
4. Providing and setting up the automatic payments with your checking/savings account or credit/debit card information. (A service fee of 2.75% is assessed on a credit/debit card transaction).
5. Immediate process of the $40.00 non-refundable payment plan convenience fee.
6. Payments automatically deducted on the 20th of each month.
7. A $30 fee per transaction if payments are returned.
8. Payment adjustments if balance changed.
9. Failed payment draft after 1 attempt will terminate the payment plan. The remaining balance will be due immediately and subject to late fines and service charges.
10. 2 Pay-Payment Plan is available from September 13th to October 8th (after late fines and service charges have been assessed). Please call our office at (719) 255-3391 to enroll in the 2 Pay-Payment Plan.

Please refer to our Student Financial Services website for Payment Plan dates and details:
http://www.uccs.edu/bursar/calendar/fall-2016.html

First Student Electronic Bills Will Be Available Online: AUGUST 16, 2016

DO NOT WAIT FOR A BILL!
YOU CAN MAKE YOUR PAYMENT ON THE STUDENT PORTAL: www.uccs.edu/portal

STUDENTS WHO HAVE REGISTERED AND HAVE NOT MADE PAYMENT ARRANGEMENTS BY SEPTEMBER 8, 2016 WILL BE SUBJECT TO LATE FINES AND SERVICE CHARGES.

THERE WILL BE NO DISENROLLMENT FOR NON-PAYMENT.
IF YOU DO NOT INTEND TO ATTEND CLASSES, WITHDRAW OR DROP ALL OF YOUR CLASSES.

BILLS WILL ONLY BE ACCESSIBLE ONLINE THROUGH YOUR STUDENT PORTAL.
YOU WILL RECEIVE AN E-MAIL REMINDER WHEN A NEW BILL IS AVAILABLE ONLINE.
If you have set up any Authorized Payers, they will also receive an E-Mail Reminder.

Payments by Mail	**Payments in Person**	**Online Payments**
UCCS-Cashier	Credit Cards, Cash or Checks	Credit Cards & Electronic Checks
1420 Austin Bluffs Parkway	Cashier Office	UCCS Student Portal
Colorado Springs, CO. 80918	2nd floor Main Hall	http://www.uccs.edu/portal

We accept Cash, Checks, American Express, Discover, MasterCard, and Visa.
*If you pay by Credit/Debit Card, there will be a 2.75% Service Fee.

IF YOU HAVE ANY QUESTIONS, COMMENTS OR CONCERNS, call 719-255-3391 or email BURSAR@uccs.edu.

ONLINE PAYMENT

NOTE*:*

DO NOT WAIT FOR YOUR BILL!!! Your account balance is due on Sept 8, 2016. You can make your payment on the student portal. **There will be no disenrollment for non-payment.** If you do not intend to attend classes, you will have to withdraw from all of your classes.

You can make your payment via the **Student Portal**. Please visit the Student Financial Services web site at www.uccs.edu/bursar or call 719-255-3391 for more details.

Estimate Your Tuition and Fees online at: http://www.uccs.edu/bursar/estimate-your-total-bill.html

**A PAYMENT MUST BE RECEIVED BY 5:00 PM, SEPTEMBER 8, 2016.
IF SENDING BY MAIL, ALLOW 5 DAYS FOR DELIVERY. POSTMARKS WILL NOT BE HONORED.
NOTE:
THE BOARD OF REGENTS RESERVES THE RIGHT TO CHANGE TUITION AND FEES AT ANY TIME.**

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE SEMESTER DATES?
Aug 22 to Dec 17. A few courses have special start dates (check individual course listings for these).

HOW DO I APPLY FOR ADMISSION, AND WHAT IS THE DEADLINE FOR APPLYING?
See admission information on pp 5 & 6.

I HAVE ALREADY BEEN ADMITTED. HOW DO I REGISTER FOR CLASSES?
You will register using the Student Self Service Center registration system. See p 7 for specific instructions. New freshmen and transfer students must attend orientation before registering; see p 17.

WHEN CAN I REGISTER?
You will be able to find your registration date/time through the Self Service Center. See p 5 for application dates and deadlines and p 7 for registration instructions. New freshmen and transfer students must attend orientation before registering. www.uccs.edu/orientation.

WHAT IS THE PAYMENT POLICY?
If you register by 5:00 pm, Sept 8, 2016 you are required to pay in full or enroll in a payment plan by Sept 8, 2016.

WHAT IF I DROP A COURSE BUT AM STILL ENROLLED IN OTHER COURSES? WILL I GET A REFUND?
Yes, if you drop by the Sept 8, 2016 deadline. No drop refunds after this date. See p 4.

WHAT IF I WITHDRAW FROM SCHOOL COMPLETELY? WILL I RECEIVE AN ADJUSTMENT AGAINST MY TOTAL BILL?
Yes, less non-refundable fees, if you withdraw by Sept 8 (100% adjustment), or by Sept 16 (80% adjustment), or by Sept 30 (60% adjustment). No adjustments after this date. See p 9 for details.

WHAT IF I NEED ACADEMIC ADVISING?
You can get academic advising at Academic Advising, Main Hall, Room 208 (719-255-3260). New students also attend a required Orientation session before the semester begins. See Academic Advising under Student Resources section for more information.

DO NOT WAIT FOR A BILL!!! Your account balance is due on Sept 8, 2016. You can make your payment on the student portal. In order to view your account information, bills and make payments, *you may need to disable your Pop-Up Blocker.* **There will be no disenrollment for non-payment.** If you do not intend to attend classes, you will have to withdraw from all of your classes.

FALL SEMESTER 2016 - REFUND DEADLINE

FULL SEMESTER LENGTH COURSES (AUG 22 - DEC 17)

SEPT 8 • 100% adjustment if **ALL** courses are dropped by this date.
• 100% if individual courses are dropped by this date.
NO refunds for individual dropped courses after this date

SEPT 16 • 80% adjustment if **ALL** courses are dropped (withdrawn) by this date.

SEPT 30 • 60% adjustment if **ALL** courses are dropped (withdrawn) by this date.

NO refunds for complete withdrawal from the University after this date.

Use the online registration system to drop courses through *Oct 28. See the instructions on page 8 of the Registration Handbook.*

After Oct 28, Withdrawals must be initiated at the Office of the Registrar.

⇨**NOTE**: Special academic and financial deadlines apply to short courses. To find specific course deadlines, log into your MyUCCSPortal, locate your classes under "academics" and click on the "deadlines" icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on "My Class Schedule" for each course.

ACADEMIC PROCEDURES

Academic Advising
See Student Resources

Commencement
Commencement is held twice a year at the end of the fall and spring semesters. The fall 2016 commencement is Friday, December 16, at 2:00 p.m. for all undergraduates and graduates of all colleges. Only those students graduating during the summer and fall semester can participate in the December Commencement ceremony. Only those students graduating during the spring semester can participate in the May Commencement ceremony.

Declaration of Major
Policy of the Board of Regents requires that students declare a major by the time they have 60 hours towards their degree - by the start of their Junior Year.

Degree Audit
A degree audit provides current information as to a student's academic status: requirements to be completed and requirements remaining. Available via the UCCS Student Portal by accessing Records and Registration and clicking on Access Degree Audit, or from Academic Advising, 2nd Floor, Main Hall, 719-255-3260.

E-Mail Policy
UCCS uses e-mail as an official means for communicating with students. To ensure students have access to this critical form of communication, students will be assigned a campus e-mail account at the time of acceptance at UCCS. Students are expected to check their official e-mail address on a frequent basis, in order to stay current with university communications. It is recommended that students check their official e-mail account at least once a week because some notices may be time sensitive. E-mail communication will be used to replace printed communication. In addition, faculty may use the e-mail account for their courses. Details about campus e-mail policies can be found at www.uccs.edu/helpdesk.

Enrollment Verification/FERPA (Student Permission) Forms
Current students can view their enrollment history, print enrollment verifications, complete and submit FERPA (Student Permission) Forms, and check loan deferments sent to their lenders by logging into the MyUCCS Portal using their student logon and password. The Enrollment Verification, and FERPA Form links are available in the Academic Resources section of the Student Portal. For questions, please contact registrar@uccs.edu or 719-255-3361.

Final Grades
Faculty are urged to POST grades ONLINE no later than 90 hours after the final exam.

Grades will be accessible for student viewing and printing on the web through the Student Self Service Center.

⇨ *NOTE: PLEASE REFER TO THE STUDENT PORTAL TO SEE GRADES.*

An official copy of grades can be obtained by ordering an official transcript.

Graduation
Requirements for Bachelor's Degree Candidates
Students who expect to graduate at the end of the term must contact their academic advisor in the college/school from which they expect to receive the degree. In addition they must apply to graduate no later than the first week of classes. Only those students who have contacted their academic advisor and applied to graduate may be certified for graduation. Students who are graduating from Business, Engineering, LAS, Health Sciences, or Public Affairs should contact Academic Advising the semester before their planned graduation for the Senior Audit appointment.

Requirements for Master's & Doctoral Degree Candidates
Any candidate for a graduate degree is required to take a comprehensive examination, and/or thesis/dissertation defense, and/or capstone project according to departmental requirements after the other requirements for the degree have been substantially completed.

To be eligible for graduation, students must:
- fulfill appropriate requirements as established by their major department and the Graduate School
- complete and have approved the Application for Admission to Candidacy form and the online Diploma Card
- successfully pass the comprehensive examination, thesis/dissertation defense according to the following deadlines:

Early in the Spring Semester:
Complete the Application for Admission to Candidacy, any Transfer of Credit from another school if needed, the online Diploma Card and the Departmental comprehensive exam, project, report, thesis/dissertation defense forms and submit to major department, by Sept 16, 2016. Department submittal to Graduate School by Sept 23, 2016.

No later than Nov 18, 2016: Defend thesis/dissertation.
No later than Dec 16, 2016: Submit thesis/dissertation to library.

By Jan 3, 2017: Program must process all grade changes for any incomplete grade in courses needed for the degree, submit graduation paperwork, and the final graduation memo to the graduate school.

Candidate for Degree
Students who are not taking regular courses during the term in which the comprehensive exam or thesis defense occurs must enroll as "Candidate for Degree." Tuition for "Candidate for Degree" enrollment is the equivalent of one semester hour resident graduate tuition, plus appropriate fees described in the "Tuition and Fees" section of this Schedule. A student need not be registered to submit the thesis/dissertation. Students on F-1 visas need to check with their international student advisors for minimum registration requirements. Copies of the University Thesis Manual and Dissertation are available in the departmental offices, www.uccs.edu/gradschl, the Graduate School, and the Library. Students using human, animal and biohazard subjects in research must obtain approval from the appropriate committee (IRB, IACUC, IBC) before beginning such research. Please consult the Office of Sponsored Programs website for compliance information, www.uccs.edu/~osp.

Degrees
Degrees are verified, awarded, and posted approximately 7 weeks after the end of the semester.

ACADEMIC PROCEDURES

Honor Code
Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community: students, faculty, and staff.

The University of Colorado Colorado Springs has an ongoing commitment to maintain and encourage academic integrity. Copies of the University's Academic Honor Code, a set of standards of academic honesty and procedures governing violations of these principles, are available in the University Library, the Office of Dean of Students, or the Vice Chancellor's office.

Forms of Academic Dishonesty
Plagiarism: Use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.
Cheating: Intentionally possessing, communicating, using or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.
Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise.
Multiple Submission: Submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.
Misuse of Academic Materials: Intentionally or knowingly destroying, stealing or making inaccessible, library or other academic resource material.
Complicity in Academic Dishonesty: Intentionally or knowingly contributing to the academic dishonesty of another.

These examples of academic dishonesty are not comprehensive, and infractions will be dealt with on an individual basis. Each student is expected to assist in the enforcement of academic standards. Infractions should be first brought to the attention of the instructor, then to the dean of the college.

Orientation for New Students
Sessions of the New Student Orientation, which include academic advising and class enrollment, will be held before the start of each semester for all new students. The sessions will prepare new students for their initial class enrollment and help ensure their success at UCCS. Attendance is required for all new undergraduate students before they will be allowed to register for classes. Because classes are filled on a first-come, first-served basis, students should attend the earliest program possible.

Academic advisors will be available to answer questions and help students plan their class schedules so they can register that same day.

For the dates and times and to register for orientation sessions, please go to http://www.uccs.edu/orientation. Specific questions regarding new student orientation should be addressed to 719-255-3098, or check the campus web site at http://www.uccs.edu/orientation

Orientation for Graduate Students
Graduate students are NOT required to attend an orientation unless otherwise instructed to do so by the program in which they plan to enroll. Students on F-1 visas need to check with their international advisors for orientation requirements. The Graduate School hosts a New Graduate Student Welcome Reception at the beginning of the fall and spring semesters, and new students are encouraged to attend. Contact the Graduate School at 719-255-3072 or gradinfo@uccs.edu for more details. Please visit their website for information www.uccs.edu/~graduateschool/

Student Outcome Assessment Agreement
UCCS requires a series of student outcome assessments at the beginning of the freshman year and at the end of the sophomore and senior years as part of the educational experience. Assessments are kept confidential and will not affect a student's academic standing. Assessments are used along with other students' test scores to identify relative strengths and weaknesses in the educational program for the continual improvement of UCCS.

Transcripts
Official transcripts with posted grades are available approximately three weeks after the end of the term. A transcript on which a degree will be recorded is available approximately eight weeks after the end of the term. Current students are advised to view their unofficial transcripts to make sure grades and/or degrees are posted before ordering official transcripts.

Official transcripts can only be ordered through the transcript ordering portal at http://www.uccs.edu/registrar/transcripts.html. Expedited processing includes Electronic/PDF, Federal Express, and Pickup with easy online payment. Paper transcripts are available and will be processed within 3-5 business days and sent through U.S. Postal Service.

Transcript orders can be requested online http://www.uccs.edu/registrar/transcripts.html, through U.S. Postal Service, or in person. The University of Colorado Colorado Springs does not accept transcript orders via fax, email, or phone.

Note: Official transcripts cannot be printed for students with any outstanding financial obligations to the University, or if any restrictive holds have been placed on the student's record.

Currently enrolled Colorado Springs students can view/print their unofficial transcript by accessing their myUCCS Portal. Unofficial transcripts are not available to former students or alumni. If you are a former student or alumnus, you will need to request an official transcript through the transcript ordering portal (http://www.uccs.edu/registrar/transcripts.html)

For additional information, please visit http://www.uccs.edu/registrar/transcripts.html. If you still have questions, please email registrar@uccs.edu or call 719-255-3376.

STUDENT RESOURCES

Academic Advising
719-255-3260   Main Hall, 2nd Floor
www.uccs.edu/advising
Advising is available for all undergraduate students. Appointments are recommended - please call 719-255-3260 to schedule. Our office is open Monday - Friday from 8 a.m. - 5 p.m. Walk-in hours for quick questions are offered weekly and are posted on our website: http://www.uccs.edu/advising.

Orientation Programs
719-255-3098   Main Hall, 2nd Floor
Informative orientation/advising sessions, required for all new freshmen and transfer students, are held before the beginning of each semester. Please call for dates and locations, or check the web at http://www.uccs.edu/orientation. Information will be sent to all new students.

Degree Audit
719-255-3260   Main Hall, 2nd Floor
A degree audit provides current information as to a student's academic status: requirements to be completed and requirements remaining. Available via the UCCS Student Portal by accessing Records and Registration and clicking on Access Degree Audit.

Bookstore
719-255-3247   University Center
The Bookstore is a full service campus store that sells snacks, gifts, spirit wear, supplies, and course materials. The Bookstore is University owned and operated. The Bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are also accepted with proper identification. www.uccsbookstore.com

Textbooks
Courses that require textbooks or optional course materials are available for purchase in-store or online through www.uccsbookstore.com. The Bookstore's price comparison shopping tool on their website allows students to search for the most competitively priced book option. The Bookstore offers book formats that are New, Used, Rental, and e-Books for purchase.

Textbook Return Policy
Please refer to the most up-to-date policy stated on www.uccsbookstore.com. All returns, refunds, and exchanges require the original receipt. The credit card used for the original purchase must be present to credit back refunds on the return. Refunds for checks normally take 7-10 business days to clear before a cash refund can be given. New textbook returns must be in new selling condition. If originally shrink wrapped, the wrap must still be intact.

Restocking Fee
A restocking fee will be charged for all books returned except in the following instances: 1. Courses cancelled by the University. 2. Textbook requirements changed by the faculty member. 3. Courses you dropped before the semester Census Date. MyUCCS portal printout required to show course was dropped. Books must be returned within 7 days of dropping the course.

Textbook Buy Back
Textbook Buy Back is normally scheduled during the first week of the semester and Finals week. Please check the website for the most up-to-date dates. Books are bought back by the wholesalers based on the demand for the book next semester on our campus, as well as nationally by other bookstores. Buy Back payouts are generally 50-25% of the original retail price; however, some books may not be worth as much due to changes in the supply market.

Hours
Open year-round, Monday - Friday. Daily hours and holiday hours vary and are posted at www.uccsbookstore.com . The Bookstore is also open select Saturdays throughout the year.

Campus Closure Procedures
Decision to cancel classes due to inclement weather will normally be made prior to 6:00 a.m. The decision to cancel evening classes will normally be made prior to 3:00 p.m. Faculty, staff and students should call the emergency information line, 719-255-3346, check the UCCS Public Safety Homepage/Facebook, and/or Tuitter links at (http://www.uccs.edu/~pusafety/), or listen to the following stations for cancellation information.

Colorado Springs	KVUU	KVOR	KRDO
	KSSS	KRCC	KTLF
	KMAX	KKLI	KILO
	KKFM	KATM	
Pueblo	KRYT	KCFJ	KCCY
	KGHF		
Denver	KOA	KYGO	
TV	KKTV	KOAA	KRDO

Barricades and signs will be placed at all campus entrances. Access to the campus will be restricted. No one will be allowed on campus until the campus officially reopens.

Campus Recreation
719-255-3463   Recreation and Wellness Center
The Campus Recreation Center houses lap & leisure pools, a hot tub, a two court gymnasium, a running track, a full service fitness center, aerobics/dance studio and a bouldering wall. These services support the leisure and wellness needs of students, faculty and staff. This is accomplished in a variety of ways, including:
- Open Recreation - access to the gym and fitness center.
- Intramurals - Competitive and recreational teams, individual leagues, and special events.
- Club Sports - offering instructional, educational, and competitive activities for members.
- Outdoor equipment rental - an increasing inventory of equipment at nominal rates.
- Outdoor facilities and programs -access to sport facilities by reservation, and various outdoor trips.

Career Center
719-255-3340   Main Hall 201
Career counseling and resources are available for all aspects of a student's career path. Office hours are from 8am to 5pm, Mon-Fri., and appointments are required. We offer various assessment tools to help you decide on a major or if you are changing career paths. We help your job search skills with personal resume reviews and mock interviews. We host many career events and recruiters on campus each year, including two Career Fairs. The Career Center also sponsors online career tools: Clyde's Careers allows students to view internship and job postings, track career events on campus and allows employers to view your resume for potential employment. Clyde's Careers also offers a resume building tool as well as specific information regarding international jobs and internships. Access Clyde's Careers and other helpful information from the Career Center website at www.uccs.edu/career. For other information regarding Career Center services, visit www.uccs.edu/career often.

STUDENT RESOURCES

Chancellor's Leadership Class
719-255-3065   Main Hall 104
Provides a leadership development program for undergraduate students that includes a leadership studies curriculum, personal enrichment activities, mentoring, and community services. www.uccs.edu/clc/

Childcare
719-255-3483   Family Development Center
www.uccs.edu/fdc
The Family Development Center is a fully accredited, high quality, affordable preschool and child care center serving UCCS families and the community at large. We offer educational programs for children from 1 year of age to 10 years.

At the Center we strive to help children build self-esteem and to feed each child's curiosity and enthusiasm. We create a positive environment that supports the intellectual, social, emotional and physical growth of children.

The Center maintains a staff of highly qualified and caring teachers. The activities in the classrooms are planned and implemented by professional lead teachers who are trained in early childhood/child development and are responsible for coordinating the program. Lead teachers are assisted by additional teachers and aides.

The Center strives to meet the standards for low child/staff ratios adopted by the National Association for the Education of Young Children (NAEYC).

The Center is open from 7:00 am to 6:00 pm, Monday through Friday. Competitive rates are available, with discounts for students, staff, faculty, and alumni. Some scholarships are available for students. Subsidies for military families are also available.

Enrollment is on a first come, first served basis, with priority given to UCCS students. Phone or visit the Center for further enrollment information.

Communication Center
719-255-4770   Columbine Hall 312
The Communication Center focuses on the development and enhancement of the oral communication competency of all members of the campus community - students, faculty, and staff. The Center provides several programs and presentations that can be utilized in the classroom through workshops, or within the Center through one-to-one assistance. Regardless of academic major, communication skills play an important role in the advancement and success of all college students.

Copy Center
719-255-3213   University Center 108
www.uccs.edu/copycenter
The Copy Center offers full service printing, copying and faxing services to students, faculty, and staff. Ask us about using your Paw Prints!!

Counseling Center(see Wellness Center)

Dean of Students, Office of
719-255-3901   Main Hall 202
The Office of the Dean of Students is responsible for maintaining and administering the University Student Code of Conduct. They also network with University departments and programs to provide clarity on University protocols, policies, and rules. They advise and make recommendations on student initiatives, interests and needs in the areas of student complaints, appeals and referrals. The Office also provides problem solving assistance and can help students connect with campus resources.

Disability Services
719-255-3354   Main Hall 105
Provides equal access to reasonable accommodations for students with documented disabilities. Qualified students must meet the academic standards requisite to admission and provide documentation of a physical or mental impairment which substantially limits one or more major life activities. Please call for an appointment.

Diversity and Inclusiveness
UCCS inclusively engages diverse people and perspectives in learning, discovery, and innovation to prepare students for successful futures, to build knowledge, and to inform the greater public good.
Diversity represents, among other things, differences in ethnicity, race, gender, age, class, sexual orientation, abilities, religious and spiritual values, political viewpoints, veteran status, and gender identity and expression. The principle of diversity advocates being inclusive of all while overcoming the legacies of exclusion in order to foster equity within the university experience.

Financial Aid, Student Employment, and Scholarships
719-255-3460   Cragmor Hall 201
Office website: www.uccs.edu/finaid/
Office Facebook: UCCSFinAid
Via Email: General Financial Aid: finaidse@uccs.edu
          Student Employment: stuemp@uccs.edu
          Scholarships: scholarships@uccs.edu
Office Hours
Monday through Friday   8:00 a.m. to 5:00 p.m.

The UCCS Financial Aid Office is available to assist students and their parents with funding options through federal, state, and institutional aid programs. Financial aid counselors are available to meet with students on a walk-in basis.

To apply for financial aid, first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and list UCCS School code 004509. Priority filing date for the FAFSA is March 1st. The UCCS Scholarship Application is completed through the myUCCS student portal. The majority of scholarships have a March 1st deadline.

Grants
Grants are financial aid awards that do not have to be repaid. Grants may be used for tuition, fees, books, room and board, and other miscellaneous educational expenses. The Financial Aid Office awards grants based on financial need. Students who complete the FAFSA are automatically considered for grants.

Scholarships
Scholarships are awarded on the basis of need and/or merit. All available institutional scholarships are listed on the web at www.uccs.edu/finaid. The deadline for most institutional scholarships

is March 1st. Postmarks will not be honored. Many of the scholarships require that students have completed the FAFSA. Outside scholarship search databases (all free) are also listed on the scholarship web page.

Federal Direct Loans

Direct Loans are low interest loans for students to assist in paying for their college education. Direct loans are available to students regardless of credit scores as long as the student is enrolled at least half-time in a degree seeking program. Interest on Direct Loans may be subsidized (paid) by the U.S. Government depending on the student's need, as determined by the FAFSA.

Federal Parent Loans (PLUS)

A Federal Direct PLUS is a credit-based loan available to the parent of an undergraduate, dependent student. Borrowers who are approved may borrow up to the full financial aid cost of attendance minus other financial aid received. To apply for the Federal Direct PLUS, the borrower must first complete the PLUS application and promissory note at www.studentloans.gov. The application is available each July 1st for the upcoming school year.

Federal Graduate Loans (PLUS)

A Federal Direct Grad PLUS is a credit-based loan available to graduate students. Borrowers who are approved may borrow up to the full financial aid cost of attendance minus other financial aid received. To apply for the Federal Direct Grad PLUS, the borrower must first complete the PLUS application and promissory note at www.studentloans.gov. The application is available each July 1st for the upcoming school year.

Federal Perkins Loans

Perkins Loan is a low interest federal student loan for graduate and undergraduate students. These loans are awarded based on exceptional financial need.

Work-Study

Work-study is a financial aid program that allows students to work on-campus or with an approved off-campus employer to earn money to pay educational expenses. This offers part-time, subsidized employment (approximately 6-15 hours per week) with both on and off-campus employers. Students must also be enrolled at least half time and comply with the financial aid policy on Satisfactory Academic Progress (SAP) to maintain eligibility for work-study.

Colorado No-Need Work-Study

Not based on financial need and offers part-time, subsidized employment (approximately 6-15 hours per week), on campus or at selected employers off campus. Applications are available online during each summer and are due by the end of the first week of fall classes. Undergraduate degree students who are eligible for resident tuition (not military or Olympic status), take at least six credit hours and who comply with the financial aid policy on Satisfactory Academic Progress(SAP), may apply for Colorado No-Need Work-study.

Student Employment

The Financial Aid/Student Employment Office offers a self-referral employment service to currently enrolled students and to students who have been accepted for the following term. Students need not document financial need to apply for some jobs. There is no charge for any of these services.

On-campus (hourly/non work-study) employment is available to full-time or part-time degree status students and full-time unclassified students. Additionally, during the summer, degree-seeking students may work on campus without being enrolled, if they were enrolled as half-time students during the previous spring semester and will return in the fall semester. Jobs are generally part-time and are listed throughout the year depending on employer needs. However, the majority of openings are at the beginning of each term.

Off-campus employment, both part-time and full-time, is available throughout the year depending on employer needs. Openings range from highly skilled technicians and computer assistants to clerical work, food service, and general labor. Temporary and on-call positions in such areas as day care, house cleaning and furniture moving are also listed.

Current job openings, both on and off campus, work-study and non-work-study are listed on SEAN'S, an online student employment assistance network for students. This service is strictly self-referral and to apply for any job the student must contact the employer directly. Students may access SEAN'S at seans.uccs.edu

Short-Term Loans

The University has a short term loan program for students in need of short term financial assistance. These loans are temporary in nature and must be repaid by the 3rd payment due date of that semester. These loans are available starting five calendar days prior to class start. Applications are available in the Office of Financial Aid/Student Employment. The fee to borrow is $5.00 per $100.00 borrowed. The fee is added to the student's bill. Eligibility for a short term loan is determined by a Financial Aid Advisor. The maximum loan is $700.

First Year Experience
719-255-3570   Main Hall 202

The Office of First Year Experience offers transitional, academic, and student development support services to all freshmen and transfer students. The mission of the office is to assist students with academic success. The Office of First Year Experience provides academic support through interactive workshops (time management, study skills, test-taking), success coaching. All of these services are offered at no cost to the student.
http://www.uccs.edu/fye

Global Engagement Office
719-255-5018   Copper Hall, Suite 9202
Email: international@uccs.edu

The Global Engagement Office is a hub and resource for international activities on the UCCS campus. The office provides integrated services and activities for **inbound international students and scholars** and students interested in **education abroad** opportunities. The services provided include information on admissions, enrollment, student visas and related issues, English language courses and proficiency requirements, housing, and U.S. life and culture. For students considering education abroad the office identifies appropriate programs and offers comprehensive advising on all aspects of studying in another country on short-term, semester, and year-long programs. The GEO supports diversity and global engagement programs for UCCS students. It collaborates with UCCS colleges, schools, and faculty to develop international programs, exchanges, and partnerships to increase the multicultural experiences and global competencies of students, faculty and staff.

STUDENT RESOURCES

Health Insurance
719-255-4444   Wellness Center

UCCS has a mandatory insurance policy for all international students. While many other countries bear the expenses of health care for their residents, individuals in the United States are responsible for these expenses themselves. Therefore, all students studying at UCCS on J1 and H1 Visa status must be insured. UCCS also offers a voluntary Student Health Insurance Plan for domestic students in line with the federal mandate that may be purchased through the Wellness Center web page. For more information about the Student Health Insurance Plan and the Wellness Center's discount program that is also available, please visit: www.uccs.edu/wellness

Housing - On-Campus
719-255-4042   Monarch House

Welcome home! Join the 900 students who are living in some of the best on-campus student housing facilities in Colorado. We invite you to explore the UCCS Summit and Timberline Village Residence Halls or the new Alpine Village Apartments. Both Villages are just a short walk or shuttle ride from campus classroom buildings, the Student Recreation Center, the Kraemer Family Library and the University Center.

Our Villages are nestled at the foot of the scenic Austin Bluffs hillside and provide residents with some of the most spectacular views of the Pikes Peak region including the Rock Mountain Front Range and the Garden of the Gods. All our on-campus living options offer the perfect mix of privacy with the opportunity to study, play, relax and meet friends. In-room cable TV and Ethernet connections, and convenient laundry facilities make on-campus living the right choice for students. If you are a freshman or an upper classman wanting the traditional residential experience, look at the Summit Village Residence Halls. Summit also offers unique learning communities and theme floors like the Colorado Living and Outdoor Recreation Floor, Nursing Floor, Honors Floor, the Arts Connection and Substance-Free Floor. If you are over 21 or are transferring in with 30 or more credits, check out the Alpine Village Apartments. It's easy - just complete our downloadable application, print it and forward the application and fees to: UCCS Housing Village, 1010 Austin Bluffs Parkway, Colorado Springs, CO 80918. More on-line at: www.uccs.edu/housing. Come join the "Village People" and begin making a lifetime of on-campus college friendships and memories.

Housing - Off-Campus Assistance
719-255-4042

The University's off-campus housing referral service, maintained by Residential Life, has listings of rooms, apartments, and houses, as well as students seeking roommates to share accommodations. For more information, go to www.uccs.edu/commuter.

Information Technology
719-255-3536   El Pomar Center

Each student is automatically assigned an IT account for access to email and the university network. See www.uccs.edu/it and www.uccs.edu/helpdesk for more information.

IT Help Desk EPC, 1st Flr	719-255-3536
Columbine Hall Lab COLU 231	719-255-4963
Library Computer Lab EPC, 2nd Flr	719-255-3422

Paw Prints
The university uses Paw Prints, for all of you printing needs. Paw Prints is a Pay-for-Printing model, billed to you student account, and includes Mobile Printing and Follow-You-Printing solutions. Visit www.uccs.edu/pawprints for more information and rate sheet.

Lion One Card
The UCCS Lion One card is a campus all in one card. Your UCCS Lion One Card will verify that you are a current UCCS student. The Lion One Card will allow you to check out books from the library, use campus munch money, ride the campus shuttle buses, receive discounts and free tickets to campus events, payment for meals on campus and grant access to your living area within the dorms. Pick up you Lion One Card from the University Center Information Desk.

Institutional Equity, Office of
719-255-4324   Academic Office Building 528/530

Enforces the CU Sexual Harassment Policy and Procedures, the CU Conflict of Interest in Cases of Amorous Relationships Policy, and the UCCS Discrimination and Harassment Policy and Procedures, as well as the Student Sexual Misconduct Policy (Appendix I of the Student Code of Conduct), in conjunction with the Dean of Students. The Office handles investigations involving students, staff and faculty; and investigates allegations of sexual harassment, Protected Class discrimination and harassment, and claims of retaliation related to an investigation.

Lane Center for Academic Health Sciences
719-255-4401   4863 North Nevada Avenue
www.UCCS.edu/HealthCircle

The Lane Center for Academic Health Sciences houses multiple clinics operated by faculty providers where training and research are conducted, along with the Gerontology Center, Psychology labs, and the Colorado Springs branch of the CU School of Medicine. The academic clinics operate under the brand, UCCS HealthCircle. The clinics offer a continuum of health and wellness services to UCCS faculty and staff, including primary care, nutrition, physical activity engagement, health coaching, and mental and behavioral health. Services can be accessed in a single clinic, or in multiple clinics, with integration across the clinics to maximize efficiencies and scope of impact on health and wellness, as well as chronic disease prevention and self-management. Students from multiple disciplines learn evidence-based practices across the clinics along with integrated care best practices. Faculty and student research examines practice processes and outcomes. Collaborative training and service delivery are also available within the Peak Vista Lane Family Senior Health Center (primary care).

Aging Center
Lane Center, room 320
(719) 255-8002

Center for Active Living (CAL)
Lane Center, room 128
(719) 255-8004

Peak Nutrition Clinic
Lane Center, room 137
(719) 255-7524

UCCS HealthCircle Primary Care Clinic
Lane Center, room 250
(719) 255-8001

Veterans Health and Trauma Clinic
Lane Center, room 380
(719) 255-8003

STUDENT RESOURCES

Languages and Social Sciences Center
719-255-3690   Dwire Hall 270
The Center provides support to language students (Spanish, German, French, Japanese, Chinese, American Sign Language and English as Second Language) and Social Science students in areas of Anthropology, Economics, Geography and Environmental Studies, and Psychology. Services include tutoring, pre/post testing, conversation tables, placement testing, International travel information and study sessions for our Social Sciences. Many Instructional aides are available.

Library, Kraemer Family
719-255-3296   El Pomar Center
www.uccs.edu/library/
The Kraemer Family Library occupies the top two floors of the El Pomar Center. The collection contains over 1.2 million items ranging from traditional print material to electronic databases, and a wide array of research services. The library's online catalog and other electronic resources can be accessed via the library's web page at www.uccs.edu/library.

UCCS students with a valid University ID have access to the library's services including reference assistance, interlibrary loan, database searching, and a course reserve collection. In addition, students and faculty have access to the collections of many of the state's other academic libraries through personal visits, shared electronic catalogs, or interlibrary loan. The library's interlibrary loan agreements provide students and faculty with access to the collections of most of the libraries in the U.S. and other countries. An assistive technology lab is available for students with special needs. Instruction in library use is provided in many of the courses taught on campus.

Library hours during the fall term*:
Mon-Thurs   7:30 a.m. - 12:00 midnight
Friday   7:30 a.m. -   8:00 p.m.
Saturday   10:00 a.m. -   8:00 p.m.
Sunday   11:00 a.m. - 12:00 midnight

During holidays and breaks, variable hours are posted at the door and on the library's website. Check the library's webpage for other services, events, and workshops.

Mathematics Center
719-255-3687   Engr 233
The Mathematics Center provides drop-in tutoring in mathematics, computer science, physics, statistics, and engineering. In addition, we provide supplemental instruction, space for small group study and a limited amount of one-on-one tutoring for UCCS students free of charge. The computers in the Math Center have a variety of mathematical and statistical software for student use.

Math Placement Test
The Math Placement Test is used to determine placement into the appropriate math class. The exam is offered online and the cost is nominal. Information and directions to take the Math Placement Test can be found on the Math Department's website at www.uccs.edu/math.

MOSAIC: Multicultural Office for Student Access, Inclusiveness and Community
719-255-3040   Univ Center 110A
acordova@uccs.edu
www.uccs.edu/mosaic
Promotes cultural diversity by assisting in recruitment, retention, and academic success of students from diverse cultures. Also assists students who want to share their culture by connecting them to campus re-sources, opportunities and information.

LGBT + Resource Center
719-255-3447   Univ Center 110B
lgbtrc@uccs.edu
www.uccs.edu/lgbtresourcecenter
The LGBT Resource Center in MOSAIC exists as part of an on-going commitment to foster a positive and inclusive atmosphere for everyone at UCCS. The LGBT Resource Center is designed to provide resources and info to LGBT students, advocate for LGBT interests throughout campus, conduct outreach and education, and to ensure LGBT voices are represented among the campus at large. Much of the LGBT+ Resource Center's programming for events endorse National Coming Out Week, Transgender Day of Remembrance, National Day of Silence, World AIDS Day, LGBT Health Awareness Week, and Spirit Day. The LGBT Resource Center is known for Safe Zone Training, an ally training workshop for students, staff, and faculty.

MOSAIC Gateway Program
719-255-3040   Univ Center 110A
acordova@uccs.edu
The MOSAIC Gateway Program provides holistic admission review for students who show strong potential to succeed in college even though facing particular academic and social challenges. Upon review of a UCCS application and required support documents, the admissions committees refer students for additional MOSAIC Gateway review. www.uccs.edu/apply. After a thorough assessment, a limited number of students are admitted on a case-by-case basis. Students denied admission to the program are advised on alternative means of achieving a college education. The MOSAIC Gateway Program is coordinated by Anthony Cordova, Director of MOSAIC (Multicultural Office for Student Access, Inclusiveness and Community). MOSAIC provides support with admission, advising, mentoring, and college transition for all students, with particular emphasis on students who are ethnically diverse, LGBTQ, first generation, non-traditional, or face other challenges. High school principals, counselors, teachers and others mentors are encouraged to refer and recommend appropriate students for the MOSAIC Gateway Program by contacting Anthony Cordova, acordova@uccs.edu.

Pre-Collegiate Development Program
719-255-3239   OSCE A340
The Pre-Collegiate Development Program (PCDP) at the University of Colorado Colorado Springs (UCCS), is a system-wide, institutionally funded academic program for college-bound high school and middle school students. It is designed to motivate and prepare first generation students in pursuit of their higher educational goals.

Prospective Students
www.uccs.edu/futurestudents
The Office of Student Recruitment and Admissions Counseling is happy to answer your questions about becoming a student at UCCS. We work with all high school and college transfer students. Our office is located in Cragmor Hall, Room 001. Monday – Friday, 8am – 5pm. If you have questions call 719-255-3084 or 1-800-990-8227 extension 3084.

STUDENT RESOURCES

Public Safety
719-255-3111 (24/7 Dispatch Center)
Parking Garage/Public Safety, 104
http://www.uccs.edu/pusafety/index.html
The University Department of Public Safety is a full service police agency. The Police Operations Division oversees the daily operation of the UCCS Police Department. UCCS Police Officers are Colorado P.O.S.T. Certified and commissioned police officers for the State of Colorado. Also housed under the Department of Public Safety is the Emergency Management Division, which encompasses emergency preparedness, environmental health and safety, fire safety, and hazardous chemical management. For more information on emergency preparedness, or to learn more about registering for the campus emergency notification system, visit http://www.uccs.edu/pusafety/emerplan.html
Liability Limitation: The University does not provide medical support or pay expenses for students who are injured or become sick on campus.

Should you become involved in a traffic accident on campus, Do Not move your vehicle. Call the University Department of Public Safety immediately.

If you witness a crime, contact the University Department of Public Safety. If at all possible, the information you supply will be kept confidential. There are times when a very small amount of information can be of considerable assistance in helping the victim.

Report all crimes immediately upon discovery. The sooner the police are aware of the crime, the better the chance of recovering property and/or apprehending the perpetrator. Should you become the victim of a sexual assault, report it immediately. Be confident that your case will be handled in a sensitive, discreet, and confidential manner.

The University Department of Public Safety will assist you in any way it can. If for any reason you are apprehensive about going to your vehicle, call the Department of Public Safety for an escort. If you see a safety problem on campus, report it to the Public Safety Office. The Department of Public Safety maintains a Daily Crime/Fire Log. This daily log includes all criminal incidents and alleged criminal incidents that were reported to the UCCS Police Department. The daily log also includes reported fires that occurred within on-campus student housing facilities. The log can be viewed at: www.uccs.edu/pusafety/police/blotter.

Campus Safety Information
The University of Colorado Colorado Springs annually publishes the Federally Mandated Campus Safety and Security & Fire Safety Report, also known as the Clery Act. This report contains a summary of: campus crime statistics, responsibilities to report, campus safety programs and other safety information. Additionally, pursuant to C.R.S. 18-3-412.5, the report contains information regarding persons who are required by Colorado Law to register as sex offenders. The Fire Safety Report includes information about Housing fire notifications, fire statistics, drills and evacuation procedures, fire alarm systems and fire education and training. This report can be read in full on the internet at: http://www.uccs.edu/asr/index.html. If you cannot access the report on the internet, please call Campus Police at 255-3111 to request a printed copy be sent to you. The Department of Public Safety can supply statistical information for research, general information or someone to speak to your group. If you would like to know more about law enforcement and its career opportunities, contact the Department of Public Safety. Drive safely, courteously and have a safe semester at the University of Colorado Colorado Springs.

Science Center
719-255-3689   Centennial Bldg 204
The Science Center is open to all UCCS students and faculty. All services are free. These include:
- a place to meet friends, study, or just relax
- unlimited drop-in tutoring for a variety of lecture and lab courses
- scheduled extra instruction (EI) sessions in chemistry, biology and physics
- computers with standard software and software specific for science classes
- printers and a copier
- textbooks and reference materials
- past quizzes, exams, homework assignments, and notes from key classes
- and, most of all, a welcoming atmosphere and the commitment to help students succeed.

Student Life and Leadership (SLL)
719-255-3470   University Center 102
The Student Life and Leadership Office, located on the first level of the University Center, is your doorway to campus life. Involvement in sponsored activities provides for personal growth, leadership development, lifelong friendships, chances to develop new skills, and opportunities to have fun. The SLL office publishes the weekly Clyde's Calendar newsletter and serves as the administrative hub for the following areas:

Office of Student Activities (OSA)
The Office of Student Activities (OSA) provides over 200 events per year which includes traditional programs like Disorientation Week, Homecoming, Roar Daze, concerts, speakers, and educational programs for the campus community. Combined with a wide variety of weekend programs, OSA seeks to meet the unique interests of our diverse student body.

Student Government Association
The Student Government Association is a student-led organization, representing and advocating for all UCCS students. They promote the overall welfare of the student body through advocacy and opportunities for student engagement. SGA strives to promote community by fostering a sense of pride through accountability and by providing an enriching university experience for all students.

Student Clubs and Organizations
With over 145 student-led clubs and organizations, there are a variety of ways to get involved on campus, meet people, and develop leadership skills. Students interested in media can work with the Scribe Student Newspaper or the UCCS Radio Station. From Greek Life to any number of interest groups, there is an option for everyone.

UCCS Online Radio
Radio@uccs.edu   University Center
The UCCS online radio airs student, staff, and faculty programs that showcase all areas of University life 24/7. Shows feature breaking campus news, sports events and interviews, individual college programs, concerts, University resource information, club highlights, and the latest musical hits. Facebook: UCCS Radio, Twitter: UCCS

STUDENT RESOURCES

Online Radio. Email: radio@uccs.edu.

University Center
719-255-3450

The University Center is the main gathering place for the campus: fostering a sense of community among the students, faculty, staff, alumni and community. The University Center is designed and maintained to provide a comfortable and relaxing environment that facilitates the delivery of services, programs and special events.

The University Center provides for a variety of cultural, recreational and educational needs. This multi-purpose facility contains lounge and study areas, the Overlook Café, University Center Coffee, Clyde's, meeting rooms, Student Government offices, the commuter lounge, a game room, the office of Student Multicultural Affairs, the Information Desk, the UCCS Bookstore, and the Copy Center. Visit us at http://www.uccs.edu/uc.

University Testing Center
719-255-3354   Main Hall 105

Testing includes:
- American College Test (ACT) Residual: an entrance exam for undergraduates. The results are valid for admission to the CU system only. Cost is $50.
- Correspondence exams - Cost $30/exam.
- Graduate Record Exams (GRE) - subject based only. An entrance exam for graduate programs. Visit www.gre.org to register and pay.
- Miller Analogy Test (MAT) - an entrance exam for graduate programs. Cost is $80.
- Reasoning Skills Test: an exam used to satisfy the LAS Quantitative and Qualitative Reasoning Skills Requirements. Cost is $30.

For information, costs, and scheduling, please call 719-255-3354.

Veteran and Military Student Affairs and UCCS Veterans Resource Center, Office of
719-255-3253   Forster House

The Office of Veterans and Military Student Affairs (OVMSA) assists veterans and others eligible for Department of Veterans Affairs (DVA) education benefits. The office is supervised by the university and bound to complete documentation and maintain records according to the guidelines of the DVA and the Colorado State Approving Agency for Veterans Education and Training.

Veteran Education Benefits
Chapters 30, 31, 32, 33, 35, 901, 1606 and 1607: The veteran must establish eligibility for educational benefits from the DVA by filing the appropriate paperwork at this office and through the DVA's website at www.gibill.va.gov. The student must be registered in classes before the term census date before this office can certify any classes to the DVA.

Procedures
For those enrolling at UCCS for the first time using VA education benefits, please attend a veteran/military orientation, visit the Forster Veteran Resource Center, or call our office as soon as possible to begin the process of starting your benefits.

After registration each semester, the student must submit a Course Load Worksheet to the OVMSA for review in order for the certification to be processed by the DVA. Any changes in course load (i.e., adds, drops, withdrawals) must be reported to the OVMSA.

Dependent Education Assistance Act, Chapter 35
Students between the ages of 18 and 26 who are eligible for educational benefits because of the death of a parent during active military duty or because of service-connected disability rated by the DVA as 100% permanent and total should file appropriate forms with the DVA according to the preceding paragraphs. The registration procedure is also the same as described above.

Wellness Center
719-255-4444   Recreation & Wellness Center 100

The Wellness Center provides convenient and affordable access to quality physical and mental health care for students. All actively enrolled students are welcome at the Wellness Center and medical insurance is not needed to be seen for an appointment. The Wellness Center is a fee for service clinic with $15 office visits. The $15 co-pay does not include costs associated with additional procedures performed or if medication is dispensed from the Center. The Wellness Center is here to help UCCS students address personal issues, relationship issues, and medical issues. When encountered, such problems may get in the way of academic achievement and overall well-being.

Many services are provided including, but not limited to:
1. Individual, couples, family and group counseling to help students address mental health related issues experienced while enrolled at the University.
2. Evaluation and treatment of acute illness and injuries, as well as preventative visits such as physicals and immunizations. Multiple appointments available each day for acute care visits.
3. Visits with certified dietitians to assist with food sensitivities, weight management, healthy eating choices and athletic performance. Visits with wellness coordinator to assist in developing and maintaining healthy habits.
4. Workshops and presentations to address various mental health-related topics like stress behaviors, sexual abuse and domestic violence, alcohol and substance abuse and academic issues such as study skills, stress management skills, time management and test anxiety.
5. Psychological and neuropsychological testing services are initiated to help identify conditions that may get in the way of academic success through the use of clinical and objective tests. The results are discussed both in person and in a comprehensive report that includes summary of gathered data through clinical interviews, test results, full interpretation of test results, formal diagnoses, and recommendations.
6. Consultation services for faculty, staff and students to help with mental health-related challenges and questions they may have.
7. Gateway Guide Program to assist freshmen who are struggling with transitions related to life as a college student.

Writing Center
719-255-4336   Columbine Hall 316

Students of all skill levels can benefit from working with peer writing consultants at any stage of the writing process. The Writing Center offers 50-minute to 1 hour and 50 minute face-to-face and online appointments Monday through Saturday. The Center also facilitates in-class workshops and the in-center Writing Ordeals Made Better and Terrific-er Workshop Series. Information about our hours and making appointments can be found at http://www.uccs.edu/writing center/ .

UNIVERSITY POLICIES

Affirmative Action

The University of Colorado Colorado Springs follows a policy of equal opportunity in education and employment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees. Under Colorado state law, sexual orientation includes a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status.This policy applies to all areas of the University affecting present and prospective students or employees.

The institution's educational programs, activities, and services offered to students and/or employees are non-discriminatory and consistent with State Affirmative Action guidelines, as well as with Federal laws and orders.

For information about these provisions on equity, discrimination, or fairness, as well as internal and external complaint procedures, contact the Office of Institutional Equity, Academic Office Building, Room 528/530 719-255-4324.

UCCS Affirmative Action/Equal Opportunity Policy Statement

The University of Colorado Colorado Springs is committed to creating and maintaining a work and study environment for faculty, staff, and students that does not discriminate on the basis of race, color, religion, sex, age, political affiliation, national origin, individual handicap, sexual orientation, or veteran status. All employees, faculty and students must be allowed to work, study and teach in an environment that is free of unwanted sexual overtures which undermine the integrity of employment, teaching, and faculty-student relationships. The University of Colorado Colorado Springs is as a matter of principle and legally committed to the cause and spirit of affirmative action and equal opportunity. As Chancellor, I wish to emphasize my professional and personal commitment in assuring that the implementation of affirmative action programs thus yield positive, tangible results at UCCS.

Effective implementation requires the involvement, participation, and support of all segments of the University. Positive, good faith efforts will be required of everyone, but particularly of those individuals who are responsible for recruiting, hiring, evaluating, and promoting others. Performance in this area will be an important element in the evaluation of all campus administrators and supervisors. The Office of Institutional Equity is available to assist all employees, faculty, and students in this important area.

Colorado Rioting Act

No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of conviction.
A student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution's notification of such conviction for a period of twelve months following the date of conviction; except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution. Nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures or disciplinary actions, in addition to the suspension regarding students involved in riots stipulated above. (Colorado Revised Statutes, 23-5-124).

Drugs and Alcohol

In compliance with the Drug Free Schools and Communities Act, the University of Colorado Colorado Springs prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or of illicit drugs and alcohol, on university property or as part of any university activity. This prohibition applies to all students and to all employees. Any employee (including student employees) who act in violation of the above policy also results in a conviction under a criminal drug statute must report the conviction in writing to the employee's departmental supervisor within five days. The University, in turn, may be obliged by law to report certain convictions to the federal government.

The University, through regulated law, established governance committees, procedures, and state laws and policies, will impose sanctions for violation of this policy, which may include but is not limited to mandatory participation in a rehabilitation program, or disciplinary action such as reprimand, suspension, salary reduction, demotion, or termination of employment for employees, and for students a warning, probation, suspension, ineligibility for financial assistance, expulsion from university housing, or dismissal or expulsion from the University itself.

Many of the Acts which violate this policy also violate criminal law and must be referred for prosecution. In such cases law enforcement authorities may administer a separate penalty such as a fine or imprisonment. For more information, go to: http://www.uccs.edu/~aod/

In addition to the imposition of legal and financial consequences associated with the abuse of drugs and alcohol, the physical and psychological effects of such abuse can have a devastating effect upon the ability to perform physical and intellectual skills required of a student or employee. It can also impair the ability to develop and maintain the interpersonal skills and the working relationships essential to an effective environment.

The University of Colorado Colorado Springs provides education, counseling, and referral for rehabilitative treatment relating to drug and alcohol abuse. Students should contact the Counseling Center for additional information.

Privacy Act - FERPA

The University of Colorado Colorado Springs informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. The University intends to comply fully with the Act, which was designated to protect the privacy of education records, to establish the right of students to inspect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to

comply with the Act.

Parents and eligible students who need assistance or who wish to file a complaint under FERPA or PPRA should do so in writing to theFamily Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, DC 20202
> 1-800-USA-LEARN (1-800-872-5327)

The complete policy can be found in the University library and the Office of the Registrar web site. Information is also published in the Catalog.

The University of Colorado Colorado Springs (UCCS) has designated the following as directory information: student name; student address (mailing and permanent); telephone number; campus e-mail address; dates of attendance; previous educational institutions attended; School/College or division of enrollment; majors/minors and field of study; class level; degree(s), honors and awards applied for or conferred (including certificates, thesis and dissertation titles) and dates conferred with location; enrollment status; expected date of completion or graduation in enrolled course of study; student employment; College Opportunity Fund application and authorization status for Colorado residents; past and present participation in officially recognized activities and sports (including height and weight of athletes); and photo of student (Student ID). Although these items are designated by the institution as directory information, only a limited amount of this information is routinely disclosed by UCCS officials and the University retains the discretion to refuse to disclose directory information if it believes such disclosure would be an infringement of your privacy rights.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. Examples of a school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; reporting to CO Dept of Education, Student Clearinghouse or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her duties.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the Registrar. Forms requesting the withholding of "directory information" are available at the Admissions and Registrar's Offices. The University of Colorado assumes that failure on the part of any student to request specifically the withholding of "directory information" indicates individual approval for disclosure. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

Residency Classification For Tuition Purposes

A student is classified initially as an in-state or out-of-state registrant for tuition purposes at the time an application and all supporting credentials have been received in the Office of Admissions and Records. The classification is based upon information furnished by the student and from other relevant sources. The requirements for establishing residency for tuition purposes are defined by law of the State of Colorado (Chapter 23, Article 7, Colorado Revised Statute 1973, as amended).

➡ ***NOTE:*** *Due to the complexity of the statute, detailed information should be obtained directly from the Office of Admissions and Records, 719-255-3361.*

After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary. Classification standards conform to state statutes and judicial decisions and are applicable to all of Colorado's state-supported colleges and universities.

The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state or the reverse, has the responsibility of informing the tuition classification officer, Office of Admissions and Records, after such a change occurs. If an adult student or an emancipated minor establishes domicile outside of Colorado, he/she is to send written notification within five days to the tuition classification officer.

Petitioning for Classification Change

Any student who is 23 years of age or older, or is an emancipated minor as defined by law, is qualified to change his domicile and his or her tuition classification status. Detailed instructions as to the procedure to follow and the necessary petition forms are available from the tuition classification officer, University of Colorado Colorado Springs, Office of Admissions and Records.

Classification Notes

1. Petitions will not be acted upon until an application for admission to the University and complete supporting credentials have been received.
2. Changes in classification are made effective at the time of the student's NEXT registration term.
3. A student who willfully gives wrong information to evade payment of the out-of-state tuition is subject to legal and disciplinary action.
4. Petitions must be submitted by August 22, 2016, for the fall 2016 term.
5. Late petitions will not be considered until the next term.

Residency-Active Duty Military

Special rules apply to active duty members of the U.S. and Canadian armed forces who are permanently stationed in Colorado, and their dependents. Military Certification Forms are available at base/post education offices, that once certified, give in-state tuition rates. These students, if undergraduate, also qualify to receive the Colorado College Opportunity Fund (COF) to be applied toward their tuition.

Honorably Separated/Retired Military

Per House Bill 09-1039, honorably separated or retired military from active duty are eligible to qualify for in-state tuition rates. If this is your first semester, please turn in your DD-214, Member 4, with Character of Service Honorable, along with your Tuition Classification Form. You will need to have your ties, i.e., driver's license, car registration (pay ownership tax), etc., changed to Colorado.

UNIVERSITY POLICIES

Veterans Access, Choice and Accountability Act of 2014 (Choice Act) - Section 702

In order to remain approved for VA's GI Bill programs, Colorado public institutions of higher learning must change in-state tuition and fee amounts to "covered individuals," as described below, including same-sex spouses and children (biological, adopted, pre-adoptive and stepchildren of same-sex spouses) for terms that start after July 1, 2015.

A covered individual is defined as:
* A veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal stature of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
* A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal statue of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
* A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

Please provide a copies of the veteran's DD-214 (Member 4) and applicable Post 9/11 GI Bill Benefits award letter.

Sexual Misconduct Policy and Discrimination and Harassment Policy

The University of Colorado Colorado Springs is a collegial academic community whose mission requires an open learning and working environment which values and protects individual dignity. The University's educational process is based upon mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation.

As a place of work and study, the University must be free of sexual misconduct and discrimination and harassment based on an individual's Protected Class status. Under the CU Sexual Misconduct Policy, http://www.cu.edu/ope/aps/5014, "sexual misconduct" includes sexual assault-non-consensual intercourse, sexual assault-non-consensual sexual contact, sexual exploitation, intimate partner abuse (including domestic and dating violence), gender/sex-based stalking, sexual harassment and any related retaliation. The UCCS Discrimination and Harassment Policy, http://www.uccs.edu/Documents/vcaf/policies/2014/300-017DisHar.pdf, prohibits discrimination, which occurs when an individual suffers a material adverse consequence on the basis of his or her Protected Class status, and harassment based on Protected Class status.

Any person who desires information, or feels that he/she may have experienced sexual misconduct or discrimination or harassment based on his or her Protected Class status is encouraged to seek advice from the Office of Institutional Equity, Academic Office Building, Room 528/530 (719)255-4324.

Student Appeals

The University has established procedures for students who believe that inappropriate decisions have been made that affect them. Academic issues (for example, graduation requirements or course grades) should be addressed to the office of the dean of the appropriate school/college. Appeals of administrative actions (for example, financial aid awards, or parking tickets) should be directed to the office which made the decision. Allegations of any discriminatory practices should be referred to the Office of the Dean of Students. Advice and assistance on appeal procedures is available from the Office of the Dean of Students.

Student Conduct

The University of Colorado Colorado Springs has established a code of conduct Standards of Conduct to maintain the general welfare of the University community. The University strives to make the campus community a place of study, work and residence where people are treated with civility, respect and courtesy. Admission to the University carries with it the expectation that students will be responsible members of the campus community. This includes respecting the personal safety and individual rights of all in the University community, acting in accordance with accepted standards of social behavior and abiding by the regulations of the University and the laws of the city, state and nation. The Standards of Conduct clearly state the University's expectations for student behavior. Students are expected to become familiar with these standards and fully understand their responsibility as University community members.

The Standards of Conduct apply to all students at UCCS, regardless of designation, program, or residence. These regulations apply primarily to misconduct on University premises; however, off campus violations that may impact the University's mission fall under the jurisdiction of the Office of the Dean of Students and may lead to disciplinary action.

The Standards of Conduct help to promote a safe and civilized campus environment. All students enrolled at UCCS are required to abide by these standards or they will be subject to discipline. An attempt to commit an act prohibited by these standards or attempts to aid, abet or incite others to commit acts are subject to discipline to the same extent as a completed act. Similar standards of conduct apply to other members of the University community, faculty, staff and visitors. Allegations of any violations should be directed to the office of the Office of the Dean of Students for resolution.

The Standards of Conduct document details the rights and responsibilities of students accused of misconduct as well as victims of alleged student misconduct. Questions regarding behavioral issues should be directed to the Office of the Dean of Students in Main Hall, Third Floor, Room 312, 719-255-3091. See our web page at http://www.uccs.edu/dos/student-conduct.html for more information.

Student Right to Know Act / Student Consumer Information

As a prospective or continuing student, you have a right to specific information as required by law. The UCCS Student Consumer Information website (http://www.uccs.edu/about/consumer.html) includes resources and campus metrics in a variety of areas related to general institutional information, student services, student financial aid, campus security, and student outcomes. Please contact the personnel from the appropriate offices if you wish to obtain a hard copy of any of the available documents. If you have any questions, you may contact the UCCS Director of Campus Compliance at (719) 255-3837. You may also visit the U.S. Dept. of Education HEOA website http://www.ed.gov/.

IMMUNIZATION INFORMATION

OFFICIAL NOTICE

FOR NEW STUDENTS WHO HAVE NOT COMPLIED WITH THE REQUIREMENT

The Colorado Department of Health and Environment requires any student who is enrolled for one or more classes, born January 1, 1957, or later, be immunized against Measles, Mumps and Rubella (German Measles) (MMR), or provide documented proof of immunity. **Individuals born before January 1, 1957 are presumed immune and are exempt from the immunization requirement.**

In order to meet this State Health Dept requirement, four options are available to you:
1) Provide proof of immunity consisting of an official Certificate of Immunization, signed by a physician, nurse, or school health authority, which documents **two doses of rubeola measles, mumps, and rubella measles vaccine.** A completed immunization certificate must:

    A) Include month, day and year of vaccination.

    B) Indicate, when applicable, that the first dose of MMR was administered on or after the
    first birthday and at least one month apart.

    C) Include a **signature** or **stamp** of a doctor, nurse, or school health authority, official
      letterhead, or have as an attachment, other signed documents evidencing immunity.

Note: Documentation can be obtained from several sources: medical records, former college or high school records, military records, or personal/family (certified) shot records.

2) Blood test results, called "titers" proving immunity to **all three diseases** (rubeola measles, mumps and rubella measles) are acceptable.

Note: The lab tests MUST be shown for all three diseases in order to meet the requirements.

3) Sign a personal, religious, or medical exemption. This option is available for people who are unwilling or unable to provide proof of immunizations.

Note: By accepting this option, it is stressed that in the event of an outbreak, the Colorado Department of Health and Environment may dismiss all students with an exemption from campus for the duration of the outbreak.

4) The MMR immunizations are available for all students at the Wellness Center by appointment, or you may contact your personal health care provider or local Health Department to schedule an appointment to obtain the vaccine.

Note: For the students who are unable to acquire any proof of immunization, the immunizations are a series of two shots, thirty days apart.

This Certificate of Immunizations form should be completed or a COPY of your two CERTIFIED MMR's should be mailed or faxed to the Wellness Center prior to, or upon your arrival on campus.

ATTN: Health Services
Recreation and Wellness Center
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918-3733

Phone: 719-255-4444
Fax: 719-255-4446
Email: wellness@uccs.edu

MMR FORM

CERTIFICATE OF IMMUNIZATION FOR COLLEGE STUDENTS
Colorado law requires this form be completed and provided to the school.

Colorado Department of Public Health and Environment

Name:	Date of Birth:
Student ID:	
Street Address:	City, State, ZIP Code:
School Name:	School Address:
School Phone Number:	School Fax Number:

Immunization requirements for Colorado college students: 2 doses of MEASLES & MUMPS, and 1 dose of RUBELLA vaccine.

REQUIRED VACCINE	DATE(S) GIVEN	REQUIRED VACCINE	DATE(S) GIVEN
MMR #1 (Measles-Mumps-Rubella)[1]		MMR #2 (Measles-Mumps-Rubella)[1]	
Measles[1]		Rubella[1,2]	
Mumps[1]		Meningococcal[3]	

1. Measles, mumps, and rubella (MMR) vaccine is not required for college students born before January 1, 1957. In lieu of immunization, written evidence of laboratory tests showing immunity to measles, mumps, and rubella is acceptable. Attach written proof to the Certificate or record test results and dates in the boxes above.
2. One dose of Rubella meets requirement.
3. Meningococcal Vaccine is required for freshmen living in student housing, unless they read and sign the "Meningococcal Information and Waiver Document" on the reverse.

The following vaccines are strongly recommended for college students, although not required by Colorado law.

ADDITIONAL VACCINES RECOMMENDED	DATES GIVEN (IF AVAILABLE)	ADDITIONAL VACCINES RECOMMENDED	DATES GIVEN (IF AVAILABLE)
DTP/DTaP/Tdap (Diphtheria-Tetanus-Pertussis)		Varicella (Chickenpox)	
Td (Tetanus-Diphtheria)		HPV (Human Papillomavirus)	
OPV/IPV (Polio)		Other:	
Hep B (Hepatitis B)		Other:	
Hep A (Hepatitis A)		Other:	

TO THE BEST OF MY KNOWLEDGE, THE PERSON NAMED ABOVE HAS RECEIVED THE IMMUNIZATIONS REQUIRED FOR COLLEGE ENTRY

Signed _____ (Physician, nurse or school health authority)   Title _____   Date _____

STATEMENT OF EXEMPTION TO IMMUNIZATION LAW (DECLARACIÓN RESPECTO A LAS EXENCIONES DE LA LEY DE VACUNACIÓN)

IN THE EVENT OF AN OUTBREAK, EXEMPTED PERSONS MAY BE SUBJECT TO EXCLUSION FROM SCHOOL AND TO QUARANTINE. SI SE PRESENTA UN BROTE DE LA ENFERMEDAD, ES POSIBLE QUE A LAS PERSONAS EXENTAS SE LES PONGA EN CUARENTENA O SE LES EXCLUYA DE LA ESCUELA.

MEDICAL EXEMPTION: The physical condition of the above named person is such that immunization would endanger life or health or is medically contraindicated due to other medical conditions.
EXENCIÓN POR RAZONES MÉDICAS: El estado de salud de la persona arriba citada es tal que la vacunación significa un riesgo para su salud o incluso su vida; o bien, las vacunas están contraindicadas debido a otros problemas de salud.

Medical exemption to the following vaccine(s):
La exención por razones médicas aplica a la(s) siguiente(s) vacuna(s):

Signed (Firma) _____ Physician (Médico)   Date (Fecha) _____

RELIGIOUS EXEMPTION: Parent or guardian of the above named person or the person himself/herself is an adherent to a religious belief opposed to immunizations.
EXENCIÓN POR MOTIVOS RELIGIOSOS: El padre o tutor de la persona arriba citada, o la persona misma, pertenece a una religión que se opone a la inmunización.

Religious exemption to the following vaccine(s):
Exención por motivos religiosos de la(s) siguiente(s) vacuna(s):

Signed (Firma) _____ Parent, guardian, emancipated student or student 18 years and older (Padre, tutor, estudiante emancipado o estudiante de 18 años y mayor)   Date (Fecha) _____

PERSONAL EXEMPTION: Parent or guardian of the above named person or the person himself/herself is an adherent to a personal belief opposed to immunizations.
EXENCIÓN POR CREENCIAS PERSONALES: Las creencias personales del padre o tutor de la persona arriba citada, o la persona misma, se oponen a la inmunización.

Personal exemption to the following vaccine(s):
Exención por creencias personales de la(s) siguiente(s) vacuna(s):

Signed (Firma) _____ Parent, guardian, emancipated student or student 18 years and older (Padre, tutor, estudiante emancipado o estudiante de 18 años y mayor)   Date (Fecha) _____

Form Apprvd. 11/03   COPHE-IMM CI-C RC Rev. 6/13

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COLLEGE OF BUSINESS AND ADMINISTRATION & GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

Graduate Program Assistants are located in
Dwire Hall, Room 333, Phone 719-255-3408
Undergraduate Advisors are located in Academic Advising, Second Floor, Main Hall, Room 208, 719-255-3260

General Information

The academic policies, rules, and regulations of the College of Business and the University of Colorado Colorado Springs are printed in the Academic Catalog. ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROVISIONS SET FORTH IN THE ACADEMIC CATALOG AND IN THIS REGISTRATION HANDBOOK. These rules and regulations are subject to change. Any questions concerning these provisions are to be directed to the Graduate Office (MBA/MSA students) or Academic Advising (undergraduate students) or the CoB, Undergraduate Director (undergraduate students). The College cannot assume responsibility for problems resulting from the failure of a student to follow the policies stated in the Academic Catalog or from inaccurate information given by someone other than an appropriate staff member of the College. THE COLLEGE OF BUSINESS ENFORCES DEADLINES AND COURSE PREREQUISITES.

COLLEGE OF BUSINESS		
Areas of Emphasis	Undergraduate	Graduate
Accounting	X	X
Business Administration	X	
Finance	X	X
General		X
Health Care Administration		X
Human Resource Management	X	
Information Systems	X	
Innovation Management		X
International Business	X	X
Management	X	X
Marketing	X	X
Operations Management		X
Project Management		X
Service Management	X	X
Sport Management	X	
Option:		
PGA Golf Management	X	

A student's business program/catalog year is the one in effect at the time of a student's most recent admission to UCCS College of Business or to LAS University Studies Business Intent. Transfer students from Colorado Community Colleges may follow the graduation requirements in effect during the academic year the student began their study at the community college if they complete the AA *Business Option (restrictions apply, please see UCCS Academic Advising). All others are evaluated on a case by case basis*. The student bears primary responsibility for the fulfillment of degree requirements.

Administrative Drops

Business faculty or the dean MAY drop students for lacking proper course prerequisites and/or class standing. Business faculty also may drop students who do not attend the first class without prior permission from the instructor. This policy allows the adding of waitlisted students who attend the first class.

Course Fees

All students taking courses in the College of Business will pay a technology fee based upon the course subject heading. For Information Systems (INFS) and Quantitative Studies (QUAN) courses, the fee will be $15 per semester hour. For all other College of Business courses, the fee will be $5 per semester hour. Online business courses require a $100 fee. The maximum fee charged to a student for all College of Business courses taken in a semester is $120 except for PGMT and distance online courses.

Graduating Students

All students graduating from either the undergraduate or graduate program must contact the appropriate College of Business advising office for a complete academic evaluation (senior audit/graduate application for candidacy).
DURING THE SEMESTER PRIOR TO THEIR FINAL SEMESTER.

Incomplete Grades

Incomplete Grades (I's) are appropriate for students who have completed a substantial portion of the semester but who then become ill or encounter other documentable extenuating circumstances beyond their control that prevent them from completing their coursework.

Instructors have sole discretion to award a grade of I. The purpose of an I is to allow students to make up missing work or exams; therefore, a student must meet with his/her instructor to develop a plan for completion. Students may not attend any part of the course a second time, unless they register and pay for the course. To resolve an I, the student must complete the specified work by the specified deadline. In all cases where an I is not remedied, the I grade automatically converts to an F on the student's permanent record one calendar year after award of the I. The student is responsible to ensure that incomplete grades are remedied at least four weeks prior to his/her scheduled graduation date.

Pass/Fail Course Registration

With the exception of BUAD 3010, 3020, 3030, internships numbered 4960 and 6960, and certain experimental courses, CoB students may not use courses taken on a pass/fail basis to satisfy required courses. Only open electives may be taken on a pass/fail basis and applied toward the undergraduate degree. No pass/fail courses may be taken and applied toward the Graduate degree program. Pass/ Fail determination must be made within university deadlines and is irreversible.

Undergraduate
Undergraduate Standards of Performance

Students are held to basic standards of performance established for their classes with respect to attendance, active participation in course work, promptness in completion of assignments, correct English usage both in writing and in speaking, accuracy in calculations, and general quality of scholastic workmanship. In general, examinations and scholarly papers are required in all courses and for all students.

To be in good standing, (i.e.: not on probation) a minimum scholastic cumulative grade point average (GPA) of 2.0 is required for all coursework attempted, a 2.0 GPA for all business courses, and a 2.0 GPA for each semester.attempted. These GPA requirements apply to work attempted at all University of Colorado (CU GPA) campuses. Remedial course work is not included in the overall average.

COLLEGE OF BUSINESS AND ADMINISTRATION & GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

Students are responsible for being aware of their academic standing at all times; late posting of grades and/or late notification by the College does not waive this responsibility.

Course Eligibility - Prerequisites, as listed for individual courses in the Course Description section of the current Academic Catalog or Schedule of Courses, are enforced for all students, including non-business students. In addition, it is expected for CoB students that all Skills Courses must be completed (with a grade of C- or better) prior to enrolling in the Junior Core and Emphasis classes. Priority for registration in business classes is given to business degree students. If you are uncertain about your eligibility for enrollment in a business course, contact the Student Success Center at 719-255-3260.

Intra-university Transfer - Students who wish to transfer to the College of Business from another degree program at UCCS must submit an application in the Student Success Center upon completion of at least 15 semester hours of graded work on campus with a 2.7 cumulative CU GPA and with at least C- or better grades in Engl 1310 and Math 1040/1120; those with a GPA between 2.50 and 2.69 will be reviewed by the Business Admissions Committee. A minimum of 30 hours of business course work must be completed after admission to the College of Business including 18 hours in the area of emphasis and BGSO 4000 & STRT 4500. Coursework taken prior to admission to the College will not be accepted toward area of emphasis requirements, nor are University Studies Business Intent students in the College of Letters, Arts & Sciences (LAS) permitted to enroll in any business courses 2020 or higher (except for MKTG 3000 and MGMT 3300). * Furthermore, declaration as a University Studies Business Intent major does not guarantee transfer into the College of Business or application of any business credits earned while a LAS student.

Non-degree students may enroll in upper division courses only with the permission of the College of Business via a formal petition process.

Repeating Courses
Repetition of College of Business coursework is permitted only with prior permission from the College. The repetition of coursework at other institutions will be permitted subject to receiving prior CoB approval and University transfer approval requirements. Area of emphasis, skills, junior core, and senior capstone courses must be completed with a grade of C- or higher; all repeated work grades do not replace prior grades but will be averaged into the student GPA.

Transfer Students
CoB transfer students must meet all requirements for admission to UCCS. For a detailed explanation of transfer student admission, requirements, and policies, please see the current Academic Catalog.

Independent Study
Students who wish to pursue a topic of interest in greater depth than that offered in the classroom may register for independent study courses with the approval of the College of Business and course instructor. Prior to registering for an independent study, the student must meet with the appropriate faculty member to design the independent study project and complete the independent study form. The form should then be returned to the program director. (Undergraduate Office for undergraduate students or the MBA Office for graduate students) for final appproval and course processing.

The Professional Program
The Professional Program begins in the junior year and allows students to begin focused study in their chosen discipline. CoB students declare an Area of Emphasis (concentration) for their academic degree requirement and must follow the sequence of courses listed in the Model Degree Plan for their catalog year of acceptance. It is expected for CoB students that all Skills Courses must be completed (with a grade of C- or better) prior to enrolling in the Junior Core and Emphasis classes. ALL prerequisites will be enforced for **ALL** College of Business Courses.

In order to graduate with a Professional Program Area of Emphasis, students must maintain the following criteria:
- 2.0 cumulative GPA
- 2.5 College of Business GPA
- 2.5 Area of Emphasis GPA

Students not meeting these requirements will not be permitted to graduate with a Professional Program Area of Emphasis, but will receive a Bachelor of Science in Business degree provided that their CU GPA and Business GPA are at least a 2.0.

Graduate
Course Eligibility - Students must be officially admitted to the MBA or MSA program or to another UCCS graduate program to register for 5000 or 6000 level courses. Those students who already have a Masters or a Ph.D. degree should consult with the College of Business Graduate office to determine their eligibility for graduate level course work.

MBA Foundation Requirements
The College of Business provides the following series of business courses as required foundation courses for graduate study in business. These courses may be waived on a course-by-course basis by prior academic course work at the discretion of the Graduate office.

ACCT	5500	3.0	Introduction to Accounting
BUAD	5500	3.0	Fundamentals of Economics
BGSO	5600	3.0	Business, Government and Society
QUAN	5500	3.0	Fundamentals of Business Statistics

The determination of which (if any) of these foundation courses are required is made when the student meets with an advisor at the time of his/her admission to the MBA program.

MSA Requirements
Our 30-credit hour Master of Science in Accounting program consists of 18 credit hours of accounting coursework and 12 credit hours of business electives. It is designed for students with an undergraduate degree in accounting. Successful applicants will generally have a cumulative GPA of 3.0 or higher. Please contact the Graduate Office for more MSA program information, a list of required prerequisite courses, and accepted GRE/GMAT scores.

Repeating Courses
Any grade below C (2.0) is not a passing grade for graduate students. A student may repeat a course once for which he or she has received a grade below C. Both the original grade and the grade for the repeated course count in the computation of the grade point average which is used to satisfy graduation requirements. All work attempted will appear on permanent records.

COLLEGE OF BUSINESS AND ADMINISTRATION & GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

Statement of Academic Standards

To be in good standing, graduate students must have an overall grade point average of not less than 3.0 for degree program and degree program foundation course work attempted. Any individual grade below C (2.0) is not a passing grade for graduate students. See the Academic Catalog for more detailed information.

ACCT	Accounting
BGSO	Business, Government, and Society
BLAW	Business Law
BUAD	Business Administration
ENTP	Entrepreneurship
FNCE	Finance
HCAD	Health Care Administration
HRMG	Human Resource Management
INFS	Information Systems
INTB	International Business
MGMT	Management
MKTG	Marketing
OPTM	Operations Management
PGMT	Professional Golf Management
QUAN	Quantitative Methods
SIFE	Students in Free Enterprise
SPTM	Sport Management
STRT	Strategy

Current students, search for College of Business & Administration classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/

COLLEGE OF EDUCATION

Student Resource Office
Columbine Hall Third Floor -   Room 3010   719-255-4996

General Information
The College of Education offers undergraduate and post baccalaureate licensure preparation and Master of Arts degrees. Within the Curriculum and Instruction Department, undergraduate and graduate pre-service teacher licensure programs in inclusive early childhood, elementary and secondary education are available. Students may also earn a Master of Arts degree in Curriculum and Instruction with an emphasis in the specialty areas of reading, Linguistically Diverse Education (LDE), and science. Within the Special Education Department, undergraduate and graduate special education licensure programs are available. Students may also earn a Master of Arts degree in Special Education without licensure. The Department of Counseling and Human Services offers a Master of Arts degree in Counseling and Human Services with specialty areas in school counseling and clinical mental health counseling. The Licensed Professional Counselor (LPC) credential may be obtained by graduates from both programs. School Counseling Licensure (Colorado) may be obtained by School Counseling graduates. The department also offers an Advanced Certificate (post-master's certificate) in Counseling and Human Services. The Department of Leadership, Research, and Foundations (LRF) offers a Master's Degree in Educational Leadership with sub-plans in P-12 Education, and Student Affairs in Higher Education (SAHE). The LRF Department also offers a Principal Licensure Program, Administrator Preparation Program, and a PhD in Leadership, Research and Policy

Preparation Programs for Teachers
The University of Colorado Colorado Springs offers several pre-service programs. The Teacher Education and Licensure Program (TELP) leads to teacher licensure for elementary (K-6) and secondary (7-12) education at both the undergraduate and post-baccalaureate levels. The Bachelor of Innovation in Inclusive Early Childhood Education (BI:IECE) leads to recommendations for dual Colorado teacher licensure in Early childhood education (ECE) and early childhood special education (ECSE). The UCCS Teach Program offers licensure for undergraduate and post-baccalaureate secondary (7-12) teacher candidates in the content areas of mathematics and science candidates. The Alternative Licensure Program (ALP) leads to teacher licensure for secondary (7-12) teaching only. Secondary programs are limited to the fields of English, mathematics, science, social studies, and Spanish. Application deadlines are in October and February. The Special Education program leads to recommendations for teacher licensure or endorsements as a generalist for ages 5-21. Students in the Special Education Program acquire either a baccalaureate degree in Letters, Arts, and Sciences or a Master of Arts degree as part of their teacher preparation program.

The Alternative Licensure Program (ALP)
The Alternative Licensure Program (ALP) seeks self-motivated, committed, resourceful individuals who can readily assume teaching roles in a classroom. Paraprofessional, career change individuals, and retired military all may have potential for participating in this rigorous, fast-paced program. The courses are graduate level and ALP may result in a master's degree upon completion of an additional 6 semester hours. Applications are due by **February 1**, of each year. Please call at 719-255-4996 for information.

Educational Technology Requirements
All students admitted in College of Education programs after January 1, 1983, must demonstrate proficiency in educational technology use, applications, and issues prior to graduation.

Graduate Studies
The College of Education offers Master of Arts degrees in Special Education, Counseling and Human Services, Curriculum and Instruction, and Leadership in Education. The Curriculum and Instruction degree includes these specialty areas: Culturally and Linguistically Diverse (CLD) Education, Educational Technology, Gifted and Talented, Leadership, Mathematics, Reading, Science Education, and Alternative Licensure Program. The Counseling and Human Services degree includes specialty areas in school counseling and clinical mental health counseling. Both programs are accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP). Both programs consist of 60 credit hours and may be completed in two or three years. The Department of Counseling and Human Services also offers an Advanced Certificate (post-master's certificate) in Counseling and Human Services. This certificate program consists of 24 credits. The MA in Educational Leadership is designed to meet the professional and personal needs of those aspiring to hold leadership roles in schools or higher education. The program consists of 30 credit hours. The PhD program in Leadership, Research, and Policy is designed to meet the personal and professional needs of educational leaders in school districts, higher education, and non-governmental organizations through rigorous coursework and collaborative faculty-student research labs. The program consists of 75 credit hours. The program for working professionals prepares graduates to engage in scholarly inquiry and culturally responsive practice, synthesize divers research perspectives in facilitating educational excellence, lead others in continuous improvement through implementation and evaluation, and communicate successfully through oral and written professional discourse.

Principal and Administrator Licensure Program
This licensure program fulfills requirements of the State of Colorado's Licensure Law. Students who enroll in the Principal Licensure Program are required to have a master's degree. The licensure program consists of 33 credit hours. Students completing a Master's Degree in Educational Leadership will have completed some course requirements for licensure. Students who enroll in the Administrator Licensure Program are required to have a master's degree and a Principal Licensure or equivalent. The administrator license program consists of 9 credit hours.

Graduate Program Admissions Procedures
Prospective students interested in a graduate degree program should obtain program descriptions from the office of the College of Education (COE) Student Resource Office in Columbine Hall, Room 3010, or from the COE website. After reviewing the material, an appointment should be scheduled with an advisor by calling 719-255-4996.

Applications should be submitted online. Go to www.uccs.edu and click "Apply Now" to complete the appropriate application. Counseling and Human Services applicants are admitted once a year with an application deadline of February 28. Counseling and Human Services applicants are required to complete a series of admissions activities. Consult with the program assistant from the Department of Counseling and Human Services to obtain more information about the activities and other admissions requirements. Application forms should be submitted to the College of Education, University of Colorado Colorado Springs, 1420 Austin Bluffs Parkway, Colorado Springs, Colorado 80918-3733.

Applicants to the School Counseling, Special Education, Teacher Education, UCCS Teach Program, and Alternative Licensure Programs require successful completion of specific PRAXIS II or PLACE (Programs for Licensing Assessments for Colorado Educators) tests. Contact Teacher Education at 719-255-4526 for appropriate PRAXIS or PLACE test for TELP and ALP. Applicants for graduate studies who do not already have a master's degree, except C & I and Sp. Ed. must take either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) as a part of the requirements for admission. PhD applicants in Educational Leadership must take the (GRE). The results should be sent directly to the College of Education, University of Colorado Colorado Springs, 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918-3733. No application will be considered complete until the test scores are received.

Graduate Work Done as an Unclassified Student
If you are in education and would like to update your competencies or complete a specified amount of graduate study for license renewal, advancement in salary, or a change of assignment but are not interested in earning a graduate degree, you should apply to the Office of Admissions for admission as an unclassified student. Upon admission you may enroll, and after the end of the term (please allow four weeks for transcript processing) receive an official record of work completed. You may confer with the College of Education faculty about courses in which to enroll. If you decide to apply for graduate student status, you should be aware that only nine hours taken as an unclassified student may apply toward a degree.

COLLEGE OF EDUCATION

Graduation Procedures

Please visit the College of Education the semester **prior** to the intended semester of graduation to pick up necessary paperwork. Application for graduation must be completed no later than January 30th for spring graduation, June 1st for summer graduation and September 1st for fall graduation. Depending on your degree program, paperwork may include the comprehensive exam registration form, the "application for diploma" card, and the "Application for Admission to Candidacy for an Advanced Degree."

COUN .... Counseling & Human Services
CURR .... Curriculum and Instruction
IECE .... Inclusive Early Childhood Education
LEAD .... Leadership, ED
SPED .... Special Education
TED .... Teacher Education
UTED .... UTeach Education

Current students, search for College of Education classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/

COLLEGE OF ENGINEERING & APPLIED SCIENCE

Academic Advisors are located in Academic Advising in Main Hall, Second Floor, 719-255-3260

General Information
The online *University of Colorado Colorado Springs Catalog* details the academic policies, rules, and regulations of the University and its colleges. **As these may change yearly, students are assigned a catalog year based on their term of admission.** STUDENTS ARE RESPONSIBLE FOR FOLLOWING THE PROVISIONS SET FORTH IN *THEIR* CATALOG. The University assumes no responsibility for problems arising from a student's failure to follow the information in the Catalog, using the wrong catalog, or following advice from anyone other than qualified UCCS faculty or staff members. STUDENTS ARE FURTHER RESPONSIBLE FOR ALL DEADLINES, RULES AND REGULATIONS IN THIS HANDBOOK.

Academic Degree Programs
Bachelor of Science
Computer Engineering	Computer Science
Electrical Engineering	Mechanical Engineering

Bachelor of Innovation
Computer Science	Computer Security
Electrical Engineering	
Game Design and Development	

Master of Science
Computer Science	Electrical Engineering
Mechanical Engineering	

Master of Engineering - Options
Engineering Management	Media Convergence
Software Engineering	Systems Engineering
Space Operations	Information Assurance

Doctor of Philosophy
Computer Science	Electrical Engineering
Mechanical and Aerospace Engineering	Security

Engineering Instruction Fee
All students taking Engineering and Applied Science courses will be charged a $15.00 per credit hour instruction fee. The maximum charge per student is $180.00.

Students are responsible and liable for damage to equipment caused by neglect, improper use or failure to follow operating instructions.

Preparatory Programs
Students who do not meet admission criteria for the College of Engineering may be admitted to the College of Letters, Arts, and Sciences as part of a preparatory program. These programs are not degree granting, and students should declare their major within the College of Engineering as soon as admission requirements are met. This process is not automatic. Students should contact their Academic Advisor for program specifics, admission requirements, and/or to request transfer into the College of Engineering.

Undergraduate Students
Academic Advising
Advising is required of all students in the College of Engineering prior to being allowed to register for fall or spring courses. Instructions for completing advising will be sent via email from the Academic Advisors prior to the opening of registration.

Transfer Credit Evaluation
Official transfer evaluations will be completed with attendance at Orientation, which is required before registering for the first semester of courses. See the current Catalog for policies regarding transfer credit acceptance and application to a degree.

Graduation Check
Students planning to graduate must complete a Senior Audit with their Academic Advisor. This should be completed the semester prior to the semester of graduation.

Graduate Students
Information on the graduate programs may be obtained from the respective department offering the graduate degree.

Computer Science - Engineering Bldg., Room 199 or visit the web page http://www.uccs.edu/cs/programs/graduate-programs/mscs_overview.html or call Trish Rea at 719-255-3544.

Electrical & Computer Engineering - Engineering Bldg, Room 299, or visit the webpage: http://www.uccs.edu/ece/graduate-programs/msee_overview.html or call Eva Wynhorst at 719-255-3548.

Mechanical Engineering students - Osborne Center for Science and Engineering building, A-437, or contact Dr. Rebecca Webb, OCSE A-440, 719-255-3674, rwebb@uccs.edu or visit http://www.uccs.edu/mae/graduate-programs/msme_overview.html

Graduate students are responsible for knowing and complying with the Graduate School rules and regulations which can be found at http://www.uccs.edu/gradschl

Curriculum Information
Independent Study and Master's Thesis Courses
Students wanting to enroll in an independent study must obtain the signatures of the instructor and department chairman on the Independent Study Approval Form prior to registration. Forms are available at the Department Offices. Once you have obtained the necessary approvals, the forms should be returned to the secretary of the department offering the independent study. At that time, the department secretary will provide you with the appropriate call number for registration.

Course Prerequisites
Consult the UCCS Academic Catalog to determine course prerequisites.

EAS Student Clubs/Special Services
•American Society of Mechanical Engineers (ASME)
• Institute of Electrical and Electronic Engineers (IEEE)
•Society of Women Engineers (SWE)
•Colorado Alliance for Minority Participation (Co-AMP)
•Engineers without Borders
•SAE Society of Automotive Engineers
•Historical Engineering Society

Scholarships and Internships
In addition to many scholarships available from the campus, the Engineering Dean's Scholarship is offered for students with outstanding academic records. The College's Intern/Co-Op Program is available to all Engineering students. Contact the Internship Coordinator (Nancy Hoist) at 719-255-3543, Engineering Bldg, Room 201, for additional information.

COLLEGE OF ENGINEERING & APPLIED SCIENCE

CS	Computer Science
ECE	Electrical & Computer Engr.
EMGT	Engineering Management
ENE	Energy Engineering
ENGR	Engineering
ENHL	Engineering Health
GDD	Game Design and Development
INOV	Innovation
MAE	Mechanical & Aerospace Engr.
SPCE	Space Operations
SYSE	Systems Engineering

Current students, search for College of Engineering & Applied Science classes in your MyUCCS Portal:

http://www.uccs.edu/students.html/

Spring classes can also be found on the UCCS Guest Search website:

http://course.uccs.edu/

COLLEGE OF LETTERS, ARTS & SCIENCES

Academic Advisors are located in Academic Advising, Main Hall, Second Floor, 719-255-3260

General Information

The academic policies, rules, and regulations of the College and University are listed in the *UCCS Catalog online at http://Catalog.uccs.edu.* ALL STUDENTS ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THE PROVISIONS SET FORTH IN THE CATALOG. Any questions concerning those provisions are to be directed to the Academic Advising. The College cannot assume responsibility for problems resulting from a student's failure to follow the policies stated in the Catalog or from information given by someone other than a qualified university staff member of the College. SIMILARLY, STUDENTS ARE RESPONSIBLE FOR ALL DEADLINES, RULES AND REGULATIONS IN THIS SCHEDULE.

Majors

Anthropology	History
Biochemistry	Mathematics
Biology	Philosophy
Biology/Biochemistry	Physics & Energy Science
Biology/Chemistry	Political Science
Chemistry	Psychology
Communication	
Digital Filmmaking and Media Arts	Sociology
Distributed Studies	Spanish
Public Administration	Visual & Performing Arts
Business Economics	Women's & Ethnic Studies
Economics	
English	
Geography & Environmental Studies	

Minors (Optional)

American Sign Language	Math as Liberal Art
Anthropology	Mathematics
Art History	Media Studies
Biology	Military Science
Biochemistry	Museum Studies & Gallery Mgmt
Chemistry	Music
Classics	Music Performance
Cognitive Studies	Organiz & Strategic Comm
Communication (General)	Philosophy
Contemporary Music Comp &	Physics
Sound Design	Political Economy
Contemporary Music History	Political Science
Creative Writing	Pre-Law
Dance	Professional & Technical Writing
Digital Filmmaking and Media Arts	Psychology
Economics	Rhetoric & Writing
Energy Science	Sociology
Film Studies	Spanish
French	Statistics
Geography & Environmental Studies	Sustainable Development
Geology	Theatre
German	Visual & Performing Arts (VAPA)
Gerontology	Visual Arts
History	Women's and Ethnic Studies
Japanese	
Leadership Studies	
Literature	

LAS students may also select a minor from the Colleges of Business, Engineering, Nursing, or the School of Public Affairs (see advisor in the Academic Advising office).

Pre-Professional Programs

Pre-professional programs of four years or less than four years which may be completed in the College of Letters, Arts and Sciences include:

  Pre-Dentistry
  Pre-Medicine (choose major)
  Pre-Education: elementary (K-6) or special education (K-12) choose major from biology, English, geography & environmental studies, history or Spanish. For secondary education (7-12) choose major from biology, chemistry, English, history, mathematics, physics or Spanish.
  Pre-Child Health Associate/Physician Assistant
  Pre-Physical Therapy (choose major)
  Pre-Veterinary Medicine

For information see the "pre-professional curricula" section of the Catalog. Students are reminded that only the pre-professional portion of these programs may be completed on this campus and that they must apply for acceptance to the final stage of the program at the professional school offering the degree.

Statement of Academic Standards-Undergraduate

Students are held to basic standards of performance established for their classes with respect to attendance, active participation in course work, promptness in completion of assignments, correct English usage both in writing and in speaking, accuracy in calculation, and general quality of scholastic workmanship. In general, examinations are required in all courses and for all students including seniors. To be in good standing, students must have a cumulative CU grade-point average of not less than 2.0 (C=2.0) for all course work attempted. This applies to work taken at all University of Colorado campuses.

Academic Suspension

The normal suspension period in the College of Letters, Arts and Sciences is one academic year. However, students may request their suspension be held in abeyance for the term by making an appointment with the Associate Dean of the College or the Coordinator of Probation/Suspension in the Student Success Center. Otherwise, students suspended for the first time will be reinstated after the normal suspension period has been served upon reapplying for admission to the University.

Further information on academic probation and suspension can be found in the UCCS Catalog and at the Academic Advising office, Main Hall, Second Floor.

Admission and Academic Advising

Admission

Students should obtain an application form from the Office of Admission and Records and submit their application in accordance with the relevant deadlines.

Academic Advising for New Students

All entering students **must** attend an orientation prior to registering for courses. At these sessions, academic advisors will explain graduation requirements for a degree from the College of Letters, Arts and Sciences and will be available for academic advising. Call 719-255-3260 for dates and times of the orientation, or go to the web-site http://www.uccs.edu/~orientation.

Unclassified Students

Students who are at least 20 years old as of Sept. 15 for Summer Term and Fall Term or Feb. 15 for Spring Term and who are unable to meet application deadlines are encouraged to apply as Unclassified Students in order to begin work on an LAS program while completing application procedures. In general, a maximum of 12 semester hours taken as an unclassified student may be applied toward a degree. Unclassified students are encouraged to come to the Office of Student Recruitment and Admissions Counseling, in Cragmor Hall, Room 008, or call 719-255-3084.

LAS Juniors who wish to graduate with departmental honors should contact their major departments for requirements.

LAS Seniors who expect to graduate during the current semester must contact Academic Advising to schedule a final graduation appointment. **Note: Prior to making this appointment it is preferred that you have completed the composition requirements and the reasoning skills requirement. All requirements must be completed by the last day of classes.**

Prospective Students

The Office of Student Recruitment and Admissions Counseling is happy to answer your questions about becoming a student at UCCS. We work with all high school and college transfer students. Our office is located in Cragmor Hall, Room 001. Monday – Friday, 8am – 5pm. If you have questions call 719-255-3084 or 1-800-990-8227, extension 3084. http://www.uccs.edu/futurestudents

Miscellaneous Information

The Catalog: Please refer to the Catalog for course descriptions, prerequisites, and a more complete description of admission requirements, programs, graduation requirements, etc. The Catalog is online at http://catalog.uccs.edu

Prerequisites: Prerequisites are the courses which must have been completed prior to registering for another given course. If there are any doubts, see the course description in the Catalog, or ask a department representative.

Non-LAS Courses: Students in the College of LAS may register for courses in other colleges such as Business, Education, Engineering, or the School of Public Affairs; however, only 30 hours in such courses may be credited toward the Bachelor's degree.

Pass/Fail: A maximum of 15 hours of P/F work may count toward a degree in the College of Letters, Arts and Sciences. **Only electives may be taken pass/fail**. Courses which satisfy requirements, including the major and minor, **must be taken for letter grades.** Transfer students may take one hour pass/fail for every 8 semester hours attempted at this University. A maximum of 6 hours may be taken pass/fail during the fall and spring terms and no more than 3 hours during the summer.

No Credit: Changes to No Credit (NC) will not be approved after the final day of the Drop/Add period without both the approval of the Instructor and the Dean of the College of LAS.

Repeating Courses : If a course is repeated, credit for only one course will be counted toward a degree; however, if both courses were taken in the CU system, both grades will appear on the student's record and will be applied to the CU grade point average.

Incomplete Grades: Grades of incomplete (I) will be given only when there are clearly extenuating circumstances preventing a student from completing a course before the last day of the semester. The incomplete must be completed within one calendar year or it will be regarded as an F. Incomplete grades are NOT appropriate for students who have never attended or stopped going to class, are failing or are otherwise too busy to complete the work on time, or do not appear for the final examination.

Independent Study: Students who wish to pursue a topic of interest in greater depth than that offered in the classroom may register for independent study courses with the approval of the appropriate department. Not more than 8 hours of independent study may be credited toward the major, and not more than 16 hours toward the Bachelor's degree. No student may register for more than 8 hours of independent study in any one term. Prior to registering for independent study, the student must meet with the appropriate instructor to design the independent study project and complete the independent study form. This form should be returned to the Academic Advising Office.

Correspondence Study: The College of LAS offers opportunities for correspondence study through Statewide Extended Studies. A maximum of 30 hours of such work may count toward the degree. This work carries resident credit if taken from CU.

Summary Checklist of LAS Graduation Requirements
1. Area Requirements   = 27
      a. Humanities
           General   =6
           Core   =3
      b. Social Sciences   =9
      c. Natural Sciences   =9
2. Composition   = 6
3. Reasoning Skills   = 3-6
4. Oral Communication (no additional hours)
5. Cultural Diversity (no additional hours)
6. Global Awareness (no additional hours)
7. Major (minimum)   = 30
8. Electives   (variable)
            Total   = 120

(45 must be upper division)
Explanations of the above requirements follow.

The Area Requirements

A liberal arts degree provides students with a breadth of experiences, and the Area Requirements are designed to help fulfill that goal.

Consequently, each student must complete a minimum of 9 semester hours in each of the following areas:
   The Humanities
   The Natural Sciences
   The Social Sciences
These 27 hours are referred to as the "Area Requirements."

•• **PLEASE READ - IMPORTANT INFORMATION** ••
In this section you will find three lists of courses from various departments that have been approved to satisfy the Area Requirements.
How to use these lists:
1. Select only courses from the lists to fill Area Requirements.
2. Don't use courses in your major; they apply elsewhere.
3. Don't take these courses on a pass/fail basis.
4. **Don't take more than 2 courses from one department to satisfy a combination of humanities, social science, natural science.**
5. Consult the Catalog course descriptions for additional information, including cross-lists, pre-requisites and co-requisites; even 1000-level courses may have them.
6. Prospective teachers have further restrictions; see an advisor before selecting courses.
7. Any cross-list for the courses listed below will also satisfy the relevant requirement.

I. HUMANITIES REQUIREMENT -9 hours

The humanities requirement is divided into two categories - General Humanities and Core Humanities.

A. General Humanities

Any 2 courses selected from the following groups:

Art History
- 1000-3 Art Through the Ages, Part I
- 1001-3 Art Through the Ages, Part II
- 2800-3 Survey: Ancient Art
- 2810-3 Survey: Medieval Art
- 2820-3 Survey: Renaissance, Baroque & Rococo Art
- 2860-3 Survey: Modern Art I
- 2890-3 Survey: Nineteenth Century Art
- 3430-3 African American Art

Communication
- 2250-3 Intro to Film and Video
- 3100-3 Directing for Film and Television
- 3500-3 American Cinema
- 4000-3 Rhetorical Dimensions in Communication

English
- 1500-3 Intro to Lit for Non-Majors
- 2600-3 Literature: The Global Perspective I
- 2610-3 Literature: The Global Perspective II
- 3320-3 Born in the USA: American Lit
- 3900-3 Topics in Literature:

Film Studies
- 1000-3 Intro to Film Studies
- 2000-3 Narrative Film
- 3690-3 Topics in Hispanic Film

History
- 1120-3 Asian History: The Indian Subcontinent
- 1130-3 Asian History: China
- 1140-3 Asian History: Japan
- 1400-3 Latin America to 1810
- 1410-3 Latin America Since 1810
- 1540-3 U.S. Recent America
- 1600-3 Making of the Modern Middle East I
- 1610-3 Making of the Modern Middle East II

Interdepartmental Studies
- 2000-3 Mathematics - A Human Endeavor

Languages and Cultures (listed under FCS; cross listed courses in GER, FR, FILM and SPAN are also eligible)
- 3180-3 German and Austrian Civilization & Culture
- 3190-3 20th/21st Century German/Austrian Civ & Culture
- 3240-3 French Culture from 1700-1917
- 3690-3 Topics in Hispanic Film
- 3890-1-6 Field Studies in Language and Culture
- 4210-3 Hispanic Heritage of Colorado

Music
- 1000-3 Intro to Music
- 2050-3 Jazz History
- 2850-3 Classical Music History I

Philosophy
- 1000-3 Intro to Philosophy
- 1020-3 Intro to Ethics
- 1120-3 Critical Thinking
- 1300-3 Intro to Philosophies of Asia
- 3000-3 Cosmology & Culture
- 3100-3 World Religions
- 3160-3 Philosophical Issues in Death and Dying
- 3180-3 Practical Ethics
- 4070-3 Existentialism

Theatre
- 1000-3 Intro to Theatre
- 3201-3 Topics in Early Theatre History
- 3202-3 Topics in Modern Theatre History

Visual Art
- 1010-3 Beginning Studio - 2D
- 1020-3 Beginning Studio - 3D

Women's and Ethnic Studies
- 2030-3 Hiphop & Performance of Identities
- 2040-3 Global Black Women Writers
- 3020-3 Me, Myself & I: Life Writing
- 3100-3 Women of Color: Image & Voice
- 3550-3 Native American Literature
- 4050-3 From the Harem to the War Zone
- 4280-3 Native American Philosophical Thought
- 4920-3 Spiked: Spike Lee's Cinema

B. Core Humanities

Complete one course selected from the humanities department. Courses will have a prefix HUM.

II. SOCIAL SCIENCE REQUIREMENT -9 Hours

Anthropology
- 1020-4 Intro to Archaeology
- 1040-3 Intro to Cultural Anthro
- 2800-3 The Nature of Language
- 3040-3 Women Around the World
- 3260-3 Agricultural Origins
- 3270-3 Archaeology of the Recent Past

Communication
- 1020-3 Interpersonal Communication
- 2150-3 Male/Female Communication
- 3440-3 Organizational Leadership
- 4200-3 Persuasion
- 4220-3 Creative Communication
- 4250-3 Adv Interpersonal Comm: Conflict Mgmt.

Economics
- 1000-3 Economics of Social Issues
- 1010-3 Intro. to Microeconomics
- 1050-3 Economics in Practice
- 2020-3 Intro. to Macroeconomics
- 3150-3 Hist of Economic Thought
- 3710-3 Comparative Econ Systems

Geography and Environmental Studies
- 1980-4 World Regional Geog
- 1990-4 Intro. to Human Geog

Gerontology
- 2300-3 Lifecourse Perspectives
- 3000-3 Intro. to Gerontology

Museum Studies & Gallery Management
- 4100-3 Native American Perspectives

Philosophy
- 3200-3 Politics and the Law
- 3210-3 Capitalism: A Love Story
- 4260-3 Philosophy of Law
- 4400-3 Philosophy of Science

Political Science
- 1010-3 Intro to Global Politics
- 1100-3 American Political System
- 2080-3 Intro to Comparative Politics
- 2100-3 Politics & Policy in State & Local Communities
- 3300-3 The Bureaucrats
- 4190-3 Politics of Developing Areas
- 4210-3 International Politics
- 4470-3 Constitutional Law

Psychology
- 1000-4 General Psychology
- 3630-3 Sex Crimes Against Children

Sociology
- 1110-4 Intro. to Sociology
- 2200-3 Intro. to Racial & Ethnic Groups
- 2220-3 Communities in a Global Environment
- 2250-3 Gender Images
- 2300-3 Lifecourse Perspectives
- 2500-3 Social Problems
- 3070-3 Social Research Methods
- 3340-3 Food, Health & Inequality
- 3610-3 Gender & Society

Women's and Ethnic Studies
- 1010-3 Intro to Social Justice Studies
- 2500-3 Race & Gender at the Movies
- 3060-3 Multi-Racial Identities

3070-3 Global Men & Masculinities
3090-3 Peep Show: Sexuality in Pop Culture
3620-3 Media and Consumption
4100-3 Native American Perspectives
4120-3 Indigenous Sustainability Views
4500-3 Social Justice & Sustainability

III. NATURAL SCIENCE REQUIREMENT - 9 Hours

The 9-hour natural science area requirement must include at least one laboratory science course. Laboratory science courses are indicated by an asterisk. When separate components, labs are listed directly after their corresponding lecture courses, of which they may or may not be corequisites. Students majoring in biology, chemistry, or physics are excepted from the laboratory portion of this requirement and should contact Academic Advising for specific requirements.

Anthropology
1030-3 Intro. to Human Origins
3320-3 Primatology
3340-3 Human Evolution
3370-3 Human Biology & Ecology

Biology
1000-3 Biology in the Modern World
*1060-1 Biology in the Modern World Lab
1050-3 Personal Nutrition
1510-3 Environmental Science I
*1530-1 Environmental Science Lab
2000-3 Environmental Physiology
3240-3 Biological Sustainability

Chemistry
1101-3 Chem in the Modern World
*1102-1 Chem in the Modern World Lab
1111-3 Environmental Science
*1112-1 Environmental Science Lab
1121-3 CSI: Forensic Chemistry I
*1122-1 CSI: Forensic Chemistry I Lab
*1201-4 Intro. to Chemistry
*1211-4 Intro. to Organic and Biochemistry
1401-4 General Chemistry I
*1402-1 General Chemistry I Lab
1411-4 General Chemistry II
*1412-1 General Chemistry Lab II
1511-4 General Chemistry for Majors II
*1513-1 General Chemistry Lab for Majors II

Energy Science
1500-3 Intro. to Energy Science I
1510-3 Intro. to Energy Science II
1600-3 Intro to Solar Energy
*1620-1 Intro to Solar Energy Lab
3200-4 Practical Meteorology

Geography and Environmental Studies
1000-4 Environmental Systems: Climate and Vegetation
1010-4 Environmental Systems: Landforms and Soils
*1050-4 Map & Compass
3200-4 Practical Meteorology
3250-3 Geography of Climate Change

Geology
*1010-4 Physical Geology
1020-4 Historical Geology
*1530-4 Geol Development of Colorado & the West
3170-3 Geology & Our National Parks
3700-4 Environmental Geology
4660-.5-4 Field Study in Geology

Interdepartmental Studies
3210-3 Infinity in Arts & Sciences
2050-3 Beyond the Finite

Physics and Energy Science
1000-3 Physics in Everyday Life
*1140-1 Intro to Physics Lab
1040-3 Physics in Science Fiction
1050-3 General Astronomy I

*1090-1 General Astronomy I Lab
1060-3 General Astronomy II
*1100-1 General Astronomy II Lab
1310-3 Science and Women: A Lab of Her Own
1710-4 Honors Physics I
*1160-1 Advanced Physics I Lab
*1170-1 Advanced Physics I Lab (Honors)
1720-4 Honors Physics II

Psychology
3270-4 Intro to Biopsychology

Composition Requirement
This is a 3 part requirement:
1. Comp I (ENGL 1300 + 1305 or1310)
2. Comp II (ENGL 1410)
3. Writing Portfolio Assessment (see next page)
For a more detailed explanation, please refer to the English department section of this course schedule.

Quantitative and Qualitative Reasoning Requirement
This is a proficiency requirement which may be satisfied by:
1. Passing the UCCS Qualitative and Quantitative Reasoning Exam. This exam is offered by the Testing Center (719)255-3255. A $20.00 test fee must be paid in advance. Credit hours are not awarded to those who meet the requirement by passing the proficiency examination.
2. Successfully completing ID 1050 Quantitative and Qualitative reasoning Skills OR ID 2000 Mathematics: A Human Endeavor OR MATH 1200 Reasoning about Data.
3. Successfully completing MATH 3010 and MATH 3020.
4. Successfully completing College Algebra (MATH 1040) or a mathematics course that has college algebra as a prerequisite, OR scoring a 20 or above on the Algebra Diagnostic Exam AND completing a course in statistics or a course in symbolic logic.
For more information, including a comprehensive list of courses regarding this requirement, please see the UCCS Academic Catalog under General Education Requirements (LAS).

Oral Communication Requirement
Students are required to take a course with a substantial component involving oral communication. This course may be within a student's major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from: BIOL 4040; CHEM 4911, 4921; COMM 2010, 2100, 3240, 4100; MATH 4040; PES 4810; PHIL 1040, 4950; TED 4600, 4700; THTR 2020, 2030, 2040, 2050, 3100.

Cultural Diversity Requirement
Students are required to take a course that increases their awareness of cultural diversity within the United States. This course may be within a student's major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from: AH 3430; ANTH 3250, 3420; ASL 4000; COMM 3280; ENGL 3320, 4060; FCS 3360, 4210; GES 4680; HIST 3520, 3580; MUS 2050; PHIL 3180, 3230, 4550; SOC 2200, 2250, 3220, 3250, 3290, 4240, 4290, 4390, 4480, 4680; SPAN 4210, 4420; THTR 3240; WEST 1010, 2020, 3090, 3130, 3150, 3250, 3290, 3360, 3420, 3520, 3580, 4120, 4280, 4390, 4480, 4500, 4550, 4680, 4920.

Global Awareness Requirement
Students are required to take a course that increases their awareness of global issues. This course may be within a student's major department, an elective, or an approved Area Requirements course (humanities, social science or natural science). Complete one course from: AH 3450, 3460, 4450, 4470; ANTH 1040, 3040; BIOL 1510; CHEM 1111, 4521; ECON 3590, 3710; ENGL 2600, 2610, 4065; EUST 3000; FCS 3180, 3190, 3250, 3380, 3690, 3890; FILM 2000, 3690; FR 3250; GER 3180, 3190; GES 1980, 1990, 3070, 3400, 3820, 3980, 4640; GRNT 3560; HIST 1110, 1120, 1130, 1140, 1400, 1410, 1600, 1610, 3120, 3220, 3560, 3570, 3590, 3680, 4050, 4060, 4130, 4150, 4160, 4280, 4860; ID 3700, 3710, 3720, 3730, 3740, 3750, 3760; MUS 3150; PHIL 1300, 1400, 3000, 3100, 3240, 3345, 3400, 3480, 3490, 3500; PSC 1010, 2070, 2080, 2090, 3240, 4170, 4190, 4210, 4570, 4580, 4590; PSY 3560; SOC 2220, 3340,

FIRST YEAR RHETORIC AND WRITING - PLACEMENT REQUIREMENTS

4380, 4600, 4660, 4700; SPAN 3690; WEST 3380, 3480, 3560, 3680, 4050, 4060, 4170, 4380, 4700.

To qualify for a bachelor's degree from the University of Colorado Colorado Springs, a student must complete C01 and C02 core writing requirements and demonstrate writing competency by passing Writing Portfolio Assessment. Students who do not complete the Writing Portfolio Assessment should enroll in ENGL 3010, ENGL 3080, or another course as approved by the Director of the Writing Portfolio, Dr. Michelle Neely (portfoli@uccs.edu).

ESL or ELL students enrolled in ENGL 1300 + 1305 or ENGL 1310: ESL or ELL students enrolling in ENGL 1300 are encouraged to register for an ESL-designated section of the course; one is offered each Fall semester and one is offered in some Spring semesters. ESL or ELL students enrolling in ENGL 1310 can contact the Director of First-Year Rhetoric and Writing, Dr. Ann Amicucci (aamicucc@uccs.edu) to be advised on which faculty members are best qualified for ESL and ELL writing instruction.

Students may meet core C01 and C02 writing requirements in the following ways:

1. **Successfully complete ENGL 1300 + ENGL 1305 Stretch (C01 ENGL 1310 equivalent) and ENGL 1410 at UCCS and then pass the Writing Portfolio Assessment.**
   A. Any student admitted to the university is eligible to register for ENGL 1300.
   B. To be admitted to ENGL 1305 Stretch, students must meet the following requirement:
       1) Complete ENGL 1300 Stretch with a C- or better.
       2) For individual placement questions, contact the Director of First-Year Rhetoric and Writing.

2. **Successfully complete ENGL 1310 and ENGL 1410 at UCCS and then Writing Portfolio Assessment.**
   A. To be admitted to ENGL 1310, students must meet one of the following requirements:
       1) Score 19-28 on the English ACT.
       2) Score 450 to 640 on the verbal SAT.
       3) Students with high school diplomas or GEDs, but without English ACT or Verbal SAT scores should contact First-Year Rhetoric and Writing Placement Coordinator Kacey Ross (kross2@uccs.edu) to inquire about submitting a writing sample for placement.
       4) Early college or high school concurrent students without high school diplomas or GEDs must present an English ACT score of 19-28 or a Verbal SAT score of 450-640.
   B. To be admitted to ENGL 1410, students must meet one of the following requirements:
       1) Complete ENGL 1300 + 1305 Stretch with a C- or better, or complete ENGL 1310.
       2) Score 29+ on the English ACT.
       3) Score 650+ on the Verbal SAT.
       4) Score 4 on the CEEB Advanced Placement English Language and Composition Exam.
       5) Score a 5 on the IB English Examination.
       6) Successfully complete a first semester writing course (an approved equivalent to ENGL 1310) at an accredited college or university with a C- or better.
       7) Score 50 and receive a "pass" on the essay portion of the CLEP College Composition Modular Exam with essay. Not an option for Engineering majors.

C. To demonstrate writing competency after C01 and C02 core writing, students must pass the Writing Portfolio Assessment.

The C02 rhetoric and writing course for each undergraduate program is listed below:
   i.   For LAS, SPA, and Nursing students: ENGL 1410
   ii. For BUS students: ENGL 2080 or INOV 2100
   iii. For EAS students: ENGL 2090 or INOV 2100

Students may transfer C01 and C02 writing courses if approved as equivalents by successfully completing one or two semesters of writing at an accredited college or university with a C- or better. Transfer students must also demonstrate writing competency by passing the Writing Portfolio Assessment at UCCS or by taking ENGL 3010 or ENGL 3080.

All UCCS undergraduate students must demonstrate competency by passing the Writing Portfolio Assessment at least 2 semesters prior to graduation. Portfolios should be submitted online by registering for PORT 3000 and following the email prompts. Students may choose not to submit a writing portfolio and instead meet the competency requirement by successfully completing ENGL 3010 or ENGL 3080 with a C- or better.

3. **Qualify for a waiver of writing coursework through the CEEB Advanced Placement Examination.**
   A. Score 4 to receive credit for ENGL 1310, successfully complete ENGL 1410, then either pass the Writing Portfolio Assessment or take ENGL 3010 or ENGL 3080 and earn a C- or better.
   B. Score 5 to receive credit for both ENGL 1310 and 1410, and then pass the Writing Portfolio Assessment or take ENGL 3010 or ENGL 3080 and earn a C- or better.

4. **Qualify for a waiver of composition coursework through the International Baccalaureate higher-level English exam.**
   A. Score 5 to receive credit for ENGL 1310, successfully complete ENGL 1410, then pass the Writing Portfolio Assessment.
   B. Score 6 or 7 to receive credit for ENGL 1310 and 1410, and then pass the Writing Portfolio Assessment or take ENGL 3010 or ENGL 3080 and earn a C- or better.

CLEP College Composition Modular Exam with Essay
Students who would like to earn CLEP credit for ENGL 1310 may take the College Composition Modular Exam with essay at PPCC Testing Center. For testing information, contact the University Testing Center in MAIN 105C, 719-255-3354. Not an option for Engineering.

Writing Portfolio Assessment
For information and applications, walk into the Portfolio Office in COB 318, call 255-4038, or email portfoli@uccs.edu. A $25.00 assessment fee will be billed to all students who submit a portfolio to demonstrate writing competency.

ACT Exam
All students may take or retake the English ACT exam on site in the UCCS Testing Center. To retake the ACT, contact the University Testing Center in MAIN 105C, 719-255-3354.

First-Year Rhetoric and Writing Course Fees
Students are billed $10.00 per course to cover support for the computer classrooms and laptop sections of ENGL 1300, 1305, 1310, and 1410 and $15.00 per course to cover support for programmatic assessment of these courses.

COLLEGE OF LETTERS, ARTS & SCIENCES

AH	Art History
ANTH	Anthropology
ARBC	Arabic
ASL	American Sign Language
BIOL	Biology
CHEM	Chemistry
CHIN	Chinese
COMM	Communication
DNCE	Dance
ECON	Economics
ENGL	English
ENSC	Energy Science
EUST	European Studies
FCS	Foreign and Cultural Studies
FILM	Film Studies
FR	French
GEOL	Geology
GER	German
GES	Geog. and Environmental Studies
GPS	Gateway Program Seminar
GRK	Greek
GRNT	Gerontology
HIST	History
HUM	Humanities
ID	Interdepartmental Studies
JPNS	Japanese
LAT	Latin
MATH	Mathematics
MS	Military Science
MSGP	Museum Studies and Gallery Practice
MUS	Music
PES/PHYS	Physics
PHIL	Philosophy
PORT	Writing Portfolio
PSC	Political Science
PSY	Psychology
RUSS	Russian
SOC	Sociology
SPAN	Spanish
THTR	Theatre
UTLS	UTeach - LAS
VA	Visual Arts
VAPA	Visual and Performing Arts
WEST	Women's and Ethnic Studies

Current students, search for College of Letters, Arts, & Sciences classes in your MyUCCS Portal:

http://www.uccs.edu/students.html/

Spring classes can also be found on the UCCS Guest Search website:

http://course.uccs.edu/

Department of Graduate Nursing Studies 719-255-4424
Department of Health Sciences/Graduate 719-255-4421
Undergraduate Nursing Department 719-255-4169
Undergraduate Advising is available in Academic Advising,
2nd Floor, Main Hall 719-255-3260

General Information

The academic policies, rules and regulations of the College and University are printed in the UCCS Catalog. All students are responsible for knowing and following the provisions set forth in the Catalog and in this schedule of courses. Students in the College of Nursing and Health Sciences are responsible for the information set forth in the Student Handbook and the Graduate Student Handbook which are accessible on our website at http://www.uccs.edu/bethel. These rules and regulations are subject to change. The Catalog that governs a student's graduation requirements is the one in effect at the time of a student's most recent admission into the College of the student's degree program. Any questions concerning these provisions are to be directed to the Graduate program for graduate students or the Student Success Center for undergraduate students. The College cannot assume responsibility for problems resulting from the failure of a student to follow the policies stated in the Catalog or Handbook or from inaccurate information given by someone other than an appropriate staff member of the College. Similarly, students are responsible for all deadlines, rules and regulations in this schedule.

Programs Offered

Bachelor of Science in Nursing (BSN)
Accelerated BSN Program (second degree)
RN to Bachelor of Science in Nursing (BSN)
    Dual Enrollment

Bachelor of Science in Health Care Science (BS)
        Nutrition
        Health and Wellness Promotion
                Senior Fitness Instructor
                Strength & Conditioning
                Pre-Professional
        Allied Health Completion Program
        Clinical Laboratory Specialist (Med Tech)
Minors:Health & Wellness Promotion, Nutrition
Master of Sciences (MSC)
        Options: Sports Medicine, Health Promotion,
                Sports Nutrition
Master of Science in Nursing (MSN)
         Nurse Practitioner Options:
                Primary CareAdult/Gero Nurse Practitioner
                Primary Care Family Nurse Practitioner
                Post MSN Primary Care NP certificate program

Post MSN Doctorate of Nursing Practice (NRSD)
Post BSN to DNP (NRBD)
     Primary Care Option in Adult/Gero NP or Family NP

Bachelor of Science in Nursing Program

The graduate is prepared to practice professional nursing while providing care for individuals, families, groups and communities. Entering students are advised to consult the University Catalog to determine program requirements.

Freshmen

Students who meet admission criteria are admitted into the Nursing program as Pre-Professional Nursing majors. Students who are admitted to the Program with a 3.0 GPA must maintain a 3.0 GPA. Once the first level course work is completed with a 3.0 GPA, they may apply for admission to the nursing program as a Nursing major. This application would include the following: GPA of 3.0 or greater, Completion of a background check, and Completion of an Admission Assessment Exam.

The Admission Assessment Exam tests the course material the student has completed during the first level coursework. The admission committee will review all applicants at that time to determine who will be accepted as a nursing major. For students who are accepted as a nursing major, they will start their second year course work and continue to progress through the curriculum. Students who are not selected for admission, may change their major to another field of study, apply to another school or choose to apply the following year. Students are only allowed to apply twice and will be considered along with all of the other students applying with no preferential consideration because they are seeking admission again. Students entering as freshmen are able to complete the program in four years if a full academic load with successful completion of course work is maintained.

Transfer Students

Students who have attended a collegiate institution other than CU may apply as transfer students if they have completed 30 credit hours of transferable college level work. Applicants for the nursing program must have a cumulative GPA of 3.0 or better. Transfer students must be in good standing and eligible to return to all institutions previously attended. While transferability of credit is determined by the Admissions Office, final application to the degree program is determined by the College of Nursing and Health Sciences. Students who meet admission criteria are admitted into the Nursing program under Pre-Professional Nursing. Students who are admitted to the Program with a 3.0 GPA must maintain a 3.0 GPA. Once the first level course work is completed with a 3.0 GPA, they may apply for admission to the nursing program as a Nursing major. This application would include the following: GPA of 3.0 or greater, completion of a background check, and completion of an Admission Assessment Exam. The Admission Assessment Exam tests the course material the student has completed during the first level coursework. The admission committee will review all applicants at that time to determine who will be accepted as a nursing major. For students who are accepted as a nursing major, they will start their second year course work and continue to progress through the curriculum. For those students who are not selected for admission, they may change their major to another field of study, apply to another school or choose to apply the following year. Students are only allowed to apply twice and will be considered along with all of the other students applying with no preferential consideration because they are seeking admission again.

Continuing Students

Once students have accepted an invitation for a clinical spot their status will be changed from Pre-Professional Nursing to Nursing. The nursing curriculum is a very structured program and must be adhered to in order. Second year courses must be successfully completed prior to progression of third year courses. Third year courses must be suc-cessfully completed prior to progression of fourth year courses. If an interruption of the sequencing of courses is necessary, students accept their Leave of Absence knowing that a possible delay in program completion may occur.

RN to BSN and Dual Enrollment Options

Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences participates in the Colorado articulation plan which facilitates mobility from one educational program to another. Each student will have variations in the plan due to completion of course work prior to entering Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences or due to scheduling variation (full-time or part-time).

RN to BSN Option

An unrestricted registered nurse with an associate degree or diploma and a cumulative 2.5 GPA can choose the RN to BSN curriculum option. RN students are advised to apply to the nursing program prior to completion of general education requirements. Include a copy of RN License with application and a letter from the clinical manager stating that the applicant has completed 1,000 clinical hours in the last 3 years. If the applicant is within 3 years of graduation a letter is not necessary. This option is offered online. Pre-requisites are not necessarily offered online.

Dual Enrollment Option

The Dual Enrollment is for students who are currently in a Colorado Community Associate Degree nursing program. After completing first semester courses, the individual may apply to start course work towards a bachelor's degree in nursing while completing their associate degree in nursing. Dual Enrollment requires a cumulative 2.5 GPA. This option is offered online. Pre-requisites are not necessarily offered online.

Accelerated BSN Program

Students who have completed a bachelor's degree in a non-nursing field may be eligible to apply for the accelerated BSN program. The cumulative GPA must be at least 2.5 or higher and a passing score on the Admission Assessment Exam in order to be considered for this program. All required general education, pre-requisite courses and degrees must be completed by the end of the fall semester of the application year. Contact accbsn@uccs.edu for specific information.

Master of Science in Nursing

The graduate nursing program at Beth-El College of Nursing and Health Sciences builds upon and expands on the knowledge, values, and skills of the baccalaureate prepared nurse. Graduate nursing courses prepare the student for advanced nursing practice in primary care practice settings. The student gains experience with research, health care policy, nursing theory and holistic practice. Nurse Practitioner specialty areas include Adult/Gero or Family.

A major goal of the graduate program is to prepare the graduate nurse to be an active participant in this country's health care reform and to function as an advanced practice nurse or nurse educator in the evolving health care delivery system. The graduate of this program will be prepared to function in a variety of primary care settings with collaboration skills which promote interaction with all members of the health care team.

Doctorate of Nursing Practice

The Post Master's Doctorate of Nursing Practice (DNP) provides the course work and practice experience necessary for the highest level of clinical nursing practice. The DNP develops and builds upon the advanced practice roles of the nurse practitioner or clinical nurse specialist, expanding the leadership, policy, clinical nursing scholarship and practice expertise. The BSN to DNP option provides the MSN coursework and clinical experience required to become a nationally-board certified nurse practitioner (FNP or A/GNP).

Students also expand their advanced practice role to include additional expertise in leadership, policy, clinical nursing scholarship and practice expertise.

NOTICE: Graduate students are responsible for the content and policies of the Graduate Department Student Handbook from the Beth-El website:
http://www.uccs.edu/bethel/current/studenthandbooks.html

Bachelor of Science in Health Sciences

The Bachelor of Science in Health Care Science prepares the graduate for professional practice in health related settings. The program includes a foundation in general education as well as a broad understanding of health care delivery systems. It is possible to choose options within the program to develop advanced specialization in a specific or chosen discipline such as health and wellness promotion, or nutrition. An upper division bachelor degree completion option is available for students in allied health disciplines with associates degrees or certificates in Paramedicine, Radiation Technology, Dental Hygiene, Respiratory Therapy, etc.

Health Care Science Options
- Nutrition
- Health and Wellness Promotion
    - Senior Fitness Instructor
    - Strength & Conditioning
    - Pre-Professional
- Allied Health Completion Program
- Clinical Laboratory Specialist (Med Tech)

Minors: Health & Wellness Promotion, Nutrition

Master of Sciences in Health Sciences

For further information on the Graduate Degree options offered in the Health Science Department, contact:

Dr. Mandi Elder, Sports Medicine:
 719-255-4315
Dr. Margaret Harris, Sports Nutrition:
 719-255-4558
Dr. Tim Behrens, Health Promotion:
 719-255-4664
Dr. Craig Elder, Graduate Coordinator:
 719-255-5157

Sports Medicine

The Master of Science Degree in Sports Medicine provides BOC Certified Athletic Trainers the coursework and practical experience necessary to obtain advanced knowledge and skills in the discipline of Sports Medicine. The program allows students to further develop theoretical knowledge and clinical skills, increase their ability to critically evaluate current sports medicine related literature, and obtain the ability to conduct clinically relevant sports medicine research.

Sports Nutrition

The Master of Science degree in Sport Nutrition provides registered dietitians (RDs or RD eligible) and/or nationally and internationally recognized nutritionists the coursework and practical experience necessary to take leadership roles in providing nutrition services to high school, collegiate, recreational, elite, and professional athletes and active individuals of all sports. This degree prepares students for the Board Certified Specialist in Sports Dietetics Examination offered to RDs through the Commission for Dietetic Registration of the American Dietetic Association.

Health Promotion

The Master of Sciences degree in Health Promotion is designed to prepare students for advanced study and practice in health promotion related areas. Graduates are prepared to take leadership roles in designing, implementing, and evaluating health promotion programs in various public and private/worksite agencies at local, state, and national levels. The Health Promotion professionals trained in this program will possess the skills and knowledge to affect lifestyle choices and improve a person's, community's or organization's health and wellness.

Certificate Programs

Beth-El offers courses that lead to certificates in specialty areas for graduate and undergraduate students. Contact the Extended Studies office (Sharon Clark) at 719-255-4486 or check the web site at http://www.uccs.edu/bethel/.

Statement of Academic Standards

Students are held to basic standards of performance established for their classes with respect to attendance, active participation in course work, promptness in completion of assignments, correct English usage both in writing and in speaking, accuracy in calculations, and general quality of scholastic workmanship. In general, examinations are required in all courses and for all students including seniors.

Undergraduate

To be in good standing, undergraduate students must have an overall grade point average of not less than 2.0 (C=2.0) for all course work attempted with no grade below a C- counting toward the degree. In addition, undergraduate nursing students must receive a 74% (C) in all required nursing and health science courses. Undergraduate health care science students must receive no less than 70% (C-) in all required health science and option courses. Two failures of any required nursing and/or health sciences core and specialty courses of two credits or greater will result in dismissal from the College. Students may petition in writing to the department chair for readmission to the College within 30 calendar days. Dismissal from the Nursing or Health Care Science program does not imply dismissal from the University of Colorado. Exceptions to this policy are only given by the Chairs of the Undergraduate Departments.

Incomplete Grades

Grades of incomplete (I) will be given only when there are clearly extenuating circumstances preventing a student from completing a course before the last day of the semester. Incomplete grades must be completed within one calendar year. Incomplete grades are not appropriate for students who have never attended or stopped going to class, are failing or are otherwise too busy to complete the work on time, or do not appear for the final exam.

HELEN AND ARTHUR E. JOHNSON BETH-EL COLLEGE OF NURSING & HEALTH SCIENCES

HSCI   ....   Health Sciences
NURS   ....   Nursing

Current students, search for Beth-El College of Nursing & Health Sciences classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/

SCHOOL OF PUBLIC AFFAIRS

Academic Advisors for the BA degree in Criminal Justice are located in Academic Advising, Main Hall, 2nd Floor, 719-255-3260.
Academic Advisors for graduate programs are located in the Academic Office Building, 3rd Floor.

Undergraduate Admission
Candidates for regular admission to the Bachelor of Arts in Criminal Justice program are expected to meet the general requirements for undergraduate admission to the University, as described in the Admission Information section of this Handbook. The Catalog that governs a student's graduation requirements is the one in effect at the time of a student's most recent admission into the school/college of the student's degree program.

Bachelor of Arts in Criminal Justice (BACJ)
The BACJ program utilizes an interdisciplinary approach to capture both the academic liberal arts emphasis and professional and policy knowledge required to educate criminal justice professionals.

Requirements for the BACJ Degree
General Requirements
Students completing a BACJ at UCCS will complete a minimum of 120 credit hours, including the 39 credit hours of Criminal Justice courses (with a 4-credit hour Internship), 25 credit hours of auxiliary courses, 29 credit hours of general education courses and 27 hours of general electives. Students may utilize their major elective courses for a concentration in one of the following areas: 1) Forensic Studies:; 2) Law; and, 3) Law Enforcement. Students can meet with a Criminal Justice academic advisor in Academic Advising for more information. BACJ major and option area requirements are detailed on the following web page:http://www.uccs.edu/spa/programs/undergraduate.html

Minor in Criminal Justice
A minor in Criminal Justice requires 18 hours in Criminal Justice, plus two additional elective courses in Criminal Justice, one of which must be upper division. Coursework requirements are detailed on the following web page: http://www.uccs.edu/spa/programs/undergraduate.html

Undergraduate Academic Advising
Students are expected to assume responsibility for planning their academic programs in accordance with school rules, policies and major requirements. Academic Advising can answer questions about school policies and graduation requirements and will assist students in course selection and degree planning. All Criminal Justice majors should plan to meet with an academic advisor at least once a year. Students expecting to graduate within one or two semesters should schedule a senior audit appointment by calling 719-255-3260 or by visiting Academic Advising, 2nd floor of Main Hall. Although each student is assigned to a specific academic advisor, students should also work with faculty for questions involving major requirements, and career or graduate school questions. It is the student's responsibility to arrange academic advising meetings and faculty consultation. Students should schedule appointments to discuss their questions well in advance of registration.

Course Load
For traditional semesters (fall and spring), the minimum full-time course load is 12 hours. For fall and spring semesters, the maximum is 18 credit hours. If a student wishes to take more than 18 hours per semester, special permission must be obtained from the BACJ Director in the Academic Office Building. These totals include all courses taken for credit at any of the university's three campuses but do not include correspondence courses, noncredit courses, or courses taken at other institutions. To receive credit, the student must be officially registered for each course. Students who hold or expect to hold full or part-time employment while enrolled in the school must register for course loads they can expect to successfully complete.

Grading Policies

Students should familiarize themselves with the General Information section of the UCCS Catalog, as well as with the introductory pages of each semester's official Registration Handbook, for information about the university grading system and the current procedures for registering on a pass/fail basis, for dropping and adding classes, and for withdrawing from the university.

Academic Probation
Students who have attempted at least 12 hours at the University of Colorado with a cumulative grade point average below 2.0 will be placed on academic probation. While on probation, students will be required to achieve a minimum acceptable grade point average of 2.25 each term or be subject to academic suspension. Students placed on probation will be informed in writing concerning their academic status and the conditions of continued attendance. Students who are in doubt about their standing with regard to scholastic deficiency and the process for academic probation are strongly urged to consult with their academic advisor.

Academic Suspension
Students who fail to meet standards of academic probation will be suspended from the School of Public Affairs (SPA). The suspension period for SPA students is one academic year, excluding the summer semester. Suspended students will be reinstated after the normal suspension period at the discretion of the SPA Dean, upon reapplying for admission to the university. Students suspended for the first time may be reinstated before the end of the normal suspension period, if they meet certain requirements. Students should contact their academic advisor for more information about these criteria. Requests for reinstatement must be made in writing. Students who are in doubt about their standing with regard to scholastic deficiency and the process for reinstatement are strongly urged to consult with their academic advisor.

Independent Study
Students who have completed a considerable portion of their undergraduate studies with distinction may register for independent study with the approval of the BACJ Director. The amount of credit to be given for an independent study project shall be arranged with the instructor. Not more than eight hours of independent study may be credited toward the major, and not more than 16 hours toward the bachelor's degree. No student may register for more than eight hours of independent study in any one term (summer, fall, or spring).

Accelerated BA/MCJ

The School of Public Affairs offers a unique opportunity for highly qualified undergraduate criminal justice students. The accelerated Bachelor of Arts/ Master of Criminal Justice (BA/MCJ) program is designed to allow students to work concurrently toward the BA in Criminal Justice (BACJ) and the Master of Criminal Justice (MCJ). The program allows qualified undergraduate students to start on their MCJ degree while simultaneously completing their BACJ degree. Graduate credit hours earned while enrolled in the BA/MCJ program can be counted toward both the BA and the MCJ degrees. Coursework requirements are detailed on the following web page: http://www.uccs.edu/spa/programs.html

Master's Programs

The School of Public Affairs offers the following graduate programs:
   Master of Public Administration (MPA) degree

   Master of Criminal Justice (MCJ) degree

   Master of Public Administration/Master of Criminal Justice (MPA/MCJ) dual degree.

In addition to the full master's programs, the School of Public Affairs offers eight graduate certificate programs, each requiring twelve semester hours of coursework. The graduate certificate programs offered through the School of Public Affairs include: **Public Management; Nonprofit Management; Nonprofit Fund Development; Grant Writing, Management, and Program Evaluation; Local Government Management; Criminal Justice; National Security intelligence; and, homeland security and Emergency Management Leadership.**

MPA Program Requirements (36 - 39 hours)

Core Courses (18 hours):
   PAD 5001 Intro to Public Administration and Public Service

   Students are expected to complete PAD 5001 within their first two semesters of enrollment.

   PAD 5002 Organizational Management and Behavior

   PAD 5003 Research and Analytic Methods

   PAD 5003 should be taken the semester before PAD 5361 Capstone Seminar or PAD 6950 Master's Thesis

   PAD 5004 Economics and Public Finance

   PAD 5005 The Policy Process and Democracy

   PAD 5006 Ethics and Leadership

SCHOOL OF PUBLIC AFFAIRS

Electives (12-15 hours)
Internship (3 hours), if required
Capstone (3 hours) or Thesis (6 hours)

MCJ Program Requirements (36 hours)
Core Courses (18 hours):

CJ 5001 CJ Systems, Policy and Practice

CJ 5002 Criminological Theory

CJ 5003 Research Methods

CJ 5003 should be taken the semester before

CJ 5361 Capstone Seminar or CJ 6950

Master's Thesis

CJ 5007 Violence

CJ 5008 Gender, Race, Ethnicity, and Social Class

CJ 5009 Crime and Violence Prevention and Intervention

Electives (9 - 15 hours)
Internship (3 hours), if required
Capstone (3 hours) or Thesis (6 hours)

MPA/MCJ Dual Degree Program Requirements (54 hours)

The School of Public Affairs also offers a dual degree in Public Administration and Criminal Justice. This degree provides an opportunity for students to complete both programs in a shorter period of time. Students pursuing the dual degree program must apply separately and be admitted to each of the programs. It is possible for students currently admitted to one program to apply after admission to the other. The MPA and MCJ Directors serve as advisors for this program. Interested applicants should contact the Graduate Recruitment and Retention Specialist prior to making an application. Coursework requirements are detailed on the following web page: http://www.uccs.edu/spa/programs/graduate.html

Capstone Seminar or Thesis: All graduate students are required to complete the Capstone Seminar or write a thesis. In the Capstone Seminar, students work with a client in a public, nonprofit or criminal justice agency to identify a problem. Then, using the knowledge and skills they have gained in the program, they carry out a project and write a paper to address the problem. The principle of the course is that it provides students with an opportunity to integrate what they have learned and apply their knowledge and skills to a real-world problem. The Capstone Seminar is taken during the last semester of the student's degree program. **All core courses must be completed before taking the Capstone Seminar.** The Capstone Seminar is not offered in the summer.

The thesis option is available in lieu of the Capstone Seminar for students who have an interest in pursuing a topic in-depth or who are planning to pursue a career in research or academia. The thesis requires six semester hours of credit that normally spans two semesters. Thesis students typically conduct a comprehensive review of the theoretical and research literature in the subject area of their thesis and collect original data or analyze existing data in new ways. Minimum eligibility requirements apply; check the UCCS Catalog for more information.

Non-Degree Seeking Student Status
A prospective graduate student who is preparing his/her application to SPA or awaiting an admission decision may take up to 12 semester hours of SPA coursework as a non-degree seeking student. Unless prior written approval is obtained from the SPA Dean and the Graduate School Dean, coursework in excess of 12 semester hours as a non-degree seeking student will not be applied toward the MPA or MCJ degree.

Standards of Performance
To be in good standing, students must have an overall grade point average of 3.0 or better in all course work. A grade of B- or better is required in all classes counted towards the MPA, MCJ, Dual MPA/MCJ, and graduate certificates. The academic performance of each student will be reviewed at the end of each semester. A student who has a grade point average less than 3.0 will, at the Dean's discretion, be placed on probation or suspension. Non-degree students who do not maintain a 3.0 grade point average may not be allowed to enroll in SPA courses. See the UCCS Catalog for more detailed information.

Transfer of Credit
Up to nine semester hours of appropriate graduate work from an accredited college or university may be credited toward the master's degree. Only courses taken within six years prior to the semester of graduation may be applied to the degree. All transfer work must be approved in writing by the program director. Courses equivalent to PAD 5001, 5002, 5004, 5005, and 5006 will only be accepted from a NASPAA accredited MPA program.

Internship
Students without significant public or nonprofit sector professional work experience (or, for the MCJ program, criminal justice experience) must enroll for a 3 credit hour internship as part of the graduation requirement. These credits are **in addition** to the 36 semester hour requirement in the MPA program and are part of the 36 hours in the MCJ program. Interns will not be placed until at least 9 hours of course credit have been completed. Students arranging their own internships must see the Internship Coordinator before committing to the placement.

Graduating Students
All students graduating from a master's program must notify the Graduate Recruitment and Retention Specialist prior to the semester in which they intend to graduate. All students must complete a diploma card and an application for admission to candidacy before the start of the semester.

Online Classes and Fees
SPA students are welcome to enroll in online courses. Online courses are web-based versions of the same courses offered on campus. Online courses are not self-paced; they usually follow the regular semester schedule, but there is usually no set time that students need to be online. There is a $100 instruction fee for each online course. **No portion of the $100 online instruction fee will be refunded after census date, regardless of reason or date initiated.**

Registration information will be sent to your UCCS email account. For information on how to access your account, call the IT helpdesk at 719-255-3536 or access http://www.uccs.edu/~helpdesk/.

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CJ   ……………………………………………………………   Criminal Justice
PAD   …………………………………………………………   Public Administration

Current students, search for School of Public Affairs classes in your MyUCCS Portal:
http://www.uccs.edu/students.html/
Spring classes can also be found on the UCCS Guest Search website:
http://course.uccs.edu/

SHORT COURSE INFORMATION

Short Course Refund Deadlines:
Courses that meet less than 16 weeks during the fall and spring terms or 8 weeks during the summer have special refund deadlines. The deadlines for dropping short courses (or withdrawing for the term when only enrolled in a short course) without financial penalty are based upon the length of the course. See pages 8 and 9 for details regarding drops and withdrawals. If you have questions, please contact the Records Office at 719-255-3361 or email registrar@uccs.edu .

To find specific course deadlines, log into your myUCCS Portal, locate your classes under "academics" and click on the "deadlines" icon to the left of the class. Another window will open with the deadline information. It can also be found when you click on "My Class Schedule" for each course. Specific deadlines by course can be found at http://www.uccs.edu/registrar/course-deadlines/spring-2016.html

Full-time/Part-time Definition

1. A full-time undergraduate degree student is one who is enrolled for at least 12 credit hours. Undergraduate degree students are considered part-time when they are enrolled for fewer than the hours described above. Undergraduates enrolled 6-11 hours are considered half-time. These criteria also apply to all unclassified (non-degree) students.

2. A full-time graduate student is one who is enrolled for 5 semester hours of graduate level course work, or at least 8 semester hours in a combination of undergraduate/graduate course work acceptable for graduate credit, or any number of thesis hours.

3. Unclassified (non-degree) students with a degree seeking student loan deferment must be enrolled for 12 semester hours to be considered full-time or 6-11 hours to be considered half-time.

It is the policy of the University of Colorado Colorado Springs to adhere to the final examination schedule as published in the Registration Handbook each semester. While it may be appropriate not to give a final in some cases such as laboratory courses, seminars, and colloquia, final examinations should be given in all other undergraduate courses.

Exceptions to this policy should be agreed upon by the faculty member and the chair of the department no later than the beginning of the semester in which an exception is requested. The resulting decision should be announced in writing to students in the class during the first week of classes.

In addition to the principles stated above, the following guidelines should be followed by all faculty members and administrators in order to assure fairness and the best possible education experience for students:

1. The scheduled final examination period should be considered an important part of the course and used as a final examination period or additional instruction.

2. The final examination in a course should be given as scheduled and not at other times even if the faculty member and all students in a course agree to such a change.

3. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No hourly examinations are to be given during the week preceding final examinations.

4. Individual students may be granted a variance from these policies provided the instructor is satisfied that (a)the exception is based on good and sufficient reasons (such as religious observances) and (b)such an exception for an early or late examination will not prejudice the interests of other students in the course.

5. When students have three or more examinations on the same day, they will be entitled to arrange an alternative examination time for the 1st exam or exams scheduled on that day. Such arrangements must be made no later than the end of the 10th week of the semester (i.e. at the end of the drop period). Students will be expected to provide evidence that they have three or more examinations in order to qualify for exceptions.

6. This policy applies to all undergraduate students, including seniors. Graduating seniors should not be exempt from final examinations. Such exemptions are inappropriate on both procedural and academic grounds.

WEB GRADES - STUDENT PORTAL

**Grade reporting service is available at the end of the term,
Monday - Friday, 7:00 a.m. to 11:59 p.m.
spring grades will be posted by Dec 27, 2016.**
Please call 719-**255-3361** to report any problems.

1. Go to the campus home page at www.uccs.edu.

2. Click on Students> MyUCCS Student Portal.

3. Log on using your logon and password, click submit.

4. Click on the **Records button**, at bottom of the page.

5. Click on **Final Grades button.**

   Note: You may view your academic transcript by selecting the Transcript button.

Final Exam Schedule

Fall 2016 final exams are conducted the week of **December 12-15**. All classes meet according to the schedule below in the same classroom in which their class has been meeting all semester. Each class will meet once during the final exam period for a two hour final exam.

Find the day(s) and times of your normal class meeting schedule

Final Exam Time	MON = M December 12	TUES = T December 13	WED = W December 14	THUR = R December 15	FRI = F No Finals December 16
8:00am To 10:00am	M 8:00am–10:40am MW 8:00am–9:15am MW 8:00am–10:40am	T 8:00am–10:40am TR 8:00am–9:15am TR 8:00am–10:40am	W 8:00am–10:40am W 8:00am–9:15am MW 9:25am–10:40am	R 8:00am–10:40am R 9:25am–12:05pm TR 9:25am–10:40am	
10:20am To 12:20pm	M 9:25am–12:05pm M 10:50am–1:30pm MW 9:25am–12:05pm MW 10:50am–12:05pm	T 9:25am–12:05pm T 10:50am–1:30pm TR 10:50am–12:05pm	W 10:50am–1:30pm W 12:15pm–2:55pm MW 10:50am–1:30pm MW 12:15pm–1:30pm	R 10:50am–1:30pm R 12:15pm–2:55pm TR 10:50am–1:30pm TR 12:15pm–1:30pm	
12:40pm To 2:40pm	M 12:15pm–2:55pm M 1:40pm–4:20pm MW 12:15pm–2:55pm MW 1:40pm–2:55pm	T 12:15pm–2:55pm T 1:40pm–4:20pm TR 12:15pm–2:55pm TR 1:40pm–2:55pm	W 1:40pm–4:20pm MW 1:40pm–4:20pm MW 3:05pm–4:20pm	R 1:40pm–4:20pm TR 1:40pm–4:20pm TR 3:05pm–4:20pm	
3:00pm To 5:00pm	F 8:00am–10:40am F 9:25am–12:05pm	F 1:40pm–4:20pm	F 10:50am–1:30pm F 12:15pm–2:55pm	F 4:45pm–7:20pm	
5:20pm To 7:20pm	M 4:45pm–7:20pm M 6:05pm–7:20pm MW 4:45pm–7:20pm MW 6:05pm–7:20pm	T 4:45pm–7:20pm TR 4:45pm–6:00pm TR 4:45pm–7:20pm	W 4:45pm–7:20pm W 4:45pm–6:00pm MW 4:45pm–6:30pm	R 4:45pm–7:20pm R 6:05pm–7:20pm TR 4:45pm–6:30pm	
7:40pm To 9:40pm	M 7:30pm–10:05pm MW 7:30pm–8:45pm MW 7:30pm–10:05pm	T 7:30pm–10:05pm TR 7:30pm–8:45pm TR 7:30pm–10:05pm	W 7:30pm–10:05pm W 7:30pm–8:45pm MW 8:50pm–10:05pm	R 7:30pm–10:05pm TR 8:50pm–10:05pm	

COMMENCEMENT (FRI, December 16)

Note:

(1) MWF classes meet according to the MW schedule.

(2) TRF classes meet according to the TR schedule.

(3) MTWR classes meet on either MW or TR schedule, but the exact date must be announced during week 1 of the term.

(4) F classes will have their final exam during the 3:00pm to 5:00pm block on the day displayed above.

(5) Saturday classes meet on the last Saturday of the semester at the regular time.

(6) Classes with abnormal meeting patterns must make special arrangements for the final.

(7) Classes that meet on Friday at 7:30pm must make special arrangements for the final.

 You need this information if you are an <u>undergraduate student</u> classified for tuition purposes as a Colorado resident.

Please take the time to figure out how COF applies to you, and how to work with the College Opportunity Fund (COF) !

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1. **You MUST Apply** once in your lifetime to College Assist to create a COF Account. Apply online at: http://cof.college-assist.org/. Click on Schools then College Opportunity Fund.

2. **Authorize the use of COF when you Register for classes.** If you authorize, all COF eligible hours will receive a COF per credit reduction on your tuition and fee bill. If you don't authorize, you'll have to pay the full tuition for all courses, without the COF voucher credit.

3. **Important Information Concerning COF and Registration.** Courses added after the close of registration drop/add period (census date) are not eligible for COF funding and will not count against the COF lifetime hours. Students will be required to pay full tuition, including the COF portion, for these courses. Courses dropped or withdrawals from school occurring after census date will result in the loss of COF eligible hours. These changes are based upon Colorado Commission on Higher Education (CCHE) policy.

4. **Understand How Eligible COF Hours Will be Determined.**
   Everyone at the undergraduate level begins this program with 145 COF lifetime hours. **Students who were enrolled in fall 2004 or spring 2005** at any COF participating institution in Colorado have a class level set by data submitted to the CCHE. This class level results in a "remaining hours balance available" as follows:
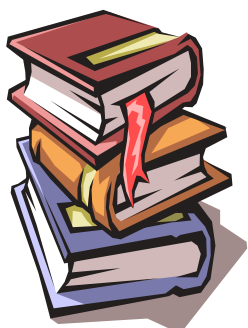
   - Freshman   145 COF hours remaining
   - Sophomore   115 COF hours remaining
   - Junior   85 COF hours remaining
   - Senior   55 COF hours remaining

   COF lifetime hours, hours used, and hours available are updated each night from the College Assist data base.
   CU turns in your CU hours to College Assist twice a term – once at the end of the drop/add period, and again at the end of the term.

   COF lifetime hours available or used can be found on the College Assist website. You should check your balance at least twice each term – after drop/add ends; and at the end of the term. You can go either to the Student Self-Service Center's registration web page; or to the College Assist account that you created when you applied for COF.

5. Know what the tuition rate will be for the upcoming academic year, and what the COF voucher per credit hour will be. This information will generally be available in early June and will be published to the campus home page at www.uccs.edu. Both of these rates, along with the hours that you decide to take, will determine your tuition and fees.

Each time you drop and add a course before the end of the drop/add deadline, your bill will be adjusted, because COF is calculated on a per credit hour basis. So, if you begin registering for 15 COF eligible hours, drop 3, and add 2, your COF voucher will adjust each time, but will finally reflect 14 total COF eligible hours.

6. Know how decisions about courses and your degree program are impacted by COF.

- You have a lifetime limit of 145 COF eligible hours to complete an undergraduate degree. **Any hours above the 145 COF credit hour limit will be charged at the full tuition rate, without a COF voucher credit.**
- If you change majors or decide on a dual degree program later in your academic career, you could run out of COF hours.
- If you decide to take a course through Continuing Education or Extended Studies, those courses will not be covered by COF because those courses are not currently subsidized by the State of Colorado.
- COF hours are used whether or not you successfully complete a course during a term – so hours failed, or retaken, are counted against your COF lifetime balance. **Courses dropped or withdrawals which occur after census date count against your COF lifetime total hours. Courses added after the term census date are not eligible for COF. You will have to pay the full tuition, including the COF portion, but the hours will not count against COF lifetime hours.**

Where do I go if I need help?

Admissions & Records – questions about COF courses, schedule, etc, Main Hall 108, 719-255-3361

Bursar/Cashier's Office – questions about your bill, tuition and fees, etc, Main Hall 209, 719-255-3391

COF Frequently Asked Questions: http://www.cu.edu/ums/cof/faq.html

College Assist – if you have questions about your COF hours balance, and want to know what hours were reported each term by what Colorado participating institutions. E-mail: askCOF@college-access.net; or phone 1-800-777-2757 (or 720-264-8550).

UCCS COURSE INFORMATION

Business, College of (see page 30)

ACCT	Accounting
BGSO	Business, Government, and Society
BLAW	Business Law
BUAD	Business Administration
ENTP	Entrepreneurship
FNCE	Finance
HCAD	Health Care Administration
HRMG	Human Resource Management
INFS	Information Systems
INTB	International Business
MGMT	Management
MKTG	Marketing
OPTM	Operations Management
PGMT	Professional Golf Management
QUAN	Quantitative Methods
SPTM	Sport Management
STRT	Strategy

Education, College of (see page 33)

COUN	Counseling & Human Services
CURR	Curriculum and Instruction
IECE	Inclusive Early Childhood Education
LEAD	Leadership, ED
SPED	Special Education
TED	Teacher Education
UTED	UTeach Education

Engineering, College of (see page 35)

CS	Computer Science
ECE	Electrical & Computer Engr.
EMGT	Engineering Management
ENE	Energy Engineering
ENGR	Engineering
GDD	Game Design and Development
INOV	Innovation
MAE	Mechanical & Aerospace Engr
SPCE	Space Operations
SYSE	Systems Engineering

Letters, Arts and Sciences, College of (see page 37)

AH	Art History
ANTH	Anthropology
ARBC	Arabic
ASL	American Sign Language
BIOL	Biology
CHEM	Chemistry
CHIN	Chinese
COMM	Communication
DNCE	Dance
ECON	Economics
ENGL	English
ENSC	Energy Science
FCS	Foreign and Cultural Studies
FILM	Film Studies
FR	French
GEOL	Geology
GER	German
GES	Geog. and Environmental Studies
GPS	Gateway Program Seminar
GRK	Greek
GRNT	Gerontology
HIST	History

HUM	Humanities
ID	Interdepartmental Studies
JPNS	Japanese
LAT	Latin
MATH	Mathematics
MSGP	Museum Studies and Gallery Practice
MUS	Music
OLPD	Organizational Leadership & Professional Devt
PES/PHYS	Physics
PHIL	Philosophy
PORT	Writing Portfolio
PSC	Political Science
PSY	Psychology
RUSS	Russian
SOC	Sociology
SPAN	Spanish
THTR	Theatre
UTLS	UTeach - LAS
VA	Visual Arts
VAPA	Visual and Performing Arts
WEST	Women's and Ethnic Studies

Nursing & Health Science, Beth-El College of (see page 43)

HSCI	Health Sciences
NURS	Nursing

Public Affairs, School of (see page 47)

CJ	Criminal Justice
PAD	Public Administration

Cross-College Programs

NAVI	Navigate

Day Abbreviation Key

Mo	=	Monday	Fr	= Friday
Tu	=	Tuesday	Sa	= Saturday
W	=	Wednesday	Su	= Sunday
Th	=	Thursday		

Course Numbering System

The course number is comprised of a subject abbreviation, a course number, and a section number. The subject is an abbreviation for the department offering the course. The course number consists of 4 digits. The first digit indicates in a general way the class level of the course: "1000" courses are primarily for freshmen; "2000" for sophomore; "3000" courses for juniors; "4000" for seniors; and "5000" and "6000" for graduate students.

Level of courses numbered 9000-9980:

9000-9290, Lower Division, Undergraduate

9300-9490, Upper Division, Undergraduate

9500-9590, Graduate, Level 1

9600-9790, Graduate, Level 2

9800-9980, Other

INDEX

USE IT.
DON'T LOSE IT.

Have you applied for the College Opportunity Fund?

What is the College Opportunity Fund?
In fall 2005, the state of Colorado began providing direct funding to undergraduate resident students through the College Opportunity Fund or "COF." This program is also known as "vouchers" or "stipends." COF vouchers will be applied to an eligible student's university bill, provided that the student has applied for COF and then authorized the use of the voucher each term of registration.
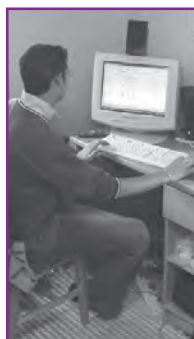
Apply Online!

Where can I get additional information?
http://www.cu.edu/ums/cof/faq.html

How can I make sure that the COF process works smoothly for me?
Apply to College Assist to create your COF account. This needs to be done only once in your lifetime. New students should apply by August 22, 2016, to best help us provide better service during the registration and billing process for fall 2016.

Where can I Authorize COF?
Login to your MyUCCS Portal, click on Records and Registration, then Access Student Self Services. Under the "My Academics" section, click the blue link that says "COF Authorization/Review." Authorize for lifetime or by term.

The voucher will appear on your tuition and fee bill, reducing your tuition, IF you have applied for it and authorized its allocation for that term. (The tuition reduction will vary each term depending on the number of COF eligible credits registered for.)

Your college's total in-state tuition
− The College Opportunity Fund state stipend
_____
= The share you pay for in-state tuition

---

*Apply NOW! for your stipend at:
https://cof.college-assist.org

HIGHER LEARNING COMMISSION

Appendix S: Required Information for Students and the Public

UCCS websites and materials regarding tuition and fees are updated after the University of Colorado Board of Regents approves proposals, usually annually in March.

The campus relies on internal review processes to ensure that published material is accurate, and assigns units responsible for various materials. These reviews are based on what is required for the published material. The review process consists of the responsible unit requesting feedback and updates from subject matter experts on campus. Included in Appendix S is one example of this process: a list of the subject areas and the section owners for the University's catalogue edit process.

The Office of the Registrar provides admissions and enrollment policies to all current and prospective students, including enrollment, residency, deadlines, program and course information, privacy/FERPA guidelines, and a variety of additional resources and forms. Information is available online at http://www.uccs.edu/registrar and in hard copy in the office. The Office of the Registrar also coordinates UCCS2GO, a mobile app for students who can login to see a campus map, their course schedule, grades, finances, and a shopping cart to add/drop courses. It is available online at http://www.uccs.edu/uccs2go. The Office of the Registrar has internal processes to ensure that all of the information it is responsible for publishing is accurate.

The "About UCCS" website, available online at http://www.uccs.edu/about.html, includes student consumer information related to the Higher Education Opportunity Act at http://www.uccs.edu/about/consumer.html. The UCCS Compliance Office also publishes a variety of required information for students and the public at http://compliance.uccs.edu/.

Catalog Area	Section	Section Owner	Comments
Catalog Home		Susan Defosset/Jeff Foster	
How To use Your UCCS Catalog		Susan Defosset	
"	The Catalog	Susan Defosset	
"	Equal Opportunity/Affirmative Action	Debbie Lapioli	
Academic Calendar	all	Susan Defosset	
From the Chancellor	all	Tom Hutton	
Mission, Vision, and Goals	all - except Diversity and Inclusion	Tom Hutton	
"	Diversity and Inclusion	Sheryl Botts	
Admissions	all	Admissions Office - Jason Maxwell/Mathew Cox	
Academic Policies, Registration, and Records	Registration	Records Office - Tracy Barber	
"	Immunization Requirement	Records Office - Tracy Barber	
"	Residency Classification for Tuition - All	Records Office - Tracy Barber	
"	Auditors	Records Office - Tracy Barber	See Auditing Courses below
"	Graduate Candidate for Degree	Records Office - Tracy Barber	
"	Records & Academic Policies: Transcripts	Records Office - Tracy Barber	
"	Records & Academic Policies: Auditing Courses, "No-Credit' Courses	Records Office - Tracy Barber	
"	Records & Academic Policies: Commencement Policy	Tina Collins	
"	Records & Academic Policies: Course Numbering System	Records Office - Tracy Barber	
"	Records & Academic Policies: Diplomas	Records Office - Tracy Barber	
"	Records & Academic Policies: Dropping and Adding Courses	Records Office - Tracy Barber	
"	Records & Academic Policies: Eligiblity to Return	Records Office - Tracy Barber	

"	Records & Academic Policies: Enrollment Status	Records Office - Tracy Barber	
"	Records & Academic Policies: Final Examination Policy	Records Office - Tracy Barber	
"	Records & Academic Policies: Grading Policies - all	David Moon	
"	Records & Academic Policies: Individual Academic Records	Records Office - Tracy Barber	
"	Records & Academic Policies: Major Declaration	Records Office - Tracy Barber	
"	Records & Academic Policies: No Credit	Records Office - Tracy Barber	
"	Records & Academic Policies: Schedule Changes	Records Office - Tracy Barber	
"	Records & Academic Policies: Withdrawal from the Univ	Records Office - Tracy Barber	
"	Records & Academic Policies: Writing Competency Req for Graduation	Tina Collins	
Academic Advising/Degree Audit/Orientation	all	Tina Collins	
Campus Wide Requirements: Compass Curriculum	all	David Moon	
Expenses	COF	Debbie Lapioli	
"	Tuition Rates/Payment Tuition & Fees	Debbie Lapioli	
"	Health Insurance	Tina Collins	See also Wellness Center
"	Student Fees - all	Debbie Lapioli	
Financial Aid/Student Employment	all	Tina Collins	
Student Life and Services	Housing: Residence & Off Campus	Debbie Lapioli	
"	Student & Alumni Services: Alumni Relations	Jennifer Hane	
"	Student & Alumni Services: Career Center	Tina Collins	
"	Student & Alumni Services: Disability Services	Tina Collins	

"	Student & Alumni Services: Global Engagement Office	Tina Collins	
"	Student & Alumni Services: Mosaic Gateway Program	Tina Collins	
"	Student & Alumni Services: Multicultural Office for Student Access, Inclusiveness, Commun.	Tina Collins	
"	Student & Alumni Services: Veteran/ Military - ALL	Tina Collins	
"	Student & Alumni Services: Parking & Trans. Services	Debbie Lapioli	
"	Student & Alumni Services: Univ. Testing Center	Tina Collins	
"	Student & Alumni Services: Wellness Center - ALL	Tina Collins	Health Insurance is mentioned in this section
"	Student Acad Resources, Opps, Programs: ARMY ROTC	Tina Collins	
"	Student Acad Resources, Opps, Programs: Chancellor's Leadership Class	Tina Collins	
"	Student Acad Resources, Opps, Programs: Excel Centers - ALL	Tina Collins	
"	Student Acad Resources, Opps, Programs: National Student Exchange	Tina Collins	
"	Student Acad Resources, Opps, Programs: Office of First Year Exper. & Transfer	Tina Collins	
"	Student Acad Resources, Opps, and Programs: Pre-Collegiate	Tina Collins	
"	Public Safety - ALL	Debbie Lapioli	
"	Information Technology - ALL	Sarah Mensch	
"	Campus Facilities: Bookstore	Debbie Lapioli	
"	Campus Facilities: Copy Center	Debbie Lapioli	
"	Campus Facilities: Family Devel. Center	Debbie Lapioli	
"	Campus Facilities: Kraemer Family Library	Jayne Lloyd	

	Campus Facilities: Lane Center	Debbie Lapioli	
"	Campus Facilities: University Center	Debbie Lapioli	
"	Stud Athletics, Rec Programs, Orgs: Campus Recreation Dept.	Debbie Lapioli	
"	Stud Athletics, Rec Programs, Orgs: Intercoll. Athletics	Debbie Lapioli	
"	Stud Athletics, Rec Programs, Orgs: OSA,SLL, SGA	Tina Collins	
Student Rights & Responsiblities	Colorado Student Bill of Rights	Tina Collins	
"	Student Academic Ethics Code	Tina Collins	
"	Affirmative Action	Debbie Lapioli	
"	Attendance Guidelines	Tina Collins	
"	Colorado Rioting Act	Tina Collins	
"	FERPA	Tina Collins	
"	Office of Insititutional Equity	Debbie Lapioli	
"	Standards of Conduct - ALL	Tina Collins	
	Voter Registration	Tracy Barber	
The Graduate School	all	Kelli Klebe, KrisAnn McBroom	
College of Business and Administration	all	Rashell McCann	
College of Education	all	Peggy Laney	
College of Engineering and Applied Science	all	Michael Ferguson	
College of Letters, Arts and Sciences	all	Mary Alice Long	
Beth-El College of Nursing and Health Science	all	Sharley Kurtz, Karen Short	
School of Public Affairs	all	Lindsay Knell, Mary Lou Kartis	
Online and Academic Outreach	all	Carley Ries	

Programs	all	David Moon	
Courses	all	Susan Defosset	
Administration and Faculty	all	Tom Hutton	

UCCS University of Colorado
Colorado Springs

Office of the Registrar - Admissions and Records

Transcripts   Course Deadlines   Short Course Deadlines   Faculty/Staff   Contact Us   Log In

Registrar / Student Resources

Student Resources

Academic Catalog	Admitted Students – What's Next?
Class Rank	Course Information Center
Course Registration	CU Guest Access
CU South	Enrollment Verification
Fall 2016 Final Exam Schedule	FERPA Consent to Release
(FERPA) Family Educational Rights and Privacy Act	Locating Drop Deadlines in myUCCS Portal
Residency Petitions/Questions	UCCS2GO Mobile App
Transcripts	Withdrawal Policies and Procedures

Feedback

Office of the Registar
Admissions and Records

Office of Admissions & Records	Office Hours	Main Hall 108
1420 Austin Bluff Parkway	Monday – Friday: 8:00am-5:00pm	Main Phone: 719-255-3361
Colorado Springs, CO 80918-3733	*Mondays 5:00pm-6:00pm service by appointment only*	Toll Free: 1-800-990-8227 x3361
		Email: registrar@uccs.edu

UCCS University of Colorado **Colorado Springs**

UCCS2Go

myUCCS Student Portal   Known Issues   UCCS2GO User Guide   UCCS2GO Video Guides

UCCS2GO FAQ   Help Desk

Feedback

Features

View Class Schedule

- Students can view their class schedule for past, present, and future terms.

Map

- Students can view the building location of their classes via Google Maps as well as get directions and navigation information from within the app.

Cart

- The Enrollment Cart function allows students to view their cart for any terms for which they have an active enrollment, remove classes from their cart, and add all classes from their cart.

Finances

- Students can view their finances.

Grades

The Grades function enables a student to view official final grades for any term for which grades have been assigned to their classes.

Classes

- Students can search the class schedule for terms in which they are able to enroll.The Class Search function provides two methods for finding a class: a course title keyword search and a subject browse.
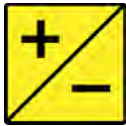
Add/Drop

- Students add, save, and drop classes from Schedule, Classes and Cart options.

Profile

- Students can set notification and certain user preferences.

Holds

- Students can view their holds.
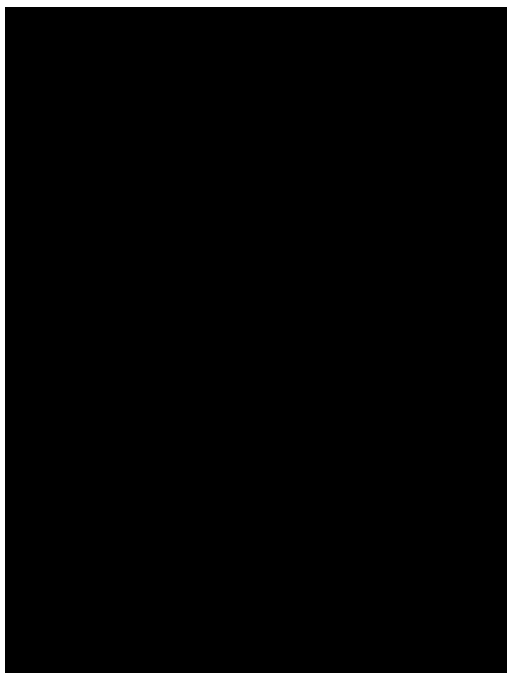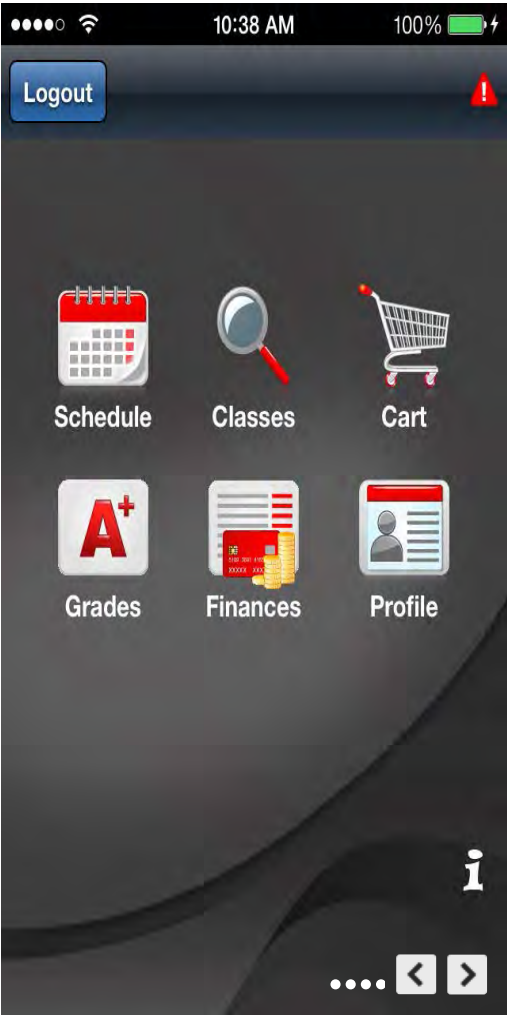
Appendix T: Viewbook

The UCCS Viewbook, used for recruitment and advertising, is attached.

University of Colorado
Colorado Springs

UCCS University of Colorado
Colorado Springs

2015-2016
Viewbook
uccs.edu/apply

This is
UCCS

Everyday, the UCCS community innovates, collaborates, and leads with the integrity expected of a world-class institution. We are proud of our growth over the last 50 years, the commitment by our supportive faculty and staff, and, especially, the students who have made UCCS what it is. Check out the pages in this viewbook to gain a perspective about what life is like on our campus.

This is an exciting year for UCCS. 2015 marks the 50th Anniversary of our campus. We are celebrating who we are today and are looking forward to how we will grow throughout our next 50 years and beyond.
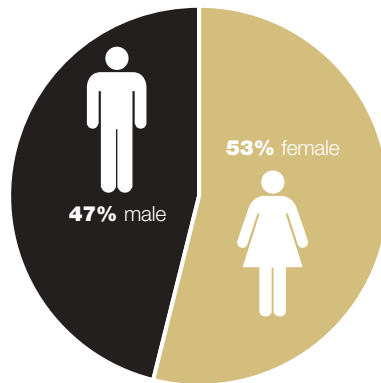
UCCS inclusively engages **DIVERSE PEOPLE** and **PERSPECTIVES** in **LEARNING, DISCOVERY, AND INNOVATION** to prepare students for **SUCCESSFUL FUTURES**, to build knowledge, and to inform the **GREATER PUBLIC GOOD.**

The People

Student-Faculty Ratio: 18:1

Male-Female Ratio:

47% male

53% female

Fast Facts

Students Come From:

49 States

44 Countries

Self-Reported Campus Diversity:

30%

Capacity of Hot Tub in the Rec Center:

22

Average Class Size: 28

U.S. Olympic Athletes Who Are Students:

26

50
1965   2015

2015 marks the 50th anniversary of UCCS

Sports & Spirit

Number of NCAA Division II Athletic Programs:

14

Number of Intramural Sports:

17

Number of Club Teams:

16

UCCS Campus

Campus Elevation:

6,425 feet

Campus Acreage:

550 acres

Miscellaneous Stuff

Total Enrollment:

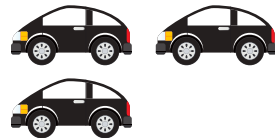11,132 fall 2014

Days of Sunshine:

300

Average Yearly Snowfall:

37 inches

Number of Green Buildings (LEED Certified): 7

Number of Hybrid Campus-Owned Cars: 3

Number of Indoor Waterslides: 1