Important Websites
eID:  www.eid.colostate.edu
RAMweb:  www.ramweb.colostate.edu
CSU OnlinePlus:  www.online.colostate.edu
RamCT Logon:  www.ramct.colostate.edu
RamCT Help:  www.help.ramct.colostate.edu
Registrar’s Office:  www.registrar.colostate.edu
Student Financial Services:  www.sfs.colostate.edu
FESA Website:  www.soe.cahs.colostate.edu/CE/FESA

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

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

Registration for FESA courses is completed through the CSU OnlinePlus website, www.online.colostate.edu. Course drops can be requested through RAMweb. It is essential that you follow the required registration procedures and conform to the established deadlines. Preparation prior to registration minimizes mistakes and time on the system.

Course Registration Instructions
FESA courses cannot be registered for through RAMweb. You must register through the Division of Continuing Education.

1) Go to the CSU OnlinePlus website:  www.online.colostate.edu
2) Click the “Credit Courses” tab
3) Click the “Fire and Emergency Services Administration” link
4) Click on the course title to view more information
5) Click “Add to My Cart” to add the course to your schedule
6) Click “Begin Online Registration” once all courses have been added
7) Enter the required information to submit registration

Late Registration (Add First Class)
A late registration charge of $50 is assessed for adding your first course on or after the first day of classes or for late adds after the registration period.

Cancelling Your Registration
Drop and refund policies for Continuing Education and FESA courses differ from University deadlines. Two weeks prior to the first week of class is the free drop period in which you may drop classes without penalty and receive a full refund of tuition and course fees. Courses dropped during the free drop period will not be reflected on your transcript.

You are the only one, through RAMweb, who can cause this cancelation. You may also e-mail, mail or fax the Division of Continuing Education to cancel your registration.

Changes or cancelation of your registration after the free drop dates are subject to
Continuing Education add/drop deadlines. See also SCHEDULE CHANGES.

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

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

<table>
<thead>
<tr>
<th>If you Register:</th>
<th>Charges Billed:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August</td>
<td>September 10</td>
</tr>
<tr>
<td>Spring</td>
<td>January</td>
<td>February 10</td>
</tr>
<tr>
<td>Summer</td>
<td>May</td>
<td>June 10</td>
</tr>
</tbody>
</table>

University charges are due by the date specified on your bill. Due dates are the 10th of each month, unless the 10th falls on a weekend or a holiday. Mailed payments must reach the University Cashier’s Office, 6015 Campus Delivery, by 4:00 pm on the due date. Payments by check are processed when received – postmarks do not apply and future dates are not honored. Online payments through the Web Cashier or CASHNet SmartPay must be made by 2:00 pm on the due date for the payment to be considered timely. Penalties for late payment include holds on University services and a 1.5% late payment charge of the past due balance will be assessed to student accounts for the purpose of encouraging prompt payment.

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

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

Please direct questions about your student account to Student Financial Services (www.sfs.colostate.edu), Colorado State University, 1065 Campus Delivery, Fort Collins, CO 80523-1065, or call (970) 491-6321.

Schedule Changes
Schedule changes may be made during authorized add/drop periods. Drop and refund deadlines for Continuing Education courses differ from University deadlines. Visit the CSU OnlinePlus website (www.online.colostate.edu) for accurate deadlines.

Courses may be added online through CSU OnlinePlus through the registration deadline. To add a course after the registration deadline, contact your advisor.

Courses may be dropped through RAMweb, or by e-mail, mail or fax to CSU OnlinePlus. Course drops cannot be completed via telephone.
Nonattendance does not constitute a drop. **You are responsible to see that a course is dropped or you will be subject to grades and tuition and fees for the course.**

**Withdrawal from the University**

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

**Fee Adjustments for Schedule Changes**

An adjustment of tuition and fees is allowed during the schedule change period posted through CSU OnlinePlus [www.online.colostate.edu](http://www.online.colostate.edu). After this deadline, there is no adjustment in tuition and fees should you drop a course.

**Grades**

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

**Course Materials**

Textbooks may be purchased online from the CSU Bookstore, [www.bookstore.colostate.edu](http://www.bookstore.colostate.edu). Tuition does not cover the cost of textbooks or course materials.

**All-University Composition and Mathematics Requirement**

All undergraduate students pursuing degrees at Colorado State must complete the All-University composition (three credits) and mathematics (three credits) requirements within the first 60 semester credits passed, including any transferred to the University. Students (except first semester transfer and readmitted students) who have earned 60 or more Colorado State and transfer semester credits and who have not met this requirement must enroll in a course that will fulfill this requirement in order to have a HOLD lifted from his/her registration. If a student drops or withdraws from the course or does not earn a passing grade, the grade of record will become an “F.” This grade of “F” will be included in the calculation of both the semester GPA and the cumulative GPA as a consequence for not completing the 60-credit completion requirement as defined by this policy. A transfer or readmitted student will be allowed the initial period of enrollment before this restriction is imposed.

**Transfer Evaluation Process**

Most coursework from 2-year and 4-year accredited institutions is transferable to Colorado State. Coursework from vocational-technical schools or non-accredited colleges generally is not accepted in transfer.

The following rules apply for transfer credits:

1) Official transcript evaluations are done only after a student has been admitted to Colorado State.
2) Courses graded lower than “C-” are not accepted as transfer credits.
3) No more than 64 total credits will be accepted from 2-year colleges; there is
Fire and Emergency Services Administration
Course Registration and Academic Record Information

no limit on the number of transferable credits from 4-year colleges.

4) All University Core Curriculum (AUCC) requirements will be considered complete for second bachelor’s candidates who earned their first degree from a regionally accredited institution.

Students may request a re-evaluation of credits if they believe the course content warrants a different CSU course equivalency. Contact the Transfer Evaluation Office, (970) 491-7147 for re-evaluation.

Degree Audit Reporting System (DARS)
DARS is the degree audit tool used for verification of university, program, minor and interdisciplinary requirements. The report provides students with current and accurate transfer and course information, which can be used in degree and program planning. The report shows which requirements have been completed and which are outstanding.

Your DARS report can be viewed by logging in to RAMweb and clicking the “My Undergraduate Degree Plan (DARS)” link.

Graduation Requirements
All students seeking a bachelor’s degree from Colorado State must meet minimum graduation requirements. These requirements can be viewed on the student’s DARS report.

- Minimum 120 total credits (includes transfer and CSU credits)
- Minimum 2.000 GPA (on a 4.000 scale), computed for CSU coursework only
- All University Core Curriculum (AUCC)
- Minimum 42 upper division credits; at least 30 of the credits must be completed through CSU

- Major core curriculum requirements (FESA program = 25 credits)
- Of the last 30 credits earned immediately preceding graduation, no more than 15 credits may be completed at another school.

Students should work closely with their advisor throughout their education to ensure they are completing degree and graduation requirements.