

JOINT OFFICE TRAINING

SUMMER 2006

WEB SITES:

Bursar's Office

www.colorado.edu/bursar/

Office of Financial Aid

www.colorado.edu/finaid/jot/

Office of the Registrar

registrar.colorado.edu/facstaff/jot/jot.htm

Office of Summer Session

www.colorado.edu/summersession

SUMMER 2006 CALENDAR REGISTRATION

| | |
|-----------------------------|---|
| May 1 Monday | Mail bills for students who register for Maymester. (Tuition due May 24.) |
| May 15 Monday | Maymester (term M) classes begin. Deadline (midnight) for students to add their name to course wait lists for term M. |
| May 16 Tuesday | Deadline to withdraw from summer (drop all your courses) without financial penalty if registered for term M courses (4:30p.m.). Term M drop/add deadline (4:30 p.m.) |
| May 19 Friday | Deadline to drop without petitioning dean for Term M (4:30 p.m.) |
| May 22 Monday | Bursar's mail bills for students who registered for summer other than Term M by May 19. Mail bill to student billing address. (Tuition due June 21.) |
| May 24 Wednesday | Maymester tuition and fees due. |
| May 29 Monday | Memorial Day Holiday- UNIVERSITY CLOSED |
| June 2 Friday | Last day of classes for Maymester and Term M Final Exams. |
| June 5 Monday | Deadline (midnight) for continuing degree students and nondegree students to withdraw from summer (drop all their courses) and not be assessed any financial penalty if registered for term A, C, or D. Exception: Independent study, thesis hours or doctoral dissertation hours have until July 11 to withdraw without penalty. Bursar's mail bills for students who registered May 19 – June 2, mailed to students' billing address. (Tuition due June 21.) Classes begin (A, C and D terms). |
| June 6 Tuesday | Deadline (midnight) for students to add their name to course wait lists for terms A, C, D, E, and F. |
| June 8 Thursday | Grades on CUConnect for Maymester. |
| June 9 Friday | Term A drop/add deadline (4:30 p.m.). |
| June 12 Monday | Bursar's mail bills for students who registered June 3 - 9, (Tuition due June 21.) |
| June 16 Friday | Drop/add deadline for terms C (300-399 or 830-839 course section numbers), D (400-499 and 840-849 course section numbers) and drop without petitioning dean for Term A (4:30 p.m.). |
| June 21 Wednesday | Tuition & fees due for students who registered for Term M or who registered for any other terms by June 9 (4:30 P.M.) |
| June 26 Monday | Bursar's mails bills for students who registered within June 10 - 23, mailed to students' billing address. (Tuition due July 19.) |
| June 27 Tuesday | Deadline to drop without petitioning dean for terms C & D (4:30 p.m.). |

| | |
|------------------------------|--|
| July 4 Tuesday | Independence Day holiday. UNIVERSITY CLOSED |
| July 7 Friday | Term A final exams. |
| July 10 Monday | Bursar's mail bills for students who registered June 24 – July 7. (Tuition due August 2.) |
| July 11 Tuesday | Summer Classes for Term B begin. Deadline for continuing degree and non-degree students registered for only term B, I, or independent studies, thesis hours or doctoral dissertation hours to withdraw (drop all your courses) without penalty (midnight). |
| July 6 Wednesday | Deadline (midnight) to add name to course waitlists for Term B. |
| July 13 Thursday | Terms A & E grades on CUConnect. |
| July 17 Monday | Term B (200-299 and 820-829 course section numbers) and Term D (900-999 course section numbers) drop/add deadline (4:30 p.m.). |
| July 19 Wednesday | Tuition and fees due for those who registered June 10 - 23. |
| July 24 Monday | Deadline to drop without petitioning dean for B term and D term (900-999 course section numbers) (4:30 p.m.). |
| July 28 Friday | Term C final exams. |
| August 2 Wednesday | Tuition and fees due for those who registered June 24 – July 17. |
| August 3 Thursday | Term C grades on CUConnect.. |
| August 11 Friday | Terms B and D final exams. |
| August 14 Monday | Begin Fall hours. |
| August 17 Thursday | Term B,D & I grades on CUConnect. |

OFFICE OF THE REGISTRAR
SUMMER 2006

GENERAL INFORMATION

PHONE: 303-492-6970 FAX: 303-492-4884 OR 303-492-8748
7:30 A.M. - 4:30 P.M. (5/12/06 - 8/13/06)

SPECIAL ACCOMMODATION NEEDS:

303-492-4822
303-492-5841 (TTY)

Homepage: registrar.colorado.edu

Email: registrar@colorado.edu

PLUS System: www.colorado.edu/plus

Student Web Portal: cuconnect.colorado.edu

LOCATION: Regent Administrative Center, Room 105

SUMMER HOURS: 9:00 a.m. - 4:30 p.m. Monday – Friday (5/12/06 TO 8/13/06)

ADDRESSES

All summer registration-related mailings are mailed to students mailing address. Note: Exception – bills are mailed to students billing address.

WEB REGISTRATION HOURS

Web registration is available Monday through Friday, 7:00 a.m. to midnight and Sundays, 11:00 a.m. to midnight. It is **NOT** available on Saturdays.

REGISTERING FOR SUMMER (Pages 62 - 71)

Continuing students who haven't already picked up a *Summer Session 2006 Catalog* can do so at the registrar's office, Regent 105. See pages 62-63 for registration procedures.

New freshman and transfer students in engineering must attend the required New Student Welcome Program on June 2. The dean's office mails registration information after the Office of Admissions receives the confirmation form.

All other new and readmitted degree students register beginning March 13. Registration materials are mailed to degree students by the registrar's office after the Office of Admissions receives the confirmation form.

Nondegree students register beginning March 13. Materials are mailed by continuing education when students are admitted for summer and will contain detailed information on the registration and payment process. Orientation will be held on Wednesday, May 31, at 10:00 a.m. at Continuing Education Center, 1505 University Avenue.

All students should make every effort to register as soon as possible for the best selection of courses.

DROP/ADD

Students can drop and add courses through the drop/add deadline for each term they are registered. Refer to the *Summer Session 2006 Catalog* for drop/add deadlines, for dates when instructor's approval is required on a special action form, and for dates when the dean's approval is required.

Note: Students who wish to drop ALL of their courses or their *only* course should refer to the withdrawal procedures on pages 67-68 of the *Summer Session 2006 Catalog*.

Searching for Available Courses (page 66)

The student can search for available course sections on the Web in the following ways:

- The schedule planner feature available on CUConnect at cuconnect.colorado.edu or on PLUS at www.colorado.edu/plus. The schedule planner is updated daily.
- The course search feature in web registration via PLUS on the web. This feature is *real time* and changes show immediately.

LATE REGISTRATION (See drop/add deadlines on page 67)

Students are allowed to register for summer courses no later than the drop/add deadline for the course if enrollment levels have not been met. If the student has not previously registered for any summer course and they register for a course after the drop/add deadlines, the approval of both the dean and the instructor are required to add a course. New or readmitted degree students also must pay the \$200 enrollment deposit before they register.

MAYMESTER (Term M) (Pages 7-12)

Maymester (term M) is a 3-week intensive term that allows students to take only one course. The term runs from May 15 – June 2 and many are taught by senior faculty. The courses meet every day, Monday through Friday, for a little over three hours. Students should plan to spend 3-5 hours per day in class preparation and study. Students must attend every class. Students are allowed to take only one Maymester course and this credit is considered part of the total number of credit hours allowed for summer session (see page 64 for credit-load limits). Tuition is assessed according to the summer session tuition schedule (pages 77 - 78). Classes are listed on pages 7-12.

Housing: A few residence halls are open for summer, and Maymester students qualify for housing even though it is considered an interim term. See page 81 under term M of the summer catalog.

Spring RTD Stickers are valid through May 31 for students enrolled in Maymester. Maymester students do not pay RTD fees, so they do NOT receive a summer RTD sticker unless they are also enrolled in another summer term, such as term A or term B, etc.

RTD STICKERS (Photo ID Card - Buff OneCard info Page 85)

RTD bus passage for students requires a RTD sticker to verify enrollment at CU-Boulder. This sticker allows passage on the RTD. It allows free use of the local and regional buses including Skyride to Denver International Airport, lightrail, Hop, Skip, Bound, Leap and Stampede buses. Stickers *cannot* go on the Buff OneCard itself and will be attached to a clear plastic sleeve that fits over the card. For questions regarding the RTD sticker please call 303-492-0355 or visit them at buffonecard.colorado.edu. Buff OneCard is located in 182 Willard Hall and is open 8:00 a.m. to 4:30 p.m. Monday through Friday.

WAIT LISTS (Pages 65 - 66)

Each department determines if a wait list is offered for a course and what type of wait list is used. If the course is full and a wait list is available, the system informs the student and gives the option of adding their name to the wait list. Students can place their name on course wait lists through midnight on May 15 (for term M), through midnight on June 6 (for terms A, C, D, E, and F) and through midnight on July 12 (for term B).

There is no automatic enrollment from wait lists after the dates listed above. Students who are still on a wait list as of May 16 (for term M), June 7 (for terms A, C, D, E, or F), or July 13 (for term B) and are still interested in taking that course, should check with the department offering the course and let them know that they're still interested in the course, should an opening occur.

Department wait lists are cancelled at 4:30 p.m. on Tuesday, May 16 (for term M), 4:30 p.m. on Monday, June 9 (for terms A, C, D, E, and F), and at 4:30 p.m. on Monday, July 17 (for term B).

Wait-List Verification (Page 65)

Students can find out their specific position on a wait list via the web by viewing their schedule on CUConnect or web registration. They will see their wait-list position for a course under "status" on the schedule page. Wait-list positions are normally updated nightly.

WITHDRAWING (DROPPING ALL COURSES) (Pages 67-68)

If a student drops ALL of their summer courses, this is considered a withdrawal from summer. Even if a student is only registered for one course and drops it, it is still a withdrawal. These students should refer to pages 67-68 in the *Summer Session 2006 Catalog* for withdrawal procedures. All summer courses must be dropped by 4:30 p.m. on May 16 (for term M), midnight on June 5 (for terms A, C, D) or midnight July 11 (for term B, independent study, thesis hours, or doctoral dissertation hours) to avoid any financial penalty

To drop all of their courses, a **degree student** may (by the published deadlines) drop all courses via web registration; fill out a withdrawal form in the registrar's office, Regent 105; e-mail a statement of withdrawal (if the e-mail account is in the student's name) to withdraw@colorado.edu; or send a letter to:

Withdrawal Coordinator
University of Colorado at Boulder
20 UCB
Boulder, CO 80309-0020

Nondegree students withdraw through: Division of Continuing Education
1505 University Avenue
University of Colorado at Boulder
178 UCB
Boulder, CO 80309-0178

Summer Withdrawal Assessment (in brief) (See page 68 for assessment schedule)

Withdrawal by deadlines:

- Continuing degree and nondegree students can withdraw by the dates indicated in the schedule with no financial penalty.
- **New and readmitted degree students** who withdraw by these same dates are assessed \$100 in tuition and fees.

Withdrawal after the deadline:

- Students who drop all their courses (or their only course) after the deadlines listed above will be assessed a financial penalty for withdrawing of either \$100 or full tuition or fees, depending on when they withdraw.

DIRECTORY OF ADVISING AND HELP OFFICES – Summer 2006

(Summer Hours – May 12 through August 13, 2006)

ACADEMIC RECORDS

Regent 105 (303-492-6907)
9:00 a.m. - 4:30 p.m.

OFFICE OF ADMISSIONS

Regent 125 (303-492-6301)
8:30 a.m.-4:30 p.m.

ADVISING CENTERS

A&S – Woodbury 109 (303-492-7885)
Office Hours: M-Th 7:30 a.m. – 4:30 p.m.
F 8:30 a.m. – 4:30

Engineering – faculty advisor, major department or dean's office

All others – dean's office

ATHLETIC ACADEMIC COUNSELING

Dal Ward Center, Room 265 (303-492-6591)
7:30 a.m. - 4:30 p.m.

BUFF ONECARD OFFICE

Willard Hall Room 182
7:30 a.m. – 4:30 p.m.
303-492-0355

BURSAR'S OFFICE

Regent 150 (303-492-5381)
9:00 a.m. - 4:30 p.m.
Telephone hours 7:30 a.m. – 4:30 p.m.

CAREER SERVICES

Willard 34 (303-492-6541)
7:30 a.m. – 4:30 p.m.

COUNSELING SERVICES

Willard 134 (303-492-6766)
7:30 a.m. - 4:30 p.m.
Walk-in 8:00 a.m. – 4:30 p.m.

DIVISION OF CONTINUING EDUCATION

1505 University (303-492-5148)
7:30 a.m. - 4:30 p.m., Monday-Friday

FINANCIAL AID

Regent 175 (303-492-5091)
9:00 a.m. - 4:30 p.m.

HOUSING AND DINING ADMINISTRATION

Hallet Hall – central lower level
(303-492-6871)
7:30 a.m. - Noon and 1:00 - 4:30 p.m.
Cashiers: 7:30 a.m. – 3:30 p.m.

OMBUDS OFFICE

Willard 302 (303-492-5077)
7:30 a.m. - noon & 1:00 – 4:30 p.m.
(appointment necessary or emergency walk-in)
(Noon hours available by appointment)

OFFICE OF ORIENTATION

Willard Hall Room 58 & 59 (303-492-4431)
(877-313-6979 for out-of-state callers)
8:30 a.m. - 12:00 p.m. & 1:00 - 4:30 p.m.

Call Ahead

PARKING SERVICES

1050 Regent Dr. (303-492-7384)
7:30 a.m. - 4:30 p.m.

PEER COUNSELING OFFICE

Closed during the summer session.

PHOTO ID OFFICE – See Buff OneCard Office

OFFICE OF THE REGISTRAR

Regent 105 (303-492-6970)
9:00 a.m. - 4:30 p.m. M – F

REGISTRATION HELP LINE

(for assistance with registration) call
303-492-6970 and press "1" *to speak with a registration
assistant*, 8:00 a.m. - 4:30 p.m., M – F.
Recorded registration information available
24 hours a day - call 303-492-6970 and press "2".

RESIDENCY CLASSIFICATION

Regent 105 (303-492-6868)
9:00 a.m. - 4:30 p.m.

WARDENBURG STUDENT HEALTH INSURANCE

Wardenburg 251 (303-492-5107)
8:00 a.m. - 5:00 p.m. M - F

BURSAR'S CALENDAR- SUMMER 2006

| | |
|----------------------------|---|
| April 28 (Friday) | Run Maymester bills for students who register for Maymester by April 28. Mail to billing/ mailing address on May 1 (due May 24). |
| May 1 (Monday) | Mail bills for students who register by April 28 for Maymester. |
| May 14 (Sunday) | Faculty and Staff registration for Maymester. |
| May 15 (Monday) | Maymester classes begin. |
| May 19 (Friday) | Run bills for students who register by May 19 for any term or after April 28 for Maymester. Mail to billing/ mailing address on May 22 (due June 21). |
| May 22 (Monday) | Mail bills for students who register by May 19 for any term or after April 28 for Maymester. |
| May 24 (Wednesday) | Tuition and fees due for students who registered by April 28 for Maymester. |
| May 29 (Monday) | Memorial Day holiday – university closed. |
| May 30 (Tuesday) | Run direct deposit and batch refunds for students having a credit balance as of May 30 for A,C,D terms. (Will be in the bank on June 2) |
| May 31 (Wednesday) | Mail bills for students who register from May 20-June 2. |
| June 1 (Thursday) | Mail summer refunds (credits of \$15 or more) to mailing address as of May 30. |
| June 2 (Friday) | Run bills for students who register May 19 – June 2. Mail to billing address on June 5 (due June 21). Direct deposit refunds will be in recipient's bank account. |
| June 4 (Sunday) | Faculty and staff registration for terms A, C and D. |
| June 5 (Tuesday) | Classes begin for terms A, C, and D. |
| June 9 (Friday) | Run bills for students who register June 3 – June 9. Mail to billing address June 12 (due June 21). |
| June 12 (Monday) | Mail bills for students who register from June 3 - June 9. |
| June 19 (Monday) | Mail housing deposit refunds (June 15 credits). |
| June 21 (Wednesday) | Tuition and fees due for students who registered after April 28 for Maymester and for students who registered before June 9 for any term. |
| June 23 (Friday) | Run bills for students who register June 10 – June 23 and for those who still have a balance due. Mail to billing address June 26 (due July 19). |
| June 26 (Monday) | Mail end of month refunds (credits of \$15 or more) as of June 23 to mailing address. Mail bills for students who register from June 10 – June 23. |
| July 4 (Tuesday) | Independence Day holiday – university closed. |
| July 6 (Thursday) | Mail refunds (credits of \$15 or more as of July 3) for session B to mailing address. |
| July 7 (Friday) | Direct deposit in bank for OFA refunds for B session only. |

BURSAR'S CALENDAR- SUMMER 2006

- July 7 (Friday) Run bills for students who register June 24 – July 7.
Mail to billing address July 10 (**due August 2**).
- July 9 (Sunday) Faculty and Staff registration for term B.
- July 10 (Monday) Classes begin for term B.
Mail spring graduation refunds (enrollment deposit), less any outstanding charges, to permanent address.
Mail bills for students who register from June 24 – July 7.
- July 17 (Monday) Run bills for students who register July 10 – July 23. Mail to billing address July 18 (**due August 2**).
- July 18 (Tuesday) Mail bills for students who register from July 8 – July 17.
- July 19 (Wednesday) Tuition and fees due for students who registered June 10 - June 23.**
- August 2 (Wednesday) Tuition and fees due for students who register June 24 – July 17.**
- August 2 (Wednesday) Mail end of month refunds (credits of \$15 or more) as of July 31 to mailing address.
- August 16 (Wednesday) Run summer clean-up bills for students not registered for fall. Due September 6.
- August 17 (Thursday) Mail summer clean up refunds (credits of \$15 or more) to permanent address.

Bursar's Office *Summer 2006*

GENERAL INFORMATION

E-mail: bursar@colorado.edu
Web: <http://www.colorado.edu/bursar/>
Phone: (303) 492-5381; 1-877-278-6340
Fax: (303) 492-1017
Location: Regent Administrative Center, Room 150
Office Hours: 9:00 am – 4:30 pm, Monday through Friday

TUITION DUE DATES

| Due Date | For students who register by | Bill mailed |
|--------------------------------|---|--------------------|
| <i>May 24, 2006, 4:30 pm</i> | April 28 for Maymester | May 1 |
| <i>June 21, 2006, 4:30 pm</i> | May 19 for any term or after April 28 for term M (Maymester) | May 22 |
| <i>June 21, 2006, 4:30 pm</i> | May 20- June 2 | May 31 |
| <i>June 21, 2006, 4:30 pm</i> | June 3-9 | June 12 |
| <i>July 19, 2006, 4:30 pm</i> | June 10-23 | June 26 |
| <i>August 2, 2006, 4:30 pm</i> | June 24-July 7 | July 10 |
| <i>August 2, 2006, 4:30 pm</i> | July 8-17 | July 18 |

- ◆ Student bills are mailed to the billing address, or to the mailing address if there is no billing address.
- ◆ Charges (i.e., additional tuition, fees, course fees, etc.) added to the student's account after the student's first bill is sent will be due on the next due date.
- ◆ Students who do not receive a tuition and fee bill are responsible for knowing the amount of their bill and for paying it on time.
- ◆ Students can obtain their current balance (24/7) by accessing the bursar billing channel under the financial tab on CUConnect at <https://cuconnect.colorado.edu>.
- ◆ The payment deadline is 4:30 p.m. if paid in person, placed in drop box, or received by mail; or before 12:00 midnight if paid online.

ONLINE PAYMENTS

- ◆ Students pay online on CUConnect under the financial tab. Parents and former students can pay on the internet payment link on <http://www.colorado.edu/bursar/>.
- ◆ Payments entered before midnight on the due date are on time.
- ◆ If the bank account information is entered incorrectly, or if the bank does not honor electronic transactions, the bank will return the payments and students will be billed late and service charges, if applicable.
- ◆ Continuing Education (CE) students must pay via the CE website at www.colorado.edu/conted.

BILLING ADDRESS OPTION

- ◆ The billing address allows students to have their bills sent to the address of the person responsible for payment such as parents, a trust fund, etc. Students can specify a billing address online on CUConnect.
- ◆ With this option, all bills will be mailed to the billing address, including the first bill that is mailed prior to the start of each semester.
- ◆ If no billing address is given, summer bills are mailed to the students' mailing or permanent address.

PAST DUE BALANCES

- ◆ Failure to pay by the tuition and fee deadline results in:
 - a financial stop on the student's record, and
 - a late fee (see below) and monthly service charge (1% of past due balance) on the student's record.

| <u>Balance Due</u> | <u>Late Charge</u> |
|--------------------|--------------------|
| \$99.99 or less | \$ 5.00 |
| 100 – 299.99 | 10.00 |
| 300 – 499.99 | 20.00 |
| 500 – 699.99 | 30.00 |
| 700 – 899.99 | 40.00 |
| 900.00 or more | 50.00 |

If summer tuition is not paid by July 19, students may be dropped from fall classes.

REFUND AND ALTERNATIVE LOAN CHECKS (for students not participating in Direct Deposit)

| Term Registered For | Credit Balance on | Refunds mailed |
|---------------------|-------------------|----------------|
| Maymester, A, C, D | May 30 | June 1 |
| End of Month | June 23 | June 26 |
| B only | July 3 | July 6 |
| End of Month | July 31 | August 2 |

- ◆ Refunds for Continuing Education students must be picked up at the Continuing Education office.
- ◆ All athletes must pick up their refunds and have a letter from the Office of Financial Aid.
- ◆ Sponsored students may need to come in to request a refund.
- ◆ Enrollment deposit refunds for May 2006 graduates will be mailed to the students' permanent address on July 10. The deposit pays any unpaid billed items prior to releasing the refund.
- ◆ Most alternative loans are credited to the account and applied to the bill. If not, the student must check with OFA to find out if the refund needs to be endorsed at the Office of Cash Management in the Bursar's Office.

DIRECT DEPOSIT

| Term Registered For | Credit Balance on | Credit in Bank |
|----------------------------|-------------------|----------------|
| Maymester plus other terms | May 16 | May 19 |
| A, C, D | May 30 | June 2 |
| B only | July 3 | July 7 |

- ◆ **Students can sign up for direct deposit online on CUConnect under the financial tab.**
- ◆ After the dates above, any credit balance on the students' tuition and fee account is electronically transmitted to their checking or savings account (three times per week) throughout the semester.
- ◆ Athletes, Continuing Education, ACCESS and sponsored students are not eligible to participate in direct deposit.

STUDENT HEALTH INSURANCE

- ◆ Students who purchased student health insurance during spring 2006 semester are automatically covered during the summer even if they are not attending the summer session.
- ◆ Student health insurance is not automatically charged to students in the summer. Students who wish to have insurance for the summer must go to Wardenburg Health Center or call (303) 735-3548.

MANDATORY STUDENT FEES

| <u>UCSU Student Fees</u> | | <u>Grad Status B, D, E</u> |
|---|-----------|----------------------------|
| 3-week Session (Term M, E, F) | \$ 0.00 | \$ 0.00 |
| 5-week Session (Term A, or B, Indep. Study) | \$100.80 | 24.08 |
| 8-week Session (Term C; A&C) | \$156.58 | 33.83 |
| 10-week Session (Term D; A&B; C&B) | \$193.76 | 40.33 |
| Term E or F intensive course | \$ 0.00 | 0.00 |
| Term I | \$ 100.80 | N/A |

Other Student Fees

| | |
|--|---|
| Matriculation Fee (first time degree students) | \$108.00 |
| Student Information System (SIS) Fee | \$ 7.00 |
| RTD Fee | \$ 34.94 |
| Student Computing Fee | \$ 65.60 (for students taking 7 or more credit hours) \$ 32.80 (for students taking 6 or fewer credit hours) |
| Arts Fee | \$ 10.00 |
| SEVIS (international students only) | \$ 22.00 |

- ◆ SIS fee is used for maintenance and upkeep of the student on-line computer systems.
- ◆ RTD fee allows students unlimited use of public transportation in Boulder, Broomfield, Westminster, and Denver including DIA. The fee also covers fares on the HOP, SKIP, JUMP, and LEAP.
- ◆ Student computing fee is used for building, maintaining, and expanding computing labs across campus as well as providing students with access to e-mail, the Internet, etc.
- ◆ Arts fee supports on-campus performing arts so that all students can have access to museums and performances.

COURSE FEES

- ◆ Course fees are assessed to help offset the higher costs of specialized supplies, equipment and materials that are required to teach courses in certain departments.
- ◆ Courses with a lab may require the payment of course fees for both the lecture and the lab.
- ◆ A detailed list of course fees is available at <http://www.colorado.edu/bursar/now/tuitfeebill.html> under the course fee link, and also at the Bursar's Office in Regent Administrative Center.
- ◆ Students with questions about their course fees should contact the department assessing that fee.
- ◆ Students may voice their questions or concerns in writing to the Chancellor's Office, 17 UCB.

HOUSING

- ◆ Housing charges are billed by the Housing Billing Office in the summer and are not reflected on students' tuition and fee bill.
- ◆ Residents must be prepared to pay room and board charges at the time of check-in for the entire period reserved.
- ◆ For information on summer housing rates, contact the Housing Reservation Center at (303) 492-6871.

MISCELLANEOUS INFORMATION

- ◆ **If students do not receive a bill prior to the tuition due date, they are still responsible for paying on time. Students can access CUConnect for a current balance and detail.**
- ◆ For Tuition Rates and Fees – Go to: <http://www.colorado.edu/bursar/now/tuitfeebill.html> for graduate and undergraduate rates.
- ◆ For Housing Rates – Go to: http://housing.colorado.edu/housing/r_res_rates.cfm
- ◆ Students who have questions regarding payment by their sponsor, such as IBM or ROTC, should be referred to the Bursar's Office.
- ◆ Students who have questions regarding their RA (Research Assistantship) or TA (Teaching Assistantship) credits should be referred to the RA/TA website under the graduate tuition link at <http://www.colorado.edu/bursar/now/rata-std-sum.html> and/or their department.
- ◆ Questions regarding the purchase of an audit card should be referred to the Bursar's Office.

SUMMER 2006 FACULTY/STAFF TUITION WAIVER BENEFIT

- ◆ This program is for permanent employees of CU, including professional research assistants/research associates.
- ◆ Faculty and staff are eligible for a maximum of 6 credit hours per year based on appointment percentage. A year begins with the summer term.
- ◆ **The deadline to apply for summer 2006 is Friday, April 28.** The tuition waiver form, nondegree and readmit application, and more information are available at <http://www.colorado.edu/bursar/facstaff/waiv/tuitwaiver.html>.
Faculty and staff summer registration dates are as follows:
Maymester is May 15; Term A, C, and/or D is June 5; Term B is July 11
- ◆ Tuition waiver form must be signed by the employee's supervisor/manager.
- ◆ Faculty and staff are required to pay the following fees:
 - SIS \$7.00
 - Student Computing Fee
6 or less credit hours - \$32.80
7 or more credit hours \$65.60
 - Arts and Cultural Fee \$10.00
 - Career Services Fee \$ 7.40
- ◆ Course fees if applicable.

Office of Financial Aid

Summer 2006

| | |
|-------------------|---|
| March 1 | Applications Accepted - Summer Catalogs Available |
| March 31 | Application Priority Deadline for Work-study |
| May 12 | 1 st disbursement of aid available to students in M term. |
| May 7 – August 12 | Summer Work Study |
| May 18 | Rap Run (letters sent by 5/22) |
| June 2 | 1 st disbursement of loan funds available to students in A with B/C/D, OR C/D only. |
| June 22 | 2 nd disbursement of loan funds available to students in all terms other than B only. |
| June 30 | Midnight – Last time to apply for 2004-05 using FAFSA on the Web or paper application. |
| July 6 | Disbursement of loan funds available to students in B only |
| July 15 | Last Day to Apply for Summer Financial Aid |

OFFICE OF FINANCIAL AID INFORMATION SUMMER 2006

Location: Regent Hall Room 175
Hours: 9:00 a.m. to 4:30 p.m. Monday - Friday
May 12 through August 11, 2006 (summer hours)
Phone: Students 492-5091 (press 3 for an advisor)
Fax: 492-0838
TTY: 492-8228
Staff only: 492-7347 (Myra - OFA receptionist)
Home Page: www.colorado.edu/finaid
Email: Finaid@Colorado.edu
Counselors Available: Daily 9:00-4:00 *Office of Financial Aid*

GENERAL INFORMATION

Applying for Summer Aid: Applying for summer financial aid requires two separate application processes: 1) Complete a 2005-06 Free Application for Federal Student Aid (FAFSA) to the Federal Processor which must be received by the federal processor by June 30, 2006. **2)** Go online to www.cuconnect.colorado.edu to apply for summer aid. This summer, students will need to subscribe to the financial aid channel to be able to access the financial aid application. Instructions can be found at CUConnect. Students will receive an Award Letter describing their financial aid awards and may need to sign promissory notes.

Eligibility and Awards: Students may receive federal, state, or institutional grants, loans, scholarships or work-study awards. Aid is generally awarded based on financial need, but some students receive merit or affiliation (the Elks, ROTC, etc.) scholarships. Financial aid applicants may be considered for work-study and/or loans if they have remaining eligibility from the 2005-2006 academic year.

Eligibility for summer aid is based on enrollment; students must be enrolled for at least 3 hours for the Pell Grant and half time (6 hours) for other aid (except work-study). **Note: Full-time enrollment is 12 hours and half-time enrollment is 6 hours for Financial Aid eligibility for undergraduates. This is different than the academic full time enrollment definition, which is 6 hours for full time and 3 hours for half time.** "Waitlisted", non-credit classes and correspondence credit hours do not count as enrolled credit hours for financial aid purposes.

Undergraduate students will be considered for the Pell Grant if they have remaining eligibility from the 2005-2006 academic year. Financial aid has limited grant funds in the summer.

Disbursement: The first summer disbursement will be May 11, 2006. All summer loans loan will be disbursed in two payments*. The first disbursement will be made 3 days prior to the student's earlier course starting date and the second no sooner than the mid-point of the summer term. Disbursement will run nightly. Please have students contact the office with questions.

*See calendar

Loans: There are three types of Federal Direct loan funds that may be applied to a student's tuition and fee bill:

- Subsidized Stafford Loan
- Unsubsidized Stafford Loan
- Parent PLUS Loan.

Promissory Notes: Students who are first time borrowers must sign a Master Promissory Note (MPN) for Stafford loans. Parents who are first time borrowers must also sign a PLUS Master Promissory Note (PLUS MPN) for the PLUS loans. The MPN and PLUS MPN are intended to be one-time notes to cover all Stafford/PLUS loans for the student's entire enrollment at CU-Boulder. Promissory notes are mailed to students and/or parents by the Office of Financial Aid. If a student and/or parent did not receive a promissory note or the note has been lost, a duplicate promissory note can be requested by contacting the Office of Financial Aid. The MPN and PLUS MPN may also be completed online at <http://dlenote.ed.gov> using a U.S. Department of Education issued PIN. Upon receipt of the promissory note in the Office of Financial Aid, the student's bill may be credited with the proceeds of the loan within 48 hours, if all other eligibility criteria are met. We can do an immediate on-line disbursement upon an exception basis.

Parent PLUS Loans: Parents complete and submit several pieces of information in order to process their loan: 1) a PLUS Release Form authorizing the loan disbursement to the student's bill; 2) demographic information about the parent borrower; 3) Credit Check Authorization and, 4) the Promissory Note. Parents must sign and return a "PLUS Release" statement to have PLUS loan funds credit to the bill. This statement is available on our website at www.colorado.edu/finaid, in the "forms" section. If we do not have this signature on file, a "PLUS Release" form will be mailed to the parent. If the parent does not authorize the release of excess funds to the student, a stop is placed on the file to prevent a refund from being released. Refund checks to the parent must be manually created. This process takes an additional 7-10 days. In addition, parents must pass a credit check to borrow a PLUS loan. If a parent fails to pass the credit check, the student may be eligible for an Unsubsidized Stafford loan.

Federal Direct loans will not credit to the bill unless the student is enrolled at least half-time. If the student intends to be enrolled in fewer credit hours than originally indicated, the student should be directed submit a new on-line application or to see a financial aid counselor so the necessary adjustments can be made.

Alternative Student Loans: Most alternative loans are now disbursed electronically and are applied directly to a student's bill. If we receive a paper check, it will be delivered to the Cashiers Office for distribution. The Office of Financial Aid notifies students when paper checks are available.

Short-term loans: The first day for short-term loans based on summer aid is May 1, 2006.

RAP (Reasonable Academic Progress): Students who do not meet satisfactory academic progress standards may not be eligible for financial aid. RAP letters providing information regarding appeals, deadlines, and instructions will be mailed May 22, 2006. NOTE: Law students are evaluated separately from all other students, because their grades post much later; they will be evaluated for RAP compliance on approximately June 20th.

Holds: Sometimes financial aid "holds" are placed on a student's aid because of graduation, audit requirements, etc. Please refer the student to the OFA.

Refund Checks: If the financial aid (combined grants, scholarships, and loans) credited to the student's bill is greater than the bill, the credit balance will be refunded to the student. Students can verify their aid has been credited to their bills by checking CU Connect at campus computer sites. Refund checks for students enrolled in Maymester will not be mailed until classes begin for A session. Student athletes enrolled for summer, eligible for a refund must obtain a release from OFA. Athletes have FX Stops on their records for summer as they do in the fall and spring semesters.

SCHOLARSHIPS

Customer Service Location: Regent Hall Room 175

Hours: 9:00 AM to 4:30 PM, Monday through Friday

Phone: 303-492-4533

Credit to bill: Scholarships credit directly to the student's bill. If the scholarship exceeds the total bill, a refund to the student will be issued by the Bursar's Office. Students are encouraged to check CU Connect at campus computer sites cuconnect.colorado.edu to see if their scholarship(s) have been applied to their bill.

Private Scholarship Process: If a student receives a scholarship check directly from the donor, they should forward the check to Scholarship Services. Advise students not to turn the scholarship check in with their personal tuition and fees payment.

Scholarship checks should be made payable to:

University of Colorado
Scholarship Services/Office of Financial Aid
77 UCB
Boulder, CO 80309-0077

Enrollment Verification: Upon receipt of scholarship checks, Scholarship Services reviews the conditions of the award. If no enrollment requirements are mentioned, the office will process the check but it will not disburse unless student is full-time. We notify donors of our full-time requirement by sending a Private Scholarship Administration Procedure. If the student does not enroll full time, we will contact the donor via phone for instructions. It will be their decision to allow the payment or not.

Some donors require official enrollment verification. Official university enrollment verification/seals are provided by the Office of the Registrar.

Grade Transcripts: Donors or students may request that grade transcripts be sent to the donor at the end of the semester. The student must sign a release form available from Scholarship Services or on the web at <http://www.colorado.edu/finaid/forms.html#scholarships00>.

Summer Scholarships: The only OFA scholarship available for summer session is the Children of Faculty Staff Scholarship. The application is located online at www.colorado.edu/finaid. Deadline is May 1, 2006.

Students should check with their departments for other scholarship opportunities at CU-Boulder.

STUDENT EMPLOYMENT OFFICE

Location: UMC, Room 100

Hours: 9:00 a.m. to 4:30 p.m., Monday through Friday

Phone: 303-492-7349.

The Student Employment Office assists students in finding part-time and full-time employment opportunities. Jobs are posted on CU Connect in the 'Financial' tab.

ON-CAMPUS EMPLOYER/DEPARTMENT INFORMATION:

The Student Employment Office provides an on-campus student employment procedures handbook that can be found on our website at: <http://www.colorado.edu/studentemployment/oncamp.html>. This handbook is intended to assist payroll liaisons in the set-up of their hourly student employees in the Human Resource Management System (HRMS). This includes non-work-study (account code #407600) and work-study students (account code #407700). It comprehensively addresses policies and procedures related to student employment issues (for hourly and work-study appointments).

In addition, the Student Employment Office administers a listserv for on-campus student employers. The purpose of this listserv is to provide employers with timely information concerning student hourly and work-study employment processes specific to the Boulder Campus. Information on this listserv can be found at the address listed above.

Work-Study Dates: A student can begin earning his/her summer work-study award on May 7, 2006. The last day a student can earn summer work-study is August 12, 2006.

Work-Study Earnings: Anyone with an SIS logon can access SIS Screen 331, which indicates whether a student has been awarded work-study for the summer and what their earnings are to date. For specific instructions on how to access and read this screen, go to: <http://www.colorado.edu/studentemployment/instructions.html> .

Definition of Work-study: Work-study is a need-based financial aid program allowing students to work and apply their earnings toward their educational expenses. The federal or state government pays a portion of the student's salary and the remaining portion is paid by the department or agency where the student is employed. The dollar amount of work-study indicated on the student's award letter and SIS Screen 331 is the total dollar amount that the student is eligible to earn. Students must submit the Free Application for Federal Student Aid (FAFSA) each year by the processing deadline in order to receive a work-study award for the following year.

Types of Jobs Available through the Work-study Program: All work-study positions are posted on CU Connect. Positions vary depending on the job title, employment experience, and required qualifications. Pay rates vary from minimum wage (currently \$5.15 per hour) to a maximum of \$17.57 per hour for skilled graduate positions.

Community Service Work-Study Program: The Community Service Program develops, improves, and expands work-study job opportunities related to community service. The jobs provide an opportunity to work with low-income persons or to help solve particular problems within the community.

Taxes and Work-study Earnings: Since work-study is "earned income", students are required to complete a W-4 tax withholding form. Specific questions regarding this form should be directed to an Internal Revenue Service representative or an accounting firm, which specializes in tax form preparation. The completed W-4 form should be forwarded to Payroll and Benefits Services (PBS) at 575 UCB.

I-9 Employment Verification Form: Students must complete an I-9 Employment Eligibility Verification Form within three business days of the date they are hired. Students are required to go to the Student

Employment Office to have this completed (non-citizens must go to Employment Services at 3100 Marine Street (3rd Floor) to have their I-9 completed.) Once an I-9 is completed, students are not required to complete another I-9 if they change jobs on campus during their university career.

Social Security Cards: Students are required to show the University their social security card to get set up in the payroll system. If they do not have a social security card, they will need to contact the nearest social security office, or visit www.ssa.gov/replace_sscard.html and complete the appropriate paperwork to get another social security card. This process can take up to 3 weeks, so we recommend that they do this as soon as possible, even if they have not been hired, but anticipate working for the University.

Student Retirement: To comply with the Revenue Reconciliation Act of 1990, the Board of Regents has approved the following rules for enrollment in the Student Retirement Plan:

- *Students who must enroll in the Student Retirement Plan:*

Undergraduate students enrolled in less than six academic credits (total credit hours of all summer terms).

Graduate students enrolled in less than three academic credit hours (total credit hours of all summer terms).

OR – any student whose normal weekly work schedule is 40 or more hours, regardless of the number of credits in which he/she is enrolled.

Students who are required to enroll in the retirement program will contribute 7.5% for the retirement deduction and 1.45% for the mediatax deduction. There is NOT an employer match for the retirement deduction. However, there is a 1.45% employer match for the mediatax deduction. Students may only withdraw their retirement contributions upon graduation or withdrawal from the University.

TIAA/CREF is the carrier of investment funds for the Student Retirement Plan. Information packets/enrollment forms are available at Department of Human Resources (located in ARC). Specific questions regarding the investment plans will be directed to TIAA/CREF at 1-800-842-2776 or visit <http://www.tiaa-cref.org/>.

Appointment Begin and End Dates: Students cannot work prior to, or beyond the official begin and end dates for summer student employment appointments.

5/07/06 - 8/12/06: For all students working during Summer 2006

Reporting Work-Study Hours: Students fill out a timesheet on a bi-weekly basis recording time in and time out for each day worked. Students can only be paid for actual hours worked (i.e. not anticipated hours). The student signs the timesheet to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period." The supervisor will also verify the hours, sign the timesheet, and forward it to the appropriate person for submission to HRMS. Any misreporting of hours will be reported to the Student Employment Office, Judicial Affairs and the CU Police Department, who will do their own investigations and charge the student accordingly. Students should consult their employer for the exact payroll procedures for their department or agency.

How Students Are Paid: Once hired, employers must enter the appropriate student information into the HRMS. Once entered with an active appointment, the department can process bi-weekly time collection for the student's payroll record. Students receive a paycheck on a bi-weekly basis, every other Friday. (Please refer to the Schedule of Pay dates found on our website). Due to payroll processing constraints, there is a two-week pay lag; i.e. students will receive their first check about two weeks after their first time sheet is submitted.

University policy requires students to be set up on direct deposit. If they have a checking or savings account, their pay is automatically deposited into their bank account. Students will be mailed an "advice warrant" each bi-weekly pay period which indicates the amount of their earnings. Funds are available in their bank account on payday. Please note: Updating the student address with the Registrar or on PLUS does not update the student address on the HRMS. If the student's address has changed, they must contact their employer to change it in the HRMS. Failure to do so could result in the delay of their paycheck.

Work-study Limits: The amount of a work-study award is based on a student's demonstrated financial need and availability of funds. Any earnings in excess of a student's award will be charged 100% to the employer. It is necessary for work-study students and their immediate supervisors to monitor their work-study earnings on a regular basis so as not to exceed the work-study award earnings limit.

PLEASE NOTE: *Unearned work-study does not carry forward from Academic Year to Summer (or Summer to Academic Year) if a student does not earn their full award.*

Summer Work-study Awards: Students must have already applied for financial aid using the 2005-2006 Free Application for Federal Student Aid (FAFSA). They must also apply for summer aid to be considered for a summer work-study award. Summer Aid Application was available beginning March 1, 2006. Since work-study funds are limited, the priority date to apply is March 31, 2006.

Work-study Award Increases: Due to the fluctuation of funding levels for the work-study program, students should not count on receiving an increase in their work-study award limit. However, increase request forms are available at the front desk of the Financial Aid Office, located in Regent Hall, Room 175 or at the front desk of the Student Employment Office, which is located in the UMC, Room 100. The increase request form can be printed off the web at:

<http://www.colorado.edu/studentemployment/images/increaserequestsum.pdf> or complete the form on-line at <http://www.colorado.edu/studentemployment/fillincreasesum.html>.

Increases will be made on a funds available basis throughout the term. Students should monitor their work-study earnings based upon their current award to avoid problems later.

Working Overtime: Any hours over 40 per week must be paid at 1.5 times a student's regular hourly rate. However, the overtime earnings are not subtracted from the work-study award. These earnings must be paid 100% by the employer. Therefore, students must have their employer's permission before working overtime.

VETERANS SERVICES

The Veterans Services Office is located in the Office of Financial Aid. The Veteran Services Office assists students in obtaining their benefits for the summer. A financial aid counselor is available to assist in coordinating veteran educational benefits with student financial aid awards. Students who need to pick up advance payment of VA checks must do so at the Veterans Services Office. Do **NOT** direct students to the Bursar's Office for VA checks. If students you encounter have questions concerning eligibility for veteran benefits, please have them call **492-7322**.