

# OFFICE OF THE REGISTRAR SPRING 2010 TOP REGISTRATION INFORMATION

## Registering for Courses

**Welcome back to CU-Boulder!** Spring registration begins October 26. An Invitation to Register is enclosed or otherwise given to you that provides your spring registration time assignment and any stops that will prevent registration. You will not be able to register until the enrollment deposit is paid if required and/or any stops that appear on your Invitation to Register are cleared.

Everything you need in order to register and adjust your spring schedule may be found on the Web. Spring course information is available in CU Connect at <https://cuconnect.colorado.edu>. Click on Courses at the top then look for the Course Lookup box. Spring course information is also available on the Registrar's website at <http://registrar.colorado.edu>. For help planning your schedule, use the Schedule Planner in CU Connect or the Planning Form on the other side.

To register, log into CU Connect, click on the Courses tab at the top, then click on Register for Courses. You'll be transferred to the web registration menu. More specific registration instructions are available on the Registrar's web site at <http://registrar.colorado.edu/>.

You'll be prompted to verify your emergency contact information and mailing address, then to choose the Student Opportunity fees you want to support (or not) *before* proceeding to registration. The student opportunities you choose, if applicable, will appear on your tuition and fee bill. More information is available on the Registrar's website at [http://registrar.colorado.edu/students/registration/registration\\_packet/student\\_opportunities.html](http://registrar.colorado.edu/students/registration/registration_packet/student_opportunities.html).

## IdentiKey/Password

If you've forgotten your IdentiKey or password, click on the IdentiKey/Login Help link. You'll need your student ID number, birth date and the last four digits of your social security number. If you don't remember your student ID number, call the Registrar's office for assistance, 303-492-6970. Student ID numbers cannot be provided by e-mail.

## Enrollment Deposit

TOP holds your enrollment deposit if available. *If TOP was not able to hold your enrollment deposit, you must re-pay the \$200 deposit before you'll be eligible to register.* If you need to re-pay the deposit, an enrollment deposit form was included in your registration packet or can be found on the Registrar's website at <http://registrar.colorado.edu/students/timeoutprogram.html>. Refer to this form for payment instructions. Contact the Bursar's office at 303-492-5381, [bursar@colorado.edu](mailto:bursar@colorado.edu), if you have any questions.

Your \$200 enrollment deposit will be held until you graduate from the university or officially withdraw within established deadlines. For deadline dates, refer to the Registrar's website at <http://registrar.colorado.edu/students/withdraw.html>.

## The College Opportunity Fund (COF) for In-State Students

Beginning with Spring 2005, the Colorado State Legislature established a new way to provide state tax dollar support for higher education at the undergraduate level. This method of funding is the **College Opportunity Fund (COF)**, which applies only to undergraduate students paying resident (in-state) tuition. COF is not an automatic process. You must authorize COF funds **every** semester or you will be responsible for paying the total in-state tuition, including the portion that would have been covered by COF. More information is available on the Registrar's website at <http://registrar.colorado.edu>.

## Unable to Register via the Web?

If you are out of the country and can't register via the Web, you may mail, fax or e-mail your course selections and alternates to the TOP coordinator. Contact information is located at the end. Provide your full name and the last 4 digits of your student ID number in your correspondence so you can be identified correctly.

**Colorado**  
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## Unable to Register (cont.)

You can use the Planning Form on the back as a guide or to submit your registration request. Prioritize your selections if possible and provide alternatives.

When your registration time assignment begins, the TOP Coordinator will enroll you in the courses you've requested if the courses are available and you're qualified for the courses. If a section is not available, you'll be enrolled in an open section of the course or placed on the course wait list if available. Your registration will be confirmed by e-mail. *It is your responsibility to verify the courses you have been enrolled in by checking your schedule on the Web before December 31, 2009.*

## Withdrawal Information

If you register for courses and then decide not to return for the spring semester, be sure to officially withdraw. Spring withdrawal procedures and deadline dates are available on the Registrar's website at <http://registrar.colorado.edu/students/withdraw.html>. If you register for spring classes, you must withdraw by midnight, December 31, to avoid the \$200 withdrawal penalty.

## Extending TOP

If you decide *not* to register for spring, or you register then drop those courses by December 31, it may be possible to extend your participation in TOP. Extensions *cannot* be granted if you drop spring courses after December 31 or if you have exceeded the two semester limit. To request an extension and/or find out if you're eligible for an extension, e-mail [timeout@colorado.edu](mailto:timeout@colorado.edu) from your CU e-mail account.

## TOP Reference Information

**Telephone: 303-492-8673**

**Fax: 303-492-8748**

**E-mail: [timeout@colorado.edu](mailto:timeout@colorado.edu)**

## Mailing Address:

**University of Colorado at Boulder  
Office of the Registrar, Attn: TOP  
20 UCB  
Boulder, CO 80309-0020**

