



Colorado  
University of Colorado at Boulder

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# TIME OUT PROGRAM



## WHAT IS IT?

TOP is for students in good standing\* who want to take a leave from the university for one or two semesters or a maximum of one full academic year for each TOP period. You may use TOP as many times as you need to in your academic career (as permitted by your dean's office). If you take a full academic year off (fall and spring), you need to be registered for at least one semester between your TOP periods. If you need to work for a semester, want to study abroad for a year, or volunteer to help your favorite nonprofit for a semester, we want to accommodate your special plans. We also want you to return to CU-Boulder!

As a TOP student, you're guaranteed a place in your current college or school and in your current major when you return to the university, provided all deadlines and rules are observed and enrollment levels have not been met. When you register for your return semester, you'll be given the same registration priority as other continuing students and will be able to enroll for your classes via the Web from anywhere in the world.

If you are currently enrolled in the semester you want to begin the Time Out Program, you must officially withdraw from the university. Please see the *Withdrawal Policy* section of this brochure. **PLEASE BE AWARE that Boulder main campus and the Division of Continuing Education (CE) are two separate campuses.** Withdrawal from one campus DOES NOT constitute withdrawal from the other campus. If you are enrolled in a continuing education class but not enrolled on Boulder main campus for any given semester, you must either reapply or go on the Time Out Program to return to Boulder main campus. If you want to take a class through CE, you must apply and register through continuing ed.

You may take courses at another campus of the University of Colorado or at another college or university while on TOP (apply directly to that campus). You may also apply for a transfer to a different college or school within this university upon returning to CU-Boulder as long as you meet all deadlines and secure the proper forms and signatures. For information on transferring to a different college or school while on TOP, see the *Intrauniversity Transfer/Changing Majors* section of this brochure.

TOP does not extend the Graduate School's time limit for completion of degree requirements, nor does it extend the time limit on incomplete grades. You are not considered a student while on TOP. Students with academic loans should read the section on Financial Aid.

## GUARANTEED TUITION RATE FOR NON-RESIDENT STUDENTS

If you are a non-resident student and you withdraw from the university and go on the Time Out Program for one or two semesters, those semesters are deducted from your guaranteed tuition period. For more information:

<http://www.colorado.edu/pba/budget/tuitionfees/guarantee.html>.

\* Good standing means that you must meet minimum academic, disciplinary, and ethical standards set by the university and maintain those standards while on TOP or be removed from the program.

## ELIGIBILITY

### HOW DO I QUALIFY?

Before completing the enclosed TOP application, please read the following information carefully to be certain that you are eligible for TOP. REMEMBER you must first withdraw or never have registered for the semester you begin TOP.

You must be a degree seeking student at the University of Colorado, Boulder. Non-degree seeking students or non-degree faculty/staff are not eligible for the Time Out Program.

You cannot be on academic suspension with your college/school. In addition, the School of Education, College of Engineering, and School of Music require a minimum 2.0 grade point average (GPA) for undergraduate students. Graduate students need a minimum 3.0 GPA.

Undergraduate students in Education, Engineering, and Music require their dean's signature to complete the application. Graduate students first need the signature of their faculty advisor and then the signature of the dean of the Graduate School. Graduate students in the School of Education and the College of Music need the signature of their associate dean as well as that of their graduate advisor and the dean of the Graduate School.

You must be in good disciplinary and ethical standing with the university and maintain that standing while on TOP or be removed from the program.

International students who are interested in TOP should be aware of certain restrictions (requirements) in the immigration laws. Nonimmigrant students cannot remain in the United States in F-1 or J-1 immigration status if they go on the Time Out Program. For more information, contact International Education, Environmental Design Building, 1B45, 303-492-8057.

Faculty and staff non-degree students using free tuition credits are not eligible for TOP. Doctoral students who have passed their comprehensive examinations, and students in a concurrent bachelor's/master's program are not eligible for TOP, but may petition the Graduate School for permission to do the Time Out Program *if extending circumstances exist*.

**NOTE:** STUDENTS GOING ABROAD WITH A CU-BOULDER STUDY ABROAD PROGRAM DON'T NEED TO APPLY FOR TOP. THE OFFICE OF INTERNATIONAL EDUCATION ARRANGES FOR STUDENT'S CONTINUING STATUS ON THE BOULDER CAMPUS. STUDENTS GOING ABROAD WITH THE COLLEGE OF

ARCHITECTURE AND PLANNING STUDY ABROAD PROGRAM ALSO DON'T NEED TO APPLY FOR TOP. TOP STATUS IS INCLUDED AUTOMATICALLY WITH THIS PROGRAM.

## APPLICATION INSTRUCTIONS

### HOW DO I GET AN APPLICATION?

The Time Out Program (TOP) application is available in the Office of the Registrar, Regent Administrative Center, room 105, or you can request that an application be mailed to you (see last page). You can also get the application online at

<http://registrar.colorado.edu/students/timeoutprogram.html>.

How do I apply?

The TOP application is located in a link beneath this brochure on the registrar's web site or given/enclosed with the printed brochure. Fill out the application completely and obtain all required signatures.

A space is provided on the application for your mailing address while on TOP. The university will use this address for it's paper correspondence with you while you're away. Your CU e-mail account is your official means of communication with the university and the registrar's office/TOP. Keep both your physical and e-mail addresses updated while you're away. The E-mail section in this brochure has contact information for forwarding your CU e-mail account. Contact information for the TOP coordinator is on the last page of this brochure if you need to change your address or ask for help with university business while on TOP.

Before submitting your TOP application, be sure to clear any outstanding debts with the Bursars Office, Regent 150, 303-492-5381. Your TOP application will be accepted even if you owe money to the university, but you will not be allowed to register for future terms if you have any outstanding debts at CU.

## WHERE DO I TURN IN THE COMPLETED APPLICATION? WHAT IS THE COST?

Turn in the completed application and the \$50 non-refundable TOP application fee to the Office of the Registrar, Regent Administrative Center 105. Please make your check payable to the University of Colorado. A copy of your completed application will be returned to you when your application is received. Be sure to keep the copy you're given for your records as it will serve as your receipt while you're on TOP (see the Student Fee-Supported Services and Student Status sections). You may also mail your application. Please affix your check to the form before mailing. If a dean's signature is required, mail the application and check to your deans' office (they will forward it to TOP). If you're a graduate student, mail your application to your graduate student advisor with a note to forward it to the dean of the Graduate School. Mailing addresses are on the last page. When your completed application is received and processed in the registrar's office, we'll mail you a copy to serve as your receipt.

**NOTE:** THERE WILL BE A \$20.00 CHARGE ADDED TO THE TOP FEE FOR ALL RETURNED CHECKS.

## APPLICATION DEADLINE

### WHEN DOES THE APPLICATION HAVE TO BE TURNED IN?

There are two TOP application deadlines in each semester: an early deadline, the same as the deadline to withdraw without penalty (2 ½ weeks into the semester) and a final application deadline (the last day of class for each semester). The early deadline is for students who will be gone for one semester and who want to register for their return term with other continuing students. The final application deadline is your last chance to turn in a TOP application for the first semester you are away from the university.

Start TOP	Early Application Deadline*	Final Application Deadline	May Return Must Return
Fall 2008	September 10, 2008	December 12, 2008	Spring 2009 Fall 2009
Spring 2009	January 28, 2009	May 1, 2009	Fall 2009 Spring 2010
Fall 2009	September 9, 2009	December 11, 2009	Spring 2010 Fall 2010
Spring 2010	February 3, 2010	April 30, 2010	Fall 2010 Spring 2011

\*The deadline to apply for TOP and be assured a continuing student registration time assignment for the next semester.

## WITHDRAWAL POLICY AND DEPOSIT REFUND DEADLINES

You must formally withdraw from the university if you are currently enrolled during the semester you plan to begin TOP. If you do not withdraw, your TOP agreement will be invalid. Failure to withdraw makes you liable for your full tuition and fee bill, and a failing grade may be recorded for every course for which you are registered.

When you withdraw from the semester in which you're enrolled, you will automatically be withdrawn from courses for any future semester in which you're registered as of the date of your withdrawal. Please refer to

<http://registrar.colorado.edu/students/withdraw.html> for withdrawal procedures and refund deadlines.

## ENROLLMENT DEPOSIT

### WHAT HAPPENS TO MY \$200 ENROLLMENT DEPOSIT WHEN I GO ON TOP?

If you're currently enrolled and withdraw from school by the deposit refund deadline or if you never enroll for the semester you wish to begin TOP or if you withdraw after the 6 week drop deadline, your deposit will be refunded to you (less any outstanding charges). Processing time for refunds varies. You may choose to request that the university hold your enrollment deposit by checking the appropriate box on the registrar's office withdrawal form or on your TOP application. Please note that the university can't hold your deposit if you have an outstanding balance with the university.

If you are currently enrolled and withdraw after the deposit refund deadline, you are assessed tuition and fees according to the date of your withdrawal (refer to

<http://registrar.colorado.edu/students/withdraw.html> for withdrawal procedures and tuition assessment schedule). Your deposit will be applied toward this outstanding tuition and fee charge, with any remainder refunded to you. Processing time for refunds varies. When you return to CU-Boulder through TOP, you must either have the \$200 enrollment deposit on file or pay it before you'll be eligible to register.

## CAN THE UNIVERSITY HOLD MY ENROLLMENT DEPOSIT?

If you're eligible for an enrollment deposit refund and your enrollment deposit hasn't already been released, you may check a box on your withdrawal form or on the TOP application requesting that your deposit be held. Since the deposit is held for you, there is no need to repay it when you return.

**NOTE:** IF AN OUTSTANDING BALANCE GOES ON YOUR ACCOUNT AFTER THE DEPOSIT HAS BEEN HELD, YOUR DEPOSIT MAY BE APPLIED TO YOUR BALANCE RATHER THAN BEING HELD.

## E-MAIL

WILL I RETAIN MY CU E-MAIL ACCOUNT WHILE ON TOP?

You retain access to all computer labs on campus and all your computer accounts while on TOP. Your university e-mail account is the official means of communication between the university and you. Policy changes, registration information, etc., will all be sent through your university account. Your e-mail and directory information remain active while you are on TOP. If you plan on using an account other than your university account as your primary e-mail account, you are responsible for forwarding your university account to your new account. You may forward your university account to your alternate e-mail account using the CU-Link, [culink.colorado.edu](http://culink.colorado.edu), or get help with forwarding by contacting the ITS Service Center, **303-735-HELP (4357)**.

Please note that if you meet the early application deadline for the semester you begin TOP, your computer accounts will continue uninterrupted. However, if you apply between the early application deadline and the final application deadline for the semester you begin TOP, your computer accounts may be cancelled. ITS will notify you of any pending cancellation and it is your responsibility to respond as required to retain your accounts.

If your computer accounts are swept from the network, you may either reinstate or recreate them once you're on the Time Out Program, by contacting ITS Service Center (see above).

## TRANSFER CREDIT

MAY I TAKE CLASSES WHILE ON TOP?

You may take courses at another CU campus, evening or correspondence courses through The Division of Continuing Education and

Professional Studies or courses at another institution while on the Time Out Program. However, you may not take course work through Continuing Education's ACCESS (Available Credit Courses for Eligible Special Students) program.

**NOTE:** YOU MUST FIRST APPLY THROUGH CONTINUING EDUCATION (OR ANOTHER UNIVERSITY), BEFORE YOU ARE SET UP TO REGISTER FOR THAT CAMPUS.

If you plan to pursue transfer credit while on TOP, it is important that you consult with your academic advisor, your major department if you're in the College of Engineering and Applied Science, or your advisor if you're a graduate student to ensure the transfer of this course-work and its application toward degree requirements before registering for a course at another institution. Students in the College of Arts and Sciences may submit a Transfer Credit Pre-Approval form in Woodbury 109 (see "Forms" on the A&S advising web site, <http://www.colorado.edu/ArtsSciences/aacforstudents/>).

**Please note that for students in the College of Arts and Sciences** course work cannot be pre-approved for courses taken abroad through a non-CU study abroad program. Students studying abroad independently should submit a final, official transcript of their course work to the Office of Admissions (address below).

Coursework can be considered for transfer and acceptance only if it is taken from a recognized, accredited academic institution. In most cases, credits for transfer of course work cannot be guaranteed before course work is completed. Undergraduates must send an official transcript of completed work to the **Office of Admissions, University of Colorado at Boulder, 552 UCB, Boulder, CO 80309-0552**. Graduate students should submit an official transcript and an approved Request for Transfer form to the Graduate School, 303-492-8220.

If you're taking courses at another institution, you may want to send a transcript of courses in progress to the Time Out Program office (see last page). We will temporarily add these hours to your CU hours to determine your registration time assignment for the semester you return. Please remember you will still need to send official transcripts of completed work to the Office of Admissions (see previous paragraph).

## INTRAUNIVERSITY TRANSFER (IUT)

### CAN I CHANGE MY COLLEGE OR SCHOOL WHILE ON TOP?

If you are an undergraduate student, you may apply for transfer to a different college or school while on TOP. Your admission will be dependant upon meeting the appropriate IUT deadlines and criteria established by the school or college you hope to enter. Please check with the [dean's](#) office of the college or school to which you wish to transfer (see last page), for the IUT application and for deadlines and information on the procedures to use in completing your application.

**Exception:** The College of Engineering and Applied Science requires that students be enrolled full time (12 credit hours in the fall and spring, 6 credit hours in the summer) on main campus as degree seeking students when they apply for intrauniversity transfer.

You do not need to secure the approval of the dean of your prospective college or school to apply for TOP. If a dean's signature is required in your college or school (Undergraduate, EB, EN, or MB), it should be from your current college or school. If you anticipate changing your college or school upon your return and plan to pursue course work at another institution while on TOP, you should check with your prospective dean's office before going on TOP to make sure the courses will apply toward your new degree requirements.

**IMPORTANT:** Check with your new college or school before applying to TOP. An IUT can't become effective during a semester you're on TOP. If you attempt to do so, your IUT will be invalid. You may apply for an IUT only during the academic year (fall and spring semesters).

If you're a graduate student, you're not eligible for IUT. However, if you wish to change your major department, you may submit part I of the graduate application for admission to the department to which you wish to transfer. Please consult with the new department office for advising, application deadlines, and any required forms.

### CHANGING MAJORS WITHIN YOUR COLLEGE/SCHOOL

You may change majors within your college or school by contacting the department and/or academic advisor for that major.

## INCOMPLETE GRADES

### DOES TOP ALLOW ME EXTRA TIME TO MAKE UP

### AN INCOMPLETE GRADE?

If you receive an incomplete in a course prior to going on TOP you are still subject to the deadlines for completion set by the instructor.

## STUDY ABROAD

### WHAT DO I DO IF I'M PLANNING ON STUDYING ABROAD DURING MY LEAVE?

If you will be participating in a CU-Boulder study abroad program, you do not need to apply to TOP. Instead, the CU-Boulder Study Abroad Programs office will take care of arranging for your continuing Boulder campus status. Students with questions about this should contact the Study Abroad Program Office, Environmental Design, room 1B45, 303-492-7741.

If you're planning to study abroad independently, (on a program that is NOT approved by CU-Boulder Study Abroad Programs), you should apply for TOP and you should also visit the Study Abroad Program Office. Study abroad advisors can advise you on the policies and procedures for studying abroad independently, which vary according to your respective college/school within CU-Boulder.

For information about Study Abroad Programs Office policies, available programs, contact information and office hours, please visit <http://studyabroad.colorado.edu>.

### EXTENSION OR REDUCTION IN THE LENGTH OF TOP LEAVE

#### WHAT IF I DECIDE TO COME BACK DURING A DIFFERENT SEMESTER THAN THE ONE I ORIGINALLY REQUESTED?

You may shorten or lengthen your period of leave if the change falls within one year of the beginning of your TOP. Requests will be considered on an individual basis. Some colleges and schools may have reached their enrollment levels, and a change in TOP plans may not be possible. In addition, some colleges and schools may limit the number of times that a student can participate in TOP. Your request should be in writing (e-mail, fax, or letter). Please contact the TOP coordinator (see last page) for any extension or reduction in the length of your leave.

**REMEMBER:** TOP IS A ONE YEAR PROGRAM. YOU MAY NOT EXTEND YOUR LEAVE BEYOND ONE YEAR WITHOUT RETURNING TO CU UNLESS THERE ARE EXTENUATING CIRCUMSTANCES. IF YOUR SPECIFIED LEAVE PERIOD EXPIRES, IT WILL BE NECESSARY FOR YOU TO REAPPLY TO THE UNIVERSITY THROUGH THE REGULAR ADMISSION RE-APPLICATION PROCESS UNLESS YOU PETITION FOR AN EXTENSION OF YOUR TIME OUT PROGRAM. UNDERGRADUATES, CONTACT THE TOP

COORDINATOR; GRADUATE STUDENTS, CONTACT YOUR DEPARTMENTS.

## REGISTRATION INFORMATION

### WHEN AND HOW DO I REGISTER FOR CLASSES?

You will register for classes via the Web and you'll have a registration time assignment for the same time as other continuing students. Approximately 6 weeks before registration begins for the semester of your return, the TOP coordinator will send a university e-memo notice to your CU e-mail account to alert you that you can begin to view class availability and your registration time assignment for your return term online.

If you know you won't have access to the Web at the time you're scheduled to begin registration, we recommend you arrange to have someone register for you. Alternatively, you may mail or fax a copy of the classes you wish to register for to the TOP coordinator (see last page). The TOP coordinator will register you as close to your registration start time as possible and mail you a copy of your schedule.

Please review your registration status carefully when you access it online. If you have a stop, clear it with the appropriate department before you register. If an enrollment deposit is required, you'll need to pay the deposit before you'll be eligible to register. If you owe an enrollment deposit, information on paying the deposit will be mailed to your mailing address.

Please be aware of all registration deadlines. If you do not register by the published deadlines and enrollment levels have been met, you may not be allowed to return.

Tentative dates for registration are as follows:

**FALL** - materials are online the 3rd week in February, registration begins the end of March / early April.

**SPRING** - materials are online in early October; registration begins the first week in November.

**SUMMER** - materials are online the 3rd week in December; registration begins the first week in March.

If you indicated summer as your planned return term, you will automatically be set up for fall registration. If you indicate fall as your return term, you'll also be set up for summer. If your plans change, or you don't want to register for summer, simply register for fall.

**NOTE:** IF YOU'LL BE ATTENDING ANOTHER UNIVERSITY WHILE ON TOP AND WOULD LIKE TEMPORARY CREDIT ADDED TO YOUR EXISTING CU CREDIT

HOURS TO RECEIVE AN EARLIER REGISTRATION TIME ASSIGNMENT FOR YOUR RETURN SEMESTER, SEND A TRANSCRIPT IN PROGRESS TO THE TIME OUT PROGRAM (SEE LAST PAGE). PLEASE CHECK WITH YOUR ADVISOR/COLLEGE BEFORE YOU SIGN UP FOR ANY CLASS YOU WANT TO TRANSFER TO CU-Boulder. REMEMBER, TO RECEIVE ACTUAL TRANSFER CREDIT, YOU MUST SEND AN OFFICIAL, SEALED TRANSCRIPT TO ADMISSIONS ONCE YOUR COURSEWORK IS COMPLETED: OFFICE OF ADMISSIONS, UNIVERSITY OF COLORADO AT BOULDER, 552 UCB, BOULDER, CO 80309-0552.

**NOTE:** IF YOU DON'T REGISTER FOR YOUR RETURN TERM, BE SURE TO CONTACT [TIMEOUT@COLORADO.EDU](mailto:TIMEOUT@COLORADO.EDU) TO SEE IF YOU QUALIFY FOR AN EXTENSION OF YOUR TOP. IF YOU'VE ONLY BEEN GONE ONE SEMESTER AND YOU NEVER REGISTERED OR DROPPED ALL YOUR CLASSES BEFORE THE DEADLINE TO WITHDRAW WITHOUT PENALTY, YOU SHOULD BE ABLE TO EXTEND FOR ANOTHER SEMESTER – NO PROBLEM!

**NOTE:** IF YOU ARE A GRADUATE STUDENT IN MUSIC, YOU MUST SECURE AN AUDITION APPROVAL FROM THE DEAN'S OFFICE UPON RETURNING TO SCHOOL.

## FINANCIAL AID

Students are not eligible to receive financial aid, including work-study, while on the Time Out Program because they are not enrolled. Students regain their financial aid eligibility as soon as they return to school unless they were on financial aid suspension prior to leaving school. There is no penalty for participating in the Time Out Program.

Students should apply for financial aid at least eight to ten weeks in advance of the semester they expect to return to school so their financial aid is available at the beginning of the term. Mail the Free Application for Federal Student Aid (FAFSA) to the processor or apply on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A government financial aid personal identification number, PIN, is needed in order to apply on the web. Click on the gold key to get your PIN.

## TOP AND STUDENT LOANS

The primary impact that TOP will have on financial aid recipients relates to loan repayment and/or the "grace period" for some federal loans. In general, students have to begin repaying loans when they are no longer enrolled. Some loans have a grace period. A grace period is the time before you have to begin making payments on your student loans. The grace period is 9 months for the Perkins Loan and 6 months for the subsidized, unsubsidized, and additional unsubsidized Stafford Loans.

Grace periods are very important to you, so be attentive and use them carefully. The grace period is like a kitchen timer that starts when you enter TOP. If the timer rings while you are in TOP and before you return to school, you have

exhausted your grace period. You will no longer have a grace period for that specific loan or loans when you graduate. If, however, you return to school before the timer rings, the timer stops and goes back to zero - but only if you notify your lender.

Students who used their full grace period during TOP or who borrowed an Alternative Loan that has no grace period will begin repayment of those loans immediately following the last day of attendance. It is your responsibility to notify the lender that you will not be enrolled in school. Be sure the lender has your correct address.

**NOTE:** LOANS BORROWED AFTER YOU RETURN FROM TOP WILL HAVE A GRACE PERIOD THAT CAN BE USED WHEN YOU GRADUATE OR STOP ATTENDING AT LEAST HALF-TIME. YOU MAY BE ABLE TO CONSOLIDATE THESE NEW FEDERAL LOANS WITH PAST FEDERAL LOANS AND HAVE A GRACE PERIOD FOR THE CONSOLIDATED LOAN. STUDENTS WHO HAVE BORROWED PERKINS LOANS MUST COMPLETE AN EXIT INTERVIEW PACKET FROM THE UNIVERSITY STUDENT LOANS OFFICE IN REGENT, ROOM 150, 303-492-5571.

**Be sure you understand the impact of loan repayment requirements as you consider the Time Out Program. For further information, visit the National Student Loan Data System web site, <http://www.nslds.ed.gov/>, consult a financial aid counselor at 303-492-5091, (and press 3). Walk-in appointments are available Monday through Friday from 9:00 a.m. until 5:00 p.m. (4:30 p.m. in summer).**

How will TOP affect my scholarships?

If you are a recipient of a multi-year scholarship, notify the **financial aid Scholarship Office at 303-492-4533** as soon as your application for the Time Out Program is approved. Unless the Scholarship Office receives advance notification of your TOP plans, your scholarship may be canceled and awarded to another student. In addition, you may lose eligibility for renewal of the scholarship.

## EMPLOYMENT OPPORTUNITIES

If you are looking for a job during your TOP, remember to visit the Student Employment Office in the Regent Hall Administrative Center, room 205, or look on the Web at [www.colorado.edu/studentemployment/jobs.html](http://www.colorado.edu/studentemployment/jobs.html) and select the Non Work-Study link for jobs on campus and in the Boulder-Denver area. As a Time Out Program student, you are allowed to work on campus as an hourly employee for a maximum of one year (the duration of your Time Out Program).

Student Employment Office, RGNT Room 205 [Home Page: <http://www.colorado.edu/studentemployment/>](#)  
Phone: 303-492-7349

Hours: 9:00 a.m. - 5:00 p.m. (fall/spring);  
9:00 a.m. - 4:30 p.m. (summer)

## HOUSING

### MAY I LIVE ON CAMPUS?

If you go on the Time Out Program while residing in a residence hall, or have a current guarantee of accommodations within a hall, housing considers you to be a temporary withdrawal from the university. Your \$300 security deposit will be held by Housing and Dining Services. Upon your return to the university after finishing Time Out, the security deposit will be reinstated upon your request to return to the residence halls and applied to your housing reservation record. (Please note that available space may be very limited.) After completing your length-of-stay requirements in the residence halls, as provided for in your "Housing and Dining Services Contract", and if you do not wish to continue residing in the halls, the security deposit will be credited to your bursar's account. This credit is less any debts you may owe to the university. You may call the Reservation Center at 303-492-6673 or 303-492-8491, for more information on this policy.

**NOTE:** IF YOU ARE INTERESTED IN APPLYING FOR OR ARE CURRENTLY RESIDING IN FAMILY HOUSING, PLEASE CONTACT THE FAMILY HOUSING OFFICE, 303-492-6384. PLEASE NOTE THAT STUDENTS ON TOP ARE ALLOWED ONLY ONE SEMESTER OF RESIDENCE IN FAMILY HOUSING WHILE ON THE TIME OUT PROGRAM.

If you do not currently reside in the residence halls but want to do so when you return to CU-Boulder, you should request application materials from the Reservation Center, Hallett Hall 75, 159 UCB, University of Colorado, Boulder, CO, 80309-0159, or call 303-492-6673 or 303-492-8491.

## RESIDENT STATUS

**IF I LEAVE COLORADO WHILE ON TOP, WILL I JEOPARDIZE MY IN-STATE RESIDENCY, OR WILL IT AFFECT MY APPLICATION FOR IN-STATE RESIDENCY?**

Consult a tuition classification officer, Regent 105, 303-492-0907, regarding your plans. Someone in the office will be able to answer your questions about residency requirements.

## VETERANS

### WHAT ABOUT MY VETERAN'S BENEFITS?

Veterans and/or dependents of veterans who are currently receiving VA educational benefits should consult Veteran's Services in the Office of Financial Aid, 175 Regent Hall, 303-492-7322, before applying for TOP to avoid future problems with their benefit status. If you are called to emergency relief service or active duty while enrolled as a student at CU-Boulder, please contact the TOP coordinator (last page) to be withdrawn and put on TOP without charge.

## STUDENT STATUS

### AM I STILL CONSIDERED A UNIVERSITY OF COLORADO AT BOULDER STUDENT WHILE ON TOP?

Students on TOP cannot be verified as students. TOP is simply reserving a space for you upon your return to CU-Boulder. We can verify your enrollment in the Time Out Program, however. Please write or call the TOP coordinator (last page).

**IMPORTANT:** While you're on TOP, keep your Buff OneCard as well as your TOP application. You can use your Buff OneCard and the xeroxed copy of your completed TOP application to access various student services (see below). When you return from TOP, your Buff OneCard automatically reactivates. If you need to replace a card, come to the Campus Card office in Willard Hall 182. The cost is \$20

## STUDENT SERVICES

### IF I AM LIVING NEAR THE UNIVERSITY WHILE ON TOP, CAN I STILL USE UNIVERSITY SERVICES?

You'll be given a copy of your TOP application as a receipt. This receipt provides documentation of your participation in TOP so put it in a safe place! You may arrange to use certain student fee-supported services such as the Student Recreation Center and Wardenburg Health Center while on TOP on an individual basis, other services are available automatically. You will need your Buff OneCard and may need your TOP receipt to access these services. Please note that you must pay fees for some of these services while you are on TOP. Fees are subject to change without notice. There is no student RTD bus pass available while you're on TOP. You may not purchase student athletic tickets (except if you'd already purchased them before you withdrew and went on TOP).

### Information Technology Service Center (ITS)

and all related computing services are available to you while you're on TOP at no extra charge. You automatically retain your e-mail account if you apply by the early TOP application deadline (see the deadline chart on page 5), and you may use any UCB computing center. If you apply later than the early application deadline, you will regain access to CUConnect 24 – 48 working hours after your TOP application is processed and may sign up for an e-mail account as soon as you regain

CUConnect access. Please call the ITS Service Center, 303-735-4357 (HELP), or e-mail [help@colorado.edu](mailto:help@colorado.edu) if you need assistance with your account.

**The Student Recreation Center** is available to you if you purchase a Student Affiliate membership. Call 303-492-6880 for the current **semester's** fee. There are additional fees for special services, such as rentals. Take your TOP receipt and Buff OneCard to the Cashier's Desk at the recreation center to sign up for a Student Affiliate membership.

**NOTE:** TOP STUDENTS MAY SIGN UP AND PARTICIPATE IN CLUB SPORTS AND INTRAMURALS AFTER PURCHASING A REC CENTER PASS.

**Wardenburg Health Center** has an affiliated user fee each semester. Paying this fee while on TOP allows you to receive treatment at the same cost as if you were on campus.

To be eligible to purchase any of the plans offered by the **Golden Buffalo Student Insurance**, students on TOP must have a medical condition which impedes them from continuing their studies at the University of Colorado. TOP students must apply for student insurance at Wardenburg Health Center, room 336. For information, please call 303-492-5107 & press 0.

**Career Services** provides TOP students with professional career and academic major counseling, video practice interviews, on-line listings of internship and post-graduate career opportunities, on-campus interviewing, career and internship fairs...and more! Career Services is located on the garden level of Willard Hall, 303-492-6541, <http://careerservice.colorado.edu>.

**Counseling and Psychological Services** provides services to TOP students for up to 30 days after you withdraw. Walk in the first time without appointment M-F from 9-4 for an initial screening. We offer short-term counseling, groups and workshops. Counseling and Psychological Services is located in Willard Hall, room 134, 303-492-6766, [www.colorado.edu/sacs/counseling](http://www.colorado.edu/sacs/counseling).

**The Center for Multicultural Affairs** provides direct support services to all students with a particular focus on students of color/difference. A community program is utilized in which the entire university community is involved in supporting and encouraging students. The Center for Multicultural Affairs is located in Willard Hall 118, 303-492-5667, [www.colorado.edu/studentaffairs/cuc](http://www.colorado.edu/studentaffairs/cuc).

The **University Libraries** are available for your use as a student affiliate for up to one year from the time you begin TOP. Use your Buff OneCard to check-out and renew library materials as usual (graduate students please note that your library account's expiration date may reduce your check-out privileges). Please contact the Libraries Access Services in Norlin for more information, 303-492-7477.

## FOR MORE INFORMATION

Thank you for your interest in the Time Out Program. If you have questions about TOP or would like further information, please write to:

USPS	FED EX
University of Colorado at Boulder Time Out Program Office of the Registrar 20 UCB Boulder, CO 80309-0020	University of Colorado at Boulder Time Out Program Office of the Registrar 20 UCB Regent Hall Regent Drive, Room 105 Boulder, CO 80309-0020

You can also stop by the registrar's office in Regent Administrative Center 105, or call 303-492-8673. Faxes should be sent to 303-492-8748. Our web site is: <http://registrar.colorado.edu>. You can e-mail the TOP coordinator at [timeout@colorado.edu](mailto:timeout@colorado.edu).

College/School Address	Telephone	Web Address
Architecture & Planning, 314 UCB	303-492-7711	<a href="http://www.cudenver.edu/AandP">www.cudenver.edu/AandP</a>
Arts & Sciences, 290 UCB	303-492-7885	<a href="http://www.colorado.edu/ArtsSciences">www.colorado.edu/ArtsSciences</a>
Leeds School of Business Undergraduate	303-492-6515	<a href="http://leeds.colorado.edu">http://leeds.colorado.edu</a>
MBA	303-735-4765	<a href="http://leeds.colorado.edu">http://leeds.colorado.edu</a>
MS Accounting PHD Program	303-492-0141 303-492-4984	<a href="http://leeds.colorado.edu">http://leeds.colorado.edu</a> <a href="http://leeds.colorado.edu">http://leeds.colorado.edu</a>
Education, 249 UCB	303-492-6937	<a href="http://education.colorado.edu">http://education.colorado.edu</a>
Engineering, 422 UCB	303-492-5071	<a href="http://www.colorado.edu/engineering">www.colorado.edu/engineering</a>
Graduate School, 26 UCB	303-492-8220	<a href="http://www.colorado.edu/graduateschool">www.colorado.edu/graduateschool</a>
Journalism, 478 UCB	303-492-5007	<a href="http://www.colorado.edu/journalism">www.colorado.edu/journalism</a>
Law, 401 UCB	303-492-7203	<a href="http://www.colorado.edu/law">www.colorado.edu/law</a>
Music, 301 UCB	303-492-6352	<a href="http://www.colorado.edu/music">www.colorado.edu/music</a>

This TOP brochure was prepared on the basis of the best information available at the time of its publication in July 2008. However, all information, including regulations, deadlines, and fees, is subject to change without notice or obligation.

The University of Colorado at Boulder has a strong institutional commitment to the principles of diversity and takes affirmative action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status.