

REGISTRATION

Registration dates are published in *Semester Notes* in advance of each registration period. Students can register through PAWS, with their advisor, or in the Registrar's Office.

Priority Registrations

Continuing* Undergraduates & Graduates

- First Monday of Registration

New* & Re-Admit

- First Friday of Registration

Military Student Priority Registration

- Colorado State University Pueblo offers priority registration to students using veteran education benefits, military members, and qualifying dependents who submit appropriate documentation.
- Active military (duty), veterans, and qualifying dependents using TA/VA benefits will be given priority registration status.

**Students are considered Continuing Students if they are Continuing Undergraduate Degree-Seeking or Graduate Students at CSU Pueblo and have completed one or more semesters at CSU Pueblo. New students are those students with a new and re-admit status (students who have been absent for two or more major (Fall/Spring) semesters). All Military students will receive priority registration, and will be notified of specific days and/or times for registration.*

Advisement

All students are required to consult an academic advisor before registering for classes each term. The major area assigns academic advisors.

Undeclared academic advising for continuing and new undeclared transfer students will be handled by the PACK Center, located in the Library and Academic Resources Center, LARC, Room 151.

All first-year, first-time students are advised through the PACK Center located in the Library and Academic Resources Center, LARC, Room 151.

Full-Time/Half-Time Enrollment Status

Enrollment status (full-time, half-time) is determined by the number of credit hours which the student has completed or is pursuing for the term in which the certification is requested.

Credit hour requirements for enrollment verification (i.e., health insurance, auto insurance, loan deferments) are as follows:

Fall/Spring Semesters

Undergraduates

Student Status	Credits
Full-time	12 or more credits
Three Quarter-Time	9-11 credits
Half-time	6-8 credits
Less than half-time	Below 6 credits

Graduate Program

Student Status	Credits
Full-time	9 or more credits
Three Quarter-Time	7-8 credits
Half-time	5-6 credits
Less than half-time	Below 5 credits

Summer Session

Undergraduates

Student Status	Credits
Full-time	6 or more credits
Three Quarter-Time	4.6-5.9 credits
Half-time	3-4.5 credits
Less than half-time	Below 3 credits

Graduate Program

Student Status	Credits
Full-time	5 or more credits
Half-time	3-4 credits
Less than half-time	Below 3 credits

You may print an Enrollment Verification Certificate online through PAWS or visit the Registrar's Office for certification of enrollment status and term(s) of attendance. (Please note that the above schedule for enrollment status may differ from the full-time/half-time schedule as recognized by Financial Aid.)

Verification of enrollment or loan deferments can only be processed for the term in which the student enrolled and paid tuition for the course(s). If a student receives an IN grade for a course(s) and continues working to complete the requirements for the course(s), he/she would not qualify for a verification of enrollment or loan deferment for that completion time beyond the initially enrolled term for that course(s).

Class Hours & Credit Hours

Colorado State University Pueblo offers two traditional semesters (Fall and Spring), and 4, 6, and 12 week summer sessions. CSU Pueblo's policies and practices are consistent with the credit hour definition provided by Colorado Department of Higher Education and the Higher Learning Commission. The University has adopted a standard lecture class minimum of 2,250 minutes of combined in-class (750 minutes) and out-of-class (1,500 minutes) time per credit hour per semester. The University's course schedule reflects the need to surpass this minimum to account for potential reductions that may be caused by inclement weather or other unforeseen circumstances.

In a traditional lecture course of three credit hours, sample calculations would be:

MWF 14 (weeks) x 55 (minutes) x 3 (days) = 2,310 minutes in-class, plus twice that amount outside-of-class: to this subtotal of 6,930 minutes we add 140 minutes for the final exam yielding a total of 7070 minutes.

Hybrid courses meet in-class for 25% to 75% of the required minutes and online courses meet 0% to 24% in-class, with both formats including the appropriate out-of-class minutes to exceed the required 2,250 minutes per credit per semester.

For more information regarding the credit hour, review the University's official Credit Hour Policy.

Course Loads & Overloads

Enrollment in more than 18 credit hours in a given term is defined as an overload. Both resident and extended studies courses are counted in the credit-hour total.

Students who have earned 15 or more semester credit hours and have a grade-point average of 3.000 or greater are eligible to enroll for an overload.

Overloads must be authorized by student's faculty advisor and Department Chair (or Dean if the advisor and Department Chair are one-in-the-same). Both signatures are required. Appeals may be made to the Dean of the college of the student's major. **Under no circumstances may a student enroll for more than a total of 25 semester credit hours in a single term.**

Administrative Drop for Non-Attendance

CSU Pueblo reserves the right to administratively drop all students from the University who fail to attend or participate in an enrolled course session at least once prior to the course drop date, including face-to-face, hybrid, and online courses. The University will attempt to contact the student before an administrative drop is enacted. This is done to ensure that CSU Pueblo contributes to student success and accurately reports student enrollment.

If you pre-register and subsequently choose not to attend, you are responsible for dropping all courses before the drop period.