

ENROLLMENT

New Student Orientation

Orientation is a required pre-enrollment step for ALL degree-seeking students at Metro State. The mission of New Student Orientation (NSO) is to facilitate the transition of entering students by helping them learn about and connect with the campus community. A variety of sessions are offered to accommodate the needs of our diverse commuter population, including specialized sessions for first-time college students, transfer students, and adult students returning to college. In addition, transfer students over the age of 20 can complete their orientation requirement through an online orientation course. During orientation, incoming students have the opportunity to interact with current Metro State students and staff while they receive valuable information about academic advising, general studies requirements, the registration process, and financial aid. Student Orientation Leaders also share some of their own tips for college survival, including how to utilize campus resources and how to get involved in campus activities. For further information about orientation, visit the NSO Website at www.mscd.edu/~nso or call 303-556-6931.

Reading, Writing and Mathematics Assessment Examinations

If the ACT or SAT has been taken, some assessment tests may be waived if the following scores are met or exceeded: an ACT subscore at or above 18 in English (SAT verbal of 440), 19 in Math (SAT math of 460) or 17 in Reading (SAT verbal of 430). For additional information on English or Reading, call 303-556-3677. For additional information regarding mathematics placement, visit the Metro State Web site at www.mscd.edu/testing/mscd_new/home_page.htm or obtain a hard copy of the Mathematics Group Learning Program brochure from the Academic Advising Center. Degree-seeking students who are diagnosed as needing remedial course work have at their disposal basic skills courses offered through the Community College of Denver. Students are responsible for completing remedial course work no later than the end of their freshman year (i.e., within the first 30 semester hours matriculated as a college student).

Academic Advising

At Metro State students are provided multiple sources of academic advising support. Continuing students with declared majors receive advising assistance from their academic departments. New students and students without declared majors receive advising support from the Academic Advising center. Services available to students in the center include the following: assistance with course selection, scheduling and registration; help with long-term degree planning; identification of degree enhancement strategies; and ongoing developmental advising, including assistance with the major-minor selection process, adjustment to college, etc. For additional information call 303-556-3680.

REGISTRATION

All continuing students in good standing and all accepted applicants at the College are eligible to register each semester.

Students are responsible for ensuring that there is a correct and up-to-date address and phone number on file with the College. Address changes may be made with the Registrar's Office through MetroConnect (metroconnect.mscd.edu), or by writing or faxing (303-556-3999) the address and phone number change to the Registrar's Office.

Information on the registration procedure, registration dates, and student responsibilities and obligations related to registration is available on MetroConnect (metroconnect.mscd.edu).

Students Not Officially Registered in a Class

For Students

Students must be officially registered for classes in accordance with College rules and regulations. Officially registered means that students have been accepted for admission by the college, are eligible

24 ENROLLMENT AND REGISTRATION

to register for classes, and that the Course Reference Number (CRN) for the class is entered on the student's registration record maintained by the Office of the Registrar. The deadline to register for a full-semester class is the census date for that semester. For fall and spring semesters the census date is the 12th business day of the semester; for summer semester the census date is the 8th business day of the semester. These deadlines are available on the Web for each semester at www.mscd.edu/academic/acal.htm. There are pro-rated deadlines for part-of-term classes. It is students' responsibility not to attend a class if they are not officially registered.

For Faculty

According to CCHE policy, as noted in CCHE document "FULL-TIME EQUIVALENT (FTE) REPORTING GUIDELINES and PROCEDURES, June 2002", individuals may not attend a class if they are not officially registered for the class. The deadline to register for a full-semester class is the census date for that semester. For fall and spring semesters the census date is the 12th business day of the semester; for summer semester the census date is the 8th business day of the semester. These deadlines are available on the Web for each semester at www.mscd.edu/academic/acal.htm. There are pro-rated deadlines for part-of-term classes. Faculty must refer students who are not registered by the census date to the Office of the Registrar to discuss their registration options. Faculty should allow the student to return to the class only upon showing proof of registration from the Office of the Registrar. Faculty must ensure that all students in their classes are listed on their E-Rosters. Faculty can check their E-Rosters anytime before and during the semester to determine whether a student is registered for the class.

Concurrent Enrollment

Students who find it necessary to register at Metro State and another college at the same time should check with Metro State Transfer Services concerning the acceptance and application of transfer credits.

Pooled Registration

Metro State and the University of Colorado Denver have formed a common pool of courses available to students at each institution. For the pool, Metro State offers courses through the School of Letters, Arts and Sciences, through the Economics Department in the School of Business and through the Technical Communication and Human Performance and Sport departments in the School of Professional Studies. UCD offers courses through the College of Liberal Arts and Sciences and College of Arts and Media.

Students must register for pooled courses through their home institution. Students at Metro State:

- Must comply with all Metro State policies, procedures and deadlines when registering for, withdrawing from or dropping UCD pooled courses;
- May not be placed on a wait list for any UCD pooled course.
- Must comply with UCD course prerequisites.

For students at Metro State, UCD pooled course titles and grades will appear on the Metro State transcript and will count in the GPA and hours toward graduation; however, UCD pooled courses will not satisfy academic residence requirements for degrees from Metro State. This restriction applies to the residence requirements of the overall degree (30 semester hours minimum), the major (8 upper-division semester hours minimum), and the minor (3 upper-division semester hours minimum). This restriction does not apply to Physics (PHY) courses.

Metro State/UCD Nonpooled Courses

Students wishing to register for UCD courses not listed in the common pool must follow concurrent registration procedures:

- Complete a UCD admission application.
- Register and pay for UCD courses at UCD.
- Request that official transcripts from UCD be sent to Metro State at the end of the semester.

Students are advised:

- to consult with their academic advisor at Metro State to determine transferability of courses.
- to consult with Metro State's Financial Aid Office if receiving aid.

Interinstitutional Registration

Students enrolled at Metropolitan State College of Denver may register for courses at the Community College of Denver. Courses taken at this institution in no way alter existing Metro State degree requirements, but may apply toward degree requirements subject to specific approval by Metro State. Students should be aware that courses taken interinstitutionally will be counted as part of the 64 semester hours from community colleges applicable to an Metro State degree. Interinstitutional credits will not satisfy academic residence requirements at Metro State. In the event a conflict arises between the policies/procedures of Metro State and the college listed above, the most restrictive policy prevails. Students are advised to confer with department chairs and/or coordinators of academic advising before registering interinstitutionally. The enrollment status of a student in the interinstitutional registration program is determined by the student's status at the home institution (institution where the student is seeking a degree). Students should ascertain before enrolling at an institution that desired courses will satisfy degree requirements at the home institution.

Course Audit Policy

Students may audit a class with the permission of the instructor, if space is available. Academic credit is not awarded for an audited course and no academic record is maintained. The cost for auditing a course is based on regular tuition. The Tuition and Fees Table is available on Metro State's Web site (www.mscd.edu/enroll/admissions). Audit approval forms are available in deans' and academic department offices.

Changes in Registration

Enrolled students may adjust schedules by dropping and/or adding classes. Complete information concerning dropping and/or adding classes and the tuition and fee refund schedule can be found on MetroConnect (metroconnect.mscd.edu).

Students who reduce their course load after the twelfth day of classes and before the beginning of the fifth week will receive an "NC" notation for each course they have dropped. A NC/Withdrawal Form must be submitted or requested online through MetroConnect by the deadline to the Registrar's Office.

Students reducing their course load between the beginning of the fifth and the end of the tenth week of classes during fall and spring semesters may receive an "NC" notation for each course, provided faculty approval is granted. Additional restrictions regarding assigning the "NC" notation may be set by each school, department and/or faculty member for the period between the beginning of the fifth and the end of the tenth week of the semester (or proportional time frame). Students are advised to seek faculty signatures well before the deadline. An NC/Withdrawal Form must be submitted by the deadline to the Registrar's Office. See the sections on grades, notations, course load and class attendance in this *Catalog*.

Proportional time frames are applied for part-of-term courses, workshops and summer terms. Procedures for adding or dropping a part-of-term course after the course has begun are described on MetroConnect (metroconnect.mscd.edu).

Registration Status

The College generally defines full-time status as being registered for 12 semester hours in fall and/or spring semesters, eight semester hours in the summer. However, to complete a degree in four years or eight semesters, students need to take at least 15 hours a semester. Similarly, half-time is generally defined as six semester hours, fall and spring and four semester hours for summer. Less than half-time is the other term used, which is generally defined as less than six semester hours in the fall and spring and less than four semester hours in the summer. However, for financial aid purposes 12 semester hours is also the full-time standard in the summer. (See page 27 of this *Catalog*). To be eligible for health insurance coverage automatically, the numbers are 10 semester hours in the fall and spring and eight semester hours in the summer. (See page 27 of this *Catalog*). You can order an enrollment verification on MetroConnect (metroconnect.mscd.edu).