

Spring Semester 2009

January 12—May 8, 2009

If you did not attend Adams State during the previous 3 semesters, please see the [admissions section](#) below.

ASC Announcements:

All relevant dates and deadlines may be found on the academic calendar at <http://www.adams.edu/calendar/academic-cal.php>

The act of registration is confirmation of your schedule. No further confirmation is required. Please see the information below if you wish to drop individual courses or enrollment for the semester. If you have questions regarding your schedule, please contact us at ascrecords@adams.edu or via telephone at 1.866.344.1687, or 719.587.7321.

Colorado Undergraduate Students!

Have you applied for your (COF) College Opportunity Fund? To receive this benefit, please apply today at collegeincolorado.org. Questions and answers on can be found at <http://www.adams.edu/admissions/cof/cof.php>

REMEMBER TO HOLD ON TO YOUR REGISTRATION PIN WHEN IT IS GIVEN TO YOU BY YOUR ADVISOR AFTER CONSULTING WITH HIM/HER EACH SEMESTER, AS YOU WILL NEED IT TO PROCESS ANY ADDS/DROPS ONLINE! GRADUATE STUDENTS ARE NOT REQUIRED TO USE A REGISTRATION PIN TO REGISTER.

Registration Calendar

Online registration instructions are available at portal.adams.edu

November 10, 2008-January 28, 2009: Registration begins

Register and/or pay online at www.adams.edu/onestop or in person by visiting the One Stop Student Services Center in the Student Union Building across from La Mesa Dining Hall. Register by mailing a registration form to ASC Office of Records, 208 Edgemont Blvd., Alamosa, CO 81102 or by faxing a registration form to 719-587-7416 at the One Stop Student Services Center.

January 09, 2009:	Tuition and Fee Payment Begins
January 12, 2009:	First Day of Classes
January 16, 2009:	Tuition and Fee Payment Deadline
January 19, 2009:	Late Fee Begins-Late Payment of Tuition/Fees
January 28, 2009:	Last Day to Petition for In-state Residency *Last Day to Add/Drop Courses/Census Date
March 13, 2009:	*Last Day to Withdraw from a Course

- Exceptions to these dates must be approved by the instructor, department head, and associate provost for the graduate school, or associate provost for Academic Affairs.

Tuition and Fee Payment Dates

Tuition and fee rates are listed at <http://businessoffice.adams.edu> (click on tuition cost information). Online payment from checking or savings account or by credit card is available at www.adams.edu/onestop.

You may pay your tuition and fees, process financial aid awards, and arrange deferred payment at the **One Stop Student Services Center in the Student Union Building**.

Friday, January 9, 8 a.m.—4 p.m.

Monday, January 12, 8 a.m.—4 p.m.

Tuesday, January 13 8 a.m.—4 p.m.

Wednesday, January 14, 8 a.m.—4 p.m.

Thursday, January 15 8 a.m.—4 p.m.

Friday, January 16 8 a.m.—4 p.m.

(PAYMENT DEADLINE) \$25 late charge assessed for payment in full or payment arrangements NOT completed by 4 p.m. Friday, January 16, 2009. Additional late charges of \$10 per month are assessed when payment in full is not made or payment arrangements are not finalized.

STUDENT REFUNDS: The Higher One Easy Refund Card is used to refund credit balances on student accounts. A credit may come from payment of grants, scholarships or loans to a student's account, overpayment of charges, or adjustments for tuition, fees, or housing. The first day financial aid refunds may be available is Friday, January 9, 2009, pending receipt and processing of funds.

Don't throw the Higher One Easy Refund card away. Refunds such as housing deposits may be paid after a student no longer attends Adams State. This card is a debit card and can be used long after a student graduates or leaves ASC. To learn more about the card please go to [http://learnabout one.com](http://learnaboutone.com).

Mandatory advising for undergraduate, degree-seeking students:

Adams State College is committed to doing everything possible to support student success. In that spirit, we require our degree-seeking undergraduate students to be advised and obtain a registration or alternate PIN from their advisor before they may register. Prerequisite and test score restrictions are in place to ensure that students enroll in courses for which they are prepared to complete successfully. All remedial coursework must be completed within the first 30 hours of enrollment in a postsecondary institution. Consequently, students who are not prepared for the courses in which they are enrolled will be dropped and, to the extent possible, reenrolled in those for which they are prepared. Please make arrangements to meet with your advisor as soon as possible to ensure you are enrolled in the courses needed to meet your educational goals.

Continuing Students (Attended spring, summer or fall 2008,): If you are a degree-seeking undergraduate student, schedule an appointment to meet with your academic advisor. During this session, plan to review the schedule of classes you will take this

semester to obtain your registration PIN and ensure you are on track for graduation. If you are a non-degree seeking student, no registration PIN is required. If you are a graduate student, you should consult with your advisor although a PIN is not required.

New Students: After receiving notification of admittance to Adams State, please contact an admissions counselor by calling 1.800.824.6494 for advising and enrollment in spring semester courses.

Transfer Students: After receiving notification of admittance to Adams State, please contact the Transfer Student Coordinator by calling 1.800.824.6494 or 719.587.7098 or via email at jrowbury@adams.edu for advising and enrollment in spring semester courses.

November 10–January 11, 2009

Complete Drop: Students who decide to drop all courses within this date range may do so online at www.adams.edu/onestop, by contacting us at ascrecords@adams.edu or by faxing notification that includes student name, student ID number (900#), and contact information to 719.587.7416 at any time within the above date range. All courses for the semester will be removed from the student's transcript as well as any charges incurred at the time of registration.

Course Drop: Individual course drops during this timeframe may be processed online at www.adams.edu/onestop, by faxing a completed registration add/drop form to 719.587.7416 or by submitting a completed add/drop form to the One Stop Student Services Center. All dropped courses for the semester will be removed from the student's transcript as well as all tuition and fees.

Course Add: Students may add individual courses to their schedule by going online to www.adams.edu/onestop, entering their PIN (obtainable from an academic advisor and required for registration of undergraduate, degree-seeking students), and submitting the add(s). You may also submit a registration add/drop form to the One Stop Student Services Center or contact the Office of Academic Advising at 719.587.7657.

January 12–January 28, 2009

Complete Drop: Students who decide to drop **all** courses once the semester has begun must do so by completing an official drop through the Office of Student Affairs in Richardson Hall, 234. Students may be eligible for a partial refund of tuition/fees and housing/meal ticket depending upon when the drop is processed. Please see page for a refund schedule. All courses for the semester will be removed from the student's transcript. Graduate students should contact the Graduate School at 1.866.407.0013.

Course Drop: Students may drop courses during this timeframe without instructor permission. Dropped courses will not appear on student transcripts, and all tuition and fees for dropped courses will be removed if the student remains in at least one other course. Process a Registration Add/Drop Form through the One Stop Student Services Center in the Student Union Building or online at www.adams.edu/onestop.

Course Add: Students may add individual courses to their schedule by going online to www.adams.edu/onestop. They may also submit a Registration Add/Drop Form to the One

Stop Student Services Center located in the Student Union Building or by contacting the Office of Academic Advising at 719.587.7657.

Please note: Course adds for regular session courses will require a special permission label from the instructor of the course beginning the second week of classes (January 19, 2009). Students must acquire special permission (virtual registration override) from the instructor in order to enroll in courses from this point forward. Students may find contact information for instructors by looking in the directories link from portal.adams.edu.

January 29-March 13

Complete Withdrawal: Undergraduate students who decide to withdraw from all courses during this timeframe must do so by completing an official withdrawal through the Office of Student Affairs in Richardson Hall, 234. Students will receive a non-punitive grade of W for all withdrawn courses and a W will appear next to each course on the student's transcript. Graduate students should contact the associate provost for the Graduate School at 1.866.407.0013 or ascgrad@adams.edu.

Course Withdrawal: Students may withdraw from individual courses after the deadline for adding/dropping and receive a non-punitive grade of W. Tuition is charged, and a W will appear on the student's transcript. Process a Registration Add/Drop Form through the One Stop Student Services Center in the Student Union Building or online at www.adams.edu/onestop.

COF eligible students should note that withdrawing from courses will reduce the total allotted COF hours by the number of withdrawn credit hours. Students may access their COF account at <http://cof.college-access.net/cofapp/> to view allotted, used and remaining COF hours.

Course Add: A course may be added during this time frame only with the approval of the instructor, department chair and associate provost for Academic Affairs. Please be aware that although approval may be granted to process a late add, the COF stipend will not apply to courses added after census date as identified in the registration calendar. Graduate students must secure authorization from the associate provost for the Graduate School.

General Information and Definitions

Course Load: Full-time course load for undergraduate students is 12 credit hours; 6 credit hours for graduate students. Maximum enrollment for students is 20 and 15 hours for undergraduate and graduate students respectively, each semester without special permission. The student's advisor and the assistant provost for Academic Affairs must approve course loads exceeding this limit for undergraduate students whereas graduate students must seek the approval of their advisor and the associate provost for the Graduate School. **Additional tuition will be assessed for course loads in excess of 17 hours at the rate of part-time tuition for each hour above 17 for undergraduate students.**

Credit by Examination: Students desiring credit by examination should request this from the instructor at the time of registration. Regular tuition and fees will apply.

No Credit/Audit: Students may, with instructor permission, enroll in courses for no credit. Regular tuition and fees are assessed, and students must indicate their desire for NC prior to the deadline to add/drop. **Classes taken for no credit are not eligible for financial aid or the COF stipend.**

Independent Study Courses: are offered on a limited basis. An Authorization for Independent Study Form and a contract between the student and faculty member must be completed, approved by the instructor, department chair, and associate provost for Academic Affairs for undergraduate courses or by the associate provost for the graduate school for graduate courses. The form and contract, once approved, must then be submitted to the One Stop Student Services Center located in the Student Union Building. An updated schedule will be subsequently mailed to the student after processing is complete. Regular tuition and fees apply.

Special Permission: Courses requiring special permission to enroll are identified in the schedule with a footnote code. Students must acquire special permission (virtual registration override) from the instructor in order to enroll in these courses. Students may find contact information for instructors by looking in the directories link from portal.adams.edu. **All** regular session courses require special permission in order to be added beginning the second week of classes.

Prerequisites: Many courses have specific course prerequisites, which must be taken prior to a student being permitted to enroll in them. Prerequisites for each course are identified in the Adams State Catalog.

Student Classification:

Freshmen: (0-29 earned hours) may enroll in **0- to 299**-level courses.

Sophomores: (30-59 earned hours) may enroll in **0- to 399**-level courses.

Juniors and Seniors: (60-89 and 90+ earned hours, respectively) may enroll in **0- to 499**-level courses.

Students who wish to enroll in courses above their current classification must obtain special permission via a registration override from the department chair and instructor of the course. Seniors who are within 12 hours of graduating may enroll in graduate-level (500+) courses with the approval of the associate provost for the Graduate School. Please note that graduate level courses are not COF eligible. Graduate students may enroll in 500+ level courses. They may also enroll in **300- to 499**-level courses and receive graduate credit if requested at registration and approved by the instructor. Graduate students should check with their advisor to be sure the course will meet degree requirements. **(Please note tuition for undergraduate courses will be assessed at the graduate rate.)**

Alternate or Registration PIN: A 6-digit number is assigned to every undergraduate-degree-seeking student on a semester basis (summer excluded) to ensure the student has met with his or her advisor prior to enrolling in courses. The student should keep this number in a safe place, as it will be required to process schedule changes online.

Token Number: This is issued to newly admitted students and is required (along with student ID numbers) to obtain your user name and password to gain access to our online

services. If you have misplaced this number, please contact the One Stop Student Services Center at 1.866.344.1687 or 719.587.7306 or Computing Services' helpdesk at 719.587.7741 to have your token number reset. Then, go online to www.adams.edu/getit, where your username and password can be obtained using your student ID and one-time token.

Closed-Class Error: This error is displayed when a course for which you are attempting to register has reached its maximum capacity. Students may acquire special permission (virtual registration override) from the instructor in order to enroll in these courses. Students may find contact information for instructors by looking in the directories link from portal.adams.edu.

Level Restriction: This error will occur when an undergraduate student attempts to enroll in a 500- to 599-level course or when a student who is admitted into our Extended Studies program attempts to enroll in an on campus course. Special permission to enroll in graduate level courses may be requested (if you are a senior within 12 hours of graduating) from the director of the Graduate School in Richardson Hall 217. ES students may contact the Office of Admissions at 800-824-6494 or 719-587-7306 for information on how to register in on-campus courses.

Class Restriction: This error occurs when a student is attempting to enroll in a course more than one year above his/her current classification. See "student classification" for more clarification.

Nursing College Restriction: This error occurs to notify students that the course is restricted to only those students who have their RN certification and who have been admitted to the nursing program.

Campus Restriction: This error occurs to notify students that the course is restricted to a particular off-campus cohort. Students must acquire special permission (virtual registration override) from the instructor in order to enroll in these courses. Students may find contact information for instructors by looking in the directories link from portal.adams.edu.

Admission to Adams State College

**Welcome Center; Student Union Building; 719.587.7712 OR
1.800.824.6494**

Students who did not attend the college during the previous three semesters (spring, summer, fall) must be admitted before they may register for classes. Admission requirements for each type of student are identified below.

Non-degree Seeking Students (Graduate or Undergraduate):

Complete the Application/Registration form located at <http://adams.edu/admissions/>.

New Freshmen:

- 1) Complete admission application either online or mail the paper application to Adams State Office of Admissions, 208 Edgemont Blvd., Alamosa, CO 81102.
- 2) Submit \$20 application fee.
- 3) Have official ACT/SAT scores and official high school transcript sent to the Office of Admissions. Note: Non-traditional students 23 years old and older are not required to take the ACT/SAT.

Transfer Students:

- 1) Complete admission application.
- 2) Submit \$20 application fee.
- 3) Have official transcripts sent from all colleges attended.
- 4) If you have completed fewer than 13 credits, you must also submit your official high school transcript and ACT/SAT test scores.

Readmit Students:

- 1) Complete the application form.
- 2) Have college transcripts sent from any colleges you attended since enrolling at Adams State College.

Graduate students should contact the Graduate School at 719.587.8152, 1.866.407.0013, or www.adams.edu/gradschool for all admission procedures.

Residency classification: Student residency is designated as either out of state or in state for tuition purposes at the time of admission. For additional information go to adams.edu/records or visit <http://higher.ed.colorado.gov/Residency/index.html>. All graduate students pay in-state tuition during the summer semester.

College Opportunity Fund

College Opportunity Fund recipients—authorize your COF stipends each semester at www.adams.edu/onestop.

Payment Information

Any student who registers is responsible for payment of tuition, fees, other charges, and must be prepared to pay the full amount of charges at the beginning of the term or make other arrangements in accordance with college policy and approval by the appropriate school authority. Please refer to the above tuition and fee payment dates.

Billing statements are mailed beginning in December. Failure to receive a statement of account does not relieve the student of the obligation to know the amount due the college or to pay by the published deadline. Statements are not mailed to parents, guardians, spouses or third-party agencies.

View updated charges and payments and pay online at www.adams.edu/onestop.

Revised or new billing statements may be picked up at the One Stop Student Services Center.

Students who decide NOT to complete the current term may withdraw from school by processing an official withdrawal through the dean of Student Affairs or the Graduate School for graduate students.

Financial Obligation Policy

Business Office; Richardson Hall Room 130; 719.587.7728, or 1.866.344.1687

Email: ascbus@adams.edu

By the act of registration, students automatically incur a financial obligation to Adams State College. Students who register for classes are responsible for payment of the full amount of tuition, fees, and other applicable costs, whether or not they attend class, unless they officially withdraw within the time specified for refund. Students having unpaid financial obligations due the college are not allowed to register for classes, receive a diploma upon graduation, or receive a transcript of credits. **A student that early registers for a future term and then incurs financial obligations which remain unpaid, may have the future term registration cancelled for non-payment of a past due financial obligation.** Students who attempt an “unofficial” withdrawal are still registered, continue to incur charges, and will have failing grades posted at the end of the semester.

Policy To Dispute And Appeal Billed Charges

Students have the right to dispute billed charges if they believe the charges are not valid by contacting Student Business Services. When a dispute is received, Student Business Services personnel will review the originating paperwork and/or contact the originating department. If the dispute is not resolved after this review, a letter is sent to the student informing her/him of the right to appeal. The written appeal must include reasons for the appeal along with supporting documentation and must be received within 15 days of the denial notification.

Appeals for undergraduate students will be reviewed by the Dean of Student Affairs, appeals for graduate students will be reviewed by the Associate Provost of Graduate Studies, and appeals for Extended Studies students will be reviewed by the Associate Provost of Extended Studies. Decisions by these College officials will be final and will be forwarded to the Director of Student Business Services. The Director of Student Business Services is the delegated authority for completing the Validation of Debt form, notifying the student, and making the Final Agency Determination for tax offset purposes with respect to disputed amounts.

The initial dispute can be made verbally or in writing but must be made to Student Business Services: Telephone: 719-587-7728, or 1-877-862-8202, Fax: 719-587-8214,

Email: ascbus@adams.edu, Mail: Student Business Services, Adams State College, Alamosa, CO 81102.

The deadline to dispute semester charges is 30 days after the end of the semester in which charges were incurred.

Refunds of Tuition and Fees for Complete Withdrawals

Official withdrawals are initiated through the dean of Student Affairs, Richardson Hall, Room 234 or the associate provost for the Graduate School, as per the following schedule.

Percent of total tuition and fees

Upon Withdrawal Refund/Adjustment

Week 1 thru Census

January 12-January 28 90%

Day after Census thru Week 5

January 29-February 13 75%

Week 6 thru Week 9

February 16-March 13 50%

To be eligible for a tuition refund, students must present an approved/completed official withdrawal form to the Business Office.

To be eligible for a room and board (meal ticket) refund, students must complete the check-out procedure with the Housing Office.

No Refunds are made after March 13, 2009.

Nonrefundable charges are listed below and are considered expended at 100 percent when charged. Fees may be subject to change.

New Student Orientation Fee \$50.00

New Student ID Fee \$25.00

Student ID Replacement Fee \$10.00

Parking Decal \$45.00

Parking Fines Vary

Emergency Loans Vary

Emergency Loan Fees Vary

Deferred Payment Fee \$10.00

Late Fee \$25.00 initial charge, \$10.00 monthly, unless a signed payment agreement is in effect.

Easy Refund Card Replacement \$21.00

Example: If a student officially withdraws during the first week of classes, the college retains 10 percent of tuition and fees. If tuition and fees have been paid in full, the remaining 90 percent is refunded. If tuition and fees have not been paid, the student is billed for 10 percent of the incurred costs.

Please note: The above calculations are based on a 16-week semester. If you are taking an Internet course or a weekend format course starting later than the 16-week semester, the refund schedule will be different.

In cases of complete drop/withdrawal, it is important that you inform the Business Office and the Student Affairs Office that your course was not based on a 16-week semester in order to receive the appropriate refund.

Important reminder: If you register for spring classes and are unable to attend, please notify the Records Office prior to the first day of classes. This will remove charges at 100 percent. Once classes begin, you must process a complete withdrawal and will be assessed as per the above refund schedule for complete withdrawals. Contact Adams State College's Office of Records at www.ascrecords@adams.edu or fax a notification that includes student name, student ID number (900 number) and contact information to 719.587.7416.

The College Opportunity Fund—Frequently Asked Questions

Apply for your stipend at CollegeInColorado.org or call 1.800.777.2757 or 720.264.8550.

<http://cof.college-assist.org/cofapp/cofapp/Default.aspx>

For a list of FAQs:

<http://www.adams.edu/admissions/cof/cof.php>

Financial Aid Disbursement and Refund Policies

Office of Student Financial Aid—One Stop Student Services Center; 719.587.7306, or 1.866.344.1687, fax 719.587.7366

Undergraduate students must enroll in a minimum of 12 credit hours to be considered full time for financial aid purposes. Graduate students must be enrolled in 6 credit hours to be considered full time for financial aid purposes.

Award Processing

Student award offers are available online at www.adams.edu/onestop. Additionally, students will receive one award letter from Adams State College.

Online award offers should be carefully reviewed and accepted by the student. Information on financial aid types including grants, loans, and work-study is available at www.adams.edu/finaid

All Financial Aid will be deducted directly from the charges assessed on the billing statement at fee payment.

Any Financial Aid refunds will be processed through HigherOne.

Students who receive Title IV federal financial aid funds are subject to federal regulations which govern refunds. If you have questions regarding Title IV Federal Financial Aid regulations, please visit the Financial Aid Web page www.adams.edu/finaid

Transfer Students

Contact the Transfer Student Coordinator—Richardson Hall Room 188; 719.587.7098

Transfer students are encouraged to meet with the transfer student coordinator during the registration period if they have questions regarding their transfer coursework or registration for the semester.

Transfer students are held responsible for the information found on pages 18-19 of the 2008-2009 Adams State College Undergraduate Catalog.

Required Hours and Proficiency for Graduation

Upper-division hours (300-400 level) (Non-PE hours) 42 Hours

Academic hours 120 Hours

Minimum hours required for graduation (Non-PE Hours) 120 Hours

Transfer students must meet the Adams State writing and technical proficiency requirements. Please contact the head of your major department for more information.

Incoming transfer students may process registration by contacting an Adams State admissions counselor at 1.800.824.6494 or 719.587.7712.

Graduation Applications

Students should meet with their advisor/department chair the semester before they graduate. Graduate students should contact the Graduate School. Undergraduates should complete an application available at the One Stop Student Services Center or online at adams.edu/records by clicking on “Commencement” and submit a copy to the office of the department chair over each major. Return the originals to the records evaluator (Richardson Hall, 188) the semester BEFORE the semester in which you plan to graduate but no later than August 31 for fall, January 31 for spring and June 1 for summer graduation. Applications received after the semester deadline will be assessed a \$20 late fee.

Application dates for graduate students are different and can be found at www.adams.edu/gradschool.

Undergraduate students should plan a time to meet with their advisor to review their degree plan requirements and have their plan(s) submitted to the department chair of their major(s) for final review and approval before it is sent to the records office. Students should plan the same for their minor plan(s). Note: The degree plan consists of the general education sheet, the major sheet and the undergraduate degree check sheet.

Graduate students should meet with their advisors the semester before their intended graduation for review and approval of their degree plans.

Commencement ceremonies are observed in May and December. (There will only be one commencement ceremony a year in May for Graduate students) Undergraduate students who graduate in the summer should contact the Office of Records and Registration at 1.719.587.7321 to notify when or if they'd like to march in the fall or spring ceremony.

Academic Calendar

www.portal.adams.edu (click on academic calendar link)

Final exams must be taken during the time scheduled below. Final approval of exceptions rests with the instructor. Only genuine and demonstrable family crises or medical emergencies should be considered as exceptions. Such requests can be referred to the interim dean of Student Affairs for verification of the crisis/emergency.

Class Schedule for Finals Week

Spring 2009 Semester

Tuesday, May 5, 2009

08:00 to 09:50 Classes regularly meeting at 14:00 M W F

10:00 to 11:50 Classes regularly meeting at 14:00 T R

13:00 to 14:50 Classes regularly meeting at 10:00 M W F

15:00 to 16:50 Classes regularly meeting at 10:00 T R

Wednesday, May 6, 2009

08:00 to 09:50 Classes regularly meeting at 09:00 M W F

10:00 to 11:50 Classes regularly meeting at 09:00 T R

13:00 to 14:50 Classes regularly meeting at 12:00 M W F

15:00 to 16:50 Classes regularly meeting at 12:00 T R

Thursday, May 7, 2009

08:00 to 09:50 Classes regularly meeting at 11:00 M W F

10:00 to 11:50 Classes regularly meeting at 11:00 T R

13:00 to 14:50 Classes regularly meeting at 08:00 M W F

15:00 to 16:50 Classes regularly meeting at 08:00 T R

Friday, May 8, 2009

08:00 to 09:50 Classes regularly meeting at 15:00 M W F

10:00 to 11:50 Classes regularly meeting at 15:00 T R

13:00 to 14:50 Classes regularly meeting at 13:00 M W F

15:00 to 16:50 Classes regularly meeting at 13:00 T R

Regular meeting time is based on the hour the class begins (for example: a class beginning at 10:30 a.m. is considered to be a 10 a.m. regular meeting time).

The regular class times for ARRANGED CLASSES is considered to be the time the instructor normally meets with the student.

Classes scheduled to meet between 16:00 and 17:00 will meet at 17:00 during finals week. All other EVENING CLASSES will meet at the regularly scheduled class time.