Online Registration for Exchange Students

- **Establish an eID and password**: With assigned CSU ID number (provided in email notice of acceptance), establish eID and password at [https://eid.colostate.edu/eIDCreate/login.aspx](https://eid.colostate.edu/eIDCreate/login.aspx).

- **Become Registration Ready**: Follow instructions at [https://studioabroad.colostate.edu/_customtags/ct_FileRetrieve.cfm?File_ID=6642](https://studioabroad.colostate.edu/_customtags/ct_FileRetrieve.cfm?File_ID=6642) to become “Registration Ready” before priority registration date:
  - Enter Advising Code and other required information.
  - Note priority date for exchange students to register ahead of other students (during first week in April for fall semester or last week in October for spring semester).
  - Gain access to CSU email account and configure the settings to automatically forward messages to preferred email account.

- **Review Class Schedule**: Prepare a prioritized list of preferred CSU classes from the online [Class Schedule](https://studioabroad.colostate.edu/_customtags/ct_FileRetrieve.cfm?File_ID=6637) (released March 1 for fall semester and October 1 for spring semester); then obtain overrides from the relevant departments or instructors for prerequisites and other restrictions. Begin with requesting overrides for four to six classes at the top of preference list. Follow instructions at [https://studioabroad.colostate.edu/_customtags/ct_FileRetrieve.cfm?File_ID=6642](https://studioabroad.colostate.edu/_customtags/ct_FileRetrieve.cfm?File_ID=6642).
  - Note not all courses found in the Course Catalog are offered every semester. You must refer to the Class Schedule for course availability.

- **Register**: After becoming “Registration Ready” and obtaining the necessary overrides for each class of interest, select Registration on the RAMweb menu.
  - Use Add boxes to add one or more CRN’s to the term schedule. Remember, except for entry level courses, the necessary overrides must be approved and entered before each CRN can be added.
  - Use the Drop feature to delete a CRN if desired (for example, to avoid exceeding the 18 credits registration limit (see below) or to switch sections for a desired course.

- **Waitlist**: If a preferred section is full, proceed with joining the electronic waitlist for that CRN if desired.
  - When automatically notified by email message to the student’s CSU email address that a space has become available in a waitlisted CRN, the student has 24 hours to register into that class (dropping another class if necessary to avoid a time conflict or comply with the 18 credits limit). If unable to respond within 24 hours, the student can rejoin the bottom of the waitlist.

**Exchange Student Registration Requirements**

- Exchange students must be reduced eventually to **four-five academic courses** plus any related lab or recitation sections in order for the tuition and fees to be fully covered by the exchange agreement.

- Minimum enrollment for an exchange student is **12 credits**. This is a J-1 exchange visitor visa requirement. Exchange students may enroll in up to 15 credits that will be covered by the exchange agreement.

- An exchange student can personally pay the additional cost to be enrolled in more than 15 credits, up to a maximum of 18 credits. Similarly, an exchange student can personally pay to enroll in non-academic courses or for the higher cost of courses taught through the Division of Continuing Education.
Late Registration for Exchange Students

- To avoid an automatic late registration fee for the fall semester or spring semester, each student must be enrolled in at least one class before the first day of classes.
- CRN’s can be added and dropped from the student’s term schedule via online registration prior to arrival at CSU, during orientation week at CSU, and during the first week of classes.
- During the second week of classes, CRN’s can be dropped, but a special “add” override from the relevant department or instructor is necessary to add a CRN.
- An exchange student must be enrolled in at least 12 credits of appropriate courses before the official Add/Drop deadline. This is a J-1 exchange visitor visa requirement.
- After the Add/Drop deadline, a student can withdraw from a class until mid-semester with a grade of W and no refund of tuition and fees; however, this option is impractical for exchange students, because they must remain enrolled in at least 12 credits as a condition of the J-1 exchange visitor visa.