

CSU Terminology Relevant to Enrollment of Exchange Students

Advising Code: A number that must be entered via RAMweb in order for a student to become “registration ready” for an academic term. Each exchange student is sent his or her advising code by email from the CSU exchange coordinator.

Class: A specific section of a course being taught during an academic term. It is a lecture, lab, recitation, or studio section for that course. It is assigned a unique Course Reference Number within the Class Schedule for that academic term (see CRN).

Class Level or Class Standing: Refers to a student’s progress toward graduation as determined by the number of academic credits the student has completed. [Akin to *year* or *level* at foreign universities.] Freshman = less than 30 credits. Sophomore = 30-59 credits. Junior = 60-89 credits. Senior = more than 90 credits. Exchange students normally are admitted to CSU as visiting juniors or seniors for one or two semesters. HOWEVER, since the registration system has no record of prior course work, it views all exchange students as freshmen. Therefore, registration into any course above entry level requires overrides for the prerequisites and other applicable restrictions.

Class Schedule: An online listing of all classes, section by section, for all courses being taught during a specific academic term. Published on the CSU website a few weeks prior to the beginning of the registration period for that term. Published on March 1 for registration beginning in early April for the next fall semester. Published on October 1 for registration beginning in late October for the next spring semester. The subject area letter code (see Course Number) from the Course Catalog is necessary to display a list of all sections for all available courses within that subject area. The entire Course Number is necessary to display just the sections for a specific course, including related lab or recitation sections. (Note: *TR* within the Class Schedule means the class meets on Tuesday & Thursday each week.)

Course: A subject taught by an academic department at CSU. [Akin to *module*, *unit*, *subject*, *elective*, *paper*, etc. at foreign universities.]

Course Catalog: A listing of courses taught at CSU, including brief descriptions of content and prerequisites, organized by academic departments within the university’s colleges and schools. Available on the CSU website in two formats: the pdf files within Section 3.0 of the [General Catalog](#) and a searchable version that is accessible without login via the ARIES link within Section 3.0 or with login via [RAMweb](#). The catalog pertains to courses that **might** be taught during an academic term. Courses listed in the catalog that do not have at least one assigned CRN within the Class Schedule for an academic term will not be taught during that term. Also, each course listed in the Class Schedule includes a direct link to its catalog entry.

Course Level: A number indicating the level of difficulty. It is the first digit in a Course Number. Ranges from 1 to 4 for undergraduate courses. Courses levels 1 and 2 are categorized as lower levels. Course levels 3 and 4 are categorized as upper levels. Most courses above the 100 level, especially upper level courses, have prerequisites and other registration restrictions. Exchange students normally

enroll in upper level courses. An advanced exchange student might enroll in a 500 (master's) level course with special departmental approval.

Course Number or Course Code: Uniquely identifies each course within the Course Catalog. Comprised of one or more letters identifying the subject area followed by a three digit number related to the course level and title. Another letter might follow the number pertaining to a category.

Credits: Related to hours of study necessary to complete a course. Most CSU courses are valued at 3 credits. Some are valued at 4 credits, because they involve more effort than a 3-credit course, perhaps due to an included lab or recitation requirement. Some are valued at 3 credits but require a 1 credit lab too. Minimum enrollment for an undergraduate J-1 exchange visitor at CSU is 12 credits per semester. Exchange agreements cover the tuition and fees for four academic courses, including related lab or recitation sections. Typical enrollment for an exchange student is 12-14 credits. Typical enrollment of other students is 12-18 credits per semester. Normal progress towards graduation is 15 credits per semester. Maximum enrollment is 18 credits per semester without special approval. Exchange students are personally responsible for charges related to non-academic courses, more than four academic courses, and/or the higher cost of courses taught by the Division of Continuing Education. Thumb rules for conversion of CSU credits to foreign credits include 1 CSU = 2 ETCS = 4 CATS, etc., but each exchange student must consult with his or her home university advisor to clarify how CSU courses will fulfill home university requirements.

CRN – Course Reference Number: A five digit code assigned to each class listed in the Class Schedule for a specific academic term. If a Course Number does not have at least one CRN, then the course is not taught during that term. Online registration involves entering CRN's to add classes via RAMweb to the student's term schedule.

eID: The username that is necessary to log into RAMweb and other CSU web-based systems. Immediately upon receiving a CSU ID number by email from the CSU exchange coordinator, an exchange student must establish an eID account via <https://ramweb.colostate.edu/index.aspx>. The student must create and memorize a password at the same time. Thereafter, the student will have online access to RAMweb and other systems by login with eID and password.

Major: The formally declared focus of an undergraduate student's CSU degree plan. [Akin to *course* or *program* at foreign universities.] A student must complete all of the university's general requirements plus the specific requirements of one major in order to earn an undergraduate degree. Typically, this involves four years of course work [including an introductory or exploratory freshman year that does not exist at many foreign universities]. The major for all exchange students at CSU is *International Exchange*. This major is not recognized by the registration system, so an override for *major* is necessary to register into any class that is restricted by major. Similarly, since exchange students are not assigned to a specific college or school at CSU, an override for *college* is necessary to register into any class that is restricted by college.

Minor or Second Major: The formally declared secondary or tertiary focus of an undergraduate student's CSU degree plan. Not applicable for exchange students. Optional for other students.

Overrides: Waivers for restrictions that preclude adding a class to a student's term schedule (or even joining the electronic waitlist for that class if the available space has been filled by other students). Unlike other students, an exchange student cannot register into a class above entry level (or join the waitlist) without prior approval from the department or instructor. The departmental undergraduate advisor or coordinator or the class instructor must issue the necessary overrides beforehand. Each exchange student must request the necessary overrides, class by class, in a timely manner by email, following instructions from the CSU exchange coordinator. If the exchange student is preparing to register for a second semester at CSU, then the necessary overrides might be requested in person.

RAMweb: CSU's web-based system for students to have online access to their computerized records. Includes registration, billing, transcript, etc.

Registration: Online enrollment in suitable classes for the academic term. Begins several months prior to the academic term, just a few weeks after publication of the online Class Schedule for that term. Begins in early April for the fall semester and late October for the spring semester. Ends on the day before the first day of classes.

- Exchange students must be "registration ready" and have requested and received the necessary overrides for prerequisites and other applicable restrictions in order to register.
- Exchange students are **strongly encouraged** to use email consultation with CSU departmental advisors and instructors in order to become fully registered in early April for fall semester or late October for the spring semester or as soon as possible thereafter. (Exchange students currently enrolled at CSU might consult with departmental advisors and instructors in person.)
- Exchange students have one day to register ahead of other students at the beginning of the registration period.
- Exchange students can modify their term schedule via online registration throughout the registration period. (Incoming exchange students might consult with departmental advisors and instructors in person during orientation week and the first week of classes to finalize their term schedule.)
- **Late registration** begins on the first day of classes and ends with the Add/Drop deadline established for each class, which for most classes occurs at the end of the second week of classes. An automatic late registration fee is assessed if a student is not enrolled in at least one class before the first day of classes. Adding a class during the second week of classes requires a special "add" override from the instructor.

Registration Ready: The status necessary within RAMweb in order to participate in online registration for the forthcoming academic term.

Restrictions: Barriers to registration pertaining to prerequisites, major, class level, college, etc. as imposed by the department teaching the course. Since the registration system has no record of prior course work, major, class level, and college for exchange students, each restriction must be removed, class by class (CRN by CRN), with overrides approved and entered by the department or instructor.

Section: See Class. If more than one section is offered for a course within the Class Schedule, the sections will be numbered sequentially. If related lab or recitation sections are listed too, then those will be numbered sequentially as well. Every section will have its own CRN. For a course offering multiple lecture and lab or recitation sections, each lecture section might be paired with a subset of the lab or recitation sections. Registration requires that the CRN for a paired lab or recitation section be simultaneously added to the student's term schedule with the CRN for the desired lecture section.

Special Overrides: In addition to routine overrides for prerequisites and other applicable restrictions, departments or instructors might employ special overrides to facilitate exchange student registration into desired classes, such as:

- **“all restrictions”** override to remove all limits except class size and late enrollment
- **“enrollment limit”** override to increase the class size by one and allow the student to register into the class ahead of the waitlist
- **“add”** override to allow the student to enroll in the class after the first week of classes but prior to the official Add/Drop deadline for that class

Term Schedule: The student's timetable of classes for an academic term; also known as “weekly class schedule.” No time conflicts are allowed among registered sections. Time conflicts are allowed among waitlisted sections and between waitlisted sections and registered sections. When the student has the opportunity to move from a waitlist into a section that conflicts with a registered section, then the student can retain only one of those sections.

Waitlist: An electronic list of students waiting within the registration system to register into a class that is already filled with other students. Priority on the list is determined by date and time the student joins the list. When a space becomes available (because someone has dropped the class), an automatic message is sent to the first student on the waitlist, giving the student 24 hours to register into the class. The message is sent to the student's CSU email address. If the student does not respond within 24 hours, the space is offered to the next person on the list; but the student can rejoin the bottom of the waitlist if desired. Only a special “enrollment limit” override, issued by the class instructor, can supersede the waitlist.