

CSU Online Contract Course Registration Information

Registration Communication Process (instructor to student)

A student email template is attached for you to share the registration link and other important student information. Students must register with the exact link provided in the registration email (also included within the student email template) and are encouraged to complete their registrations as soon as possible after receiving the link.

Course Term Information

Online registration process (allowed during term offering only)

- The course terms are as follows:
 - Fall: early August – mid-December
 - Spring: January – mid-May
 - Summer: mid-May – early August
- A course must be offered within one of the above terms in order to use the online registration process.

Confirmation of Registration to students

After a student registers, he/she will receive a confirmation email from CSU (email example attached) that will include:

1. The student's CSUID
2. Instructions for creating their NetID (**NetID eligibility is within course term only)
3. Information about billing and how to pay their registration fee.

****NOTE: If a student's NetID eligibility expires they will need to create a RAMrecord account instead.**

Please have the students contact CSU Online if they have questions.

Student Billing

Students will pay their registration fees after being billed not at the point of registration. Important information:

1. RAMweb: Students will pay their registration fees through RAMweb. Each student will need to create a NetID or RAMrecord account in order to access RAMweb to pay their registration fees.
2. Billing: Students will be billed for the course on the 10th of the month following their registration.
3. Email address: Student bills and information from CSU will go to their colostate.edu email address, or the address chosen when creating their NetID.

No Refunds or Drops

Refunds are not available for contract courses. Students will not be able to drop or withdraw their registration in a contract course with CSU Online.