

CSU Online Contract Course Registration Information

Registration Communication Process (instructor to student)

An email template is attached for you to share the hidden registration link and other important information for students who are interested in academic credit for your course. Students must register with the exact link provided by CSU Online. They are encouraged to submit their registration as soon as possible to ensure that it is completed within the registration dates specified by their instructor.

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

Registration requests submitted through the provided hidden link will be processed by the CSU Online Enrollment Services team. Once the request has been processed, students will be emailed a registration confirmation within 24 to 72 hours to the email address they entered during the registration process. The registration confirmation will include:

1. The student's CSU ID
2. Information about billing and how to pay their bill through their RAMrecord account

For your reference, an example registration confirmation is attached to this document.

Student Billing

Please note that payment for the registration is not submitted through the CSU Online website. Instead, students will be billed for their registration and registration fees paid through their RAMrecord account per the steps below:

1. RAMrecord: Students will pay their registration fees through RAMrecord. Each student will need to create a RAMrecord account through which they will 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 and/or the email address they entered during the registration process through the hidden link.

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.



Colorado State University
ONLINE

Hi <Student's first name listed here>,

We have processed your registration through Colorado State University Online for the following course:

<Course number and title listed here>

<Course start date listed here>

<Course end date listed here>

CSUID: <CSU ID number here>

Next Steps

Watch for Your eBilling Notification

By registering for courses, you are responsible for tuition and other fees associated with these courses. You will receive an email notification once billing statements are available.

Pay Your Bill

When paying your bill, there is a minimal percent and transaction fee assessed to credit card payments. [Visit our website](#) for other payment methods and additional information.

You may pay your tuition through RAMrecords. To access RAMrecords, please [visit the RAMrecords website](#) for other payment methods and additional information.

First time users will need to create a RAMrecords ID. When creating your RAMrecords ID, you will be asked which CSU campus you attended. Please select the Colorado State University – Fort Collins option from the dropdown picklist. After answering a series of questions to verify your identity, you will be prompted to create a RAMrecords username and password. Please make note of your login credentials for future reference. If needed, **your CSU ID is: <CSU ID number here>**

Once you are logged in to RAMrecords, you can pay your bill by selecting the “Billing and Tax Information” option listed under “Quick Access” on the main page. The “Billing and Tax Information” option can also be found under the hamburger “Menu” located in the upper right corner of the page.

When you click on the “Billing and Tax Information” option, your current account balance will be listed at the top of the page. Select “Pay My Bill Online” located under “Account Information.”

You can also order your official transcript through RAMrecords.

Note: This course cannot be dropped and is not eligible for refund.

Thank you again for registering through Colorado State University Online. If you have any questions, please contact Program Assistant, Sally Ketchum, and the Enrollment Services team at csu_online_contract_courses@colostate.edu.

Thank you,
The Colorado State University Online Team

You are receiving this email because you've registered for courses through CSU Online.

online.colostate.edu | (877) 491-4336 | csu_online_questions@mail.colostate.edu

Colorado State University Extended Campus 2545 Research Blvd Fort Collins, CO, 80526, USA [Privacy statement](#)