

## *How to Register for Continuing Education Units (CEUs)*

### **Fall 2016**

**Course name:** National History Day in the Classroom (10/7/2016-6/20/2017)

**Course/section number:** NCED 999-506

**5-digit Class Number (needed for registration!):** 41942

**Tuition and fees:** \$114.00

**Number of Continuing Education Units (CEUs) earned:** 3.0

### **Important Dates**

**Online registration deadline:** 10/7/2016

**Late registration deadline:** 10/14/2016

**Drop-with-refund deadline:** 11/1/2016 (*after this date, you must pay your bill even if you drop the course!*)

**Grades available after:** 6/30/2017

### **1. Apply to CU Denver and Claim your Account online** (Go to page 2, steps 1-2)

### **2. Register for your course**

- **Registering before 5pm on 10/7/2016?** Please register **ONLINE via UCDAccess** (Go to page 2, step 3)
- **Registering after 10/7/2016?** Please complete and submit the **Schedule Adjustment Form** included on page 3 (note: you must have completed step 1 above, and know your student ID number!). You may disregard the faculty and dean signatures on the form; we will obtain those for you. *Note that registering by this method may delay your grade.*
  - Submit your completed Schedule Adjustment Form by scanning and emailing the form to: [cpe@ucdenver.edu](mailto:cpe@ucdenver.edu). If you do not have access to a scanner, you may mail it to the address at the top of the page.
  - We must receive your completed Schedule Adjustment Form by **10/14/2016**.
- This is a NON-CREDIT course. You will earn continuing education units (CEUs) rather than academic credit. Under no circumstances may CEUs be counted toward a degree or converted to academic credit.

### **3. Pay your Tuition**

*You must be enrolled in the course before submitting payment. Note: all bills are sent to your CU Denver email account only! Please submit payment by one of the following methods:*

- **Online:** Log into the UCDAccess student portal at [www.ucdenver.edu/ucdaccess](http://www.ucdenver.edu/ucdaccess). Click on Pay Your Bill.
- **By mail:** Check your balance in the UCDAccess student portal ([www.ucdenver.edu/ucdaccess](http://www.ucdenver.edu/ucdaccess)). Make your check payable to University of Colorado Denver. **Write your student ID number on the check** and mail to:

CU Denver Bursar's Office  
13120 East 19th Avenue  
Campus Box A098  
Aurora, CO 80045

### **4. Complete and submit your Course Evaluation Form**

- Complete the attached course evaluation form and submit it by mail or email as soon as possible. Thank you!

### **Additional Information: How to Drop a Course/Get a Tuition Refund**

- Until the drop-with-refund deadline, you may drop online through UCDAccess, or by submitting a Schedule Adjustment Form (SAF) to the CPE Office. Submit the completed SAF via fax or email to the **CPE Office before 5:00pm on the drop-with-refund deadline**.
- **If we receive your SAF after this deadline**, you will receive a grade of "W" and still be responsible for the course tuition. *Any course that you neither complete nor drop officially will likely result in a failing grade on your transcript as well as continued payment obligation.*
- If you have an extenuating circumstance that you believe justifies an exception to the tuition payment policy, you may file a tuition appeal with the Records Office. Visit [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar) for information and instructions. Click on **Students** and then on **Tuition Appeals**.

### **Transcripts and Grading**

- This course is graded **pass/no credit (P/NC)**. Grade reports are not sent automatically; request a NON-CREDIT TRANSCRIPT online at <http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/Transcripts.aspx>
- **Grades** for this non-credit course will be available after **6/30/2017**, provided registrations and grades are received according to posted due dates.



Have you already taken courses at CU Denver? If yes, skip to STEP 3: Register.

**STEP 1**

**Apply** to become a CU Denver student



Apply online at [www.ucdenver.edu/cpeapp](http://www.ucdenver.edu/cpeapp).



Which program should you choose?

Please Select a Career

Please Select a Program

Please Select a Field of Study



After submitting your application, you will be emailed your nine-digit

Student ID Number \_\_\_\_\_

**STEP 2**

**Claim** your UCDAccess Student Portal account



You can activate your student account as soon as you receive the email with your **Student ID Number**. Visit <https://myaccount.ucdenver.edu>.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**STEP 3**

**Register** with Class Nbr **41942** in UCDAccess



Forgot your password? Reset it at [www.ucdenver.edu/passwordreset](http://www.ucdenver.edu/passwordreset)



Sign in at [www.ucdenver.edu/ucdaccess](http://www.ucdenver.edu/ucdaccess).

1. In the Student tab, click *Register for Classes*.
2. Verify personal information and agree to Tuition Payment Disclosure.
3. Enter your five-digit class number into the field "Class Nbr" and click *Enter*.
4. Verify course information and click *Next*.
5. Select classes from your shopping cart and click *Proceed to Step 2 of 4*.
6. Click *Finish Enrolling* and look for a green check mark.



**Pay your bill** in your UCDAccess Student Portal.

**Order your non-credit transcript** after your course is complete at [www.ucdenver.edu/transcripts](http://www.ucdenver.edu/transcripts)

# Schedule Adjustment Form

**Part I:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_ Student ID Number \_\_\_\_\_ Fall 2016  
Semester/Year \_\_\_\_\_

Please select one from each section:	• Choose Career:	<input type="checkbox"/> Graduate	<input type="checkbox"/> Undergraduate		
	• Choose Campus:	<input type="checkbox"/> Main Campus	<input checked="" type="checkbox"/> Continuing & Professional Education		
	• Choose Enrolled School/College:	<input type="checkbox"/> Arts & Media	<input type="checkbox"/> Arch & Planning	<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Education
		<input type="checkbox"/> Engineering	<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Non-Degree	<input type="checkbox"/> Public Affairs

**Choose an 'Action' for each class: E=Enroll D=Drop WL=Waitlist TC=Time Conflict OV=Overload CH=Credit Hour Adjustment P/F=Pass/Fail NC=No Credit**  
(please note: check the Late Start column if the class does not begin at the start of the semester.)

Action	Class Number	Subject/Course#	Section	Hours	Late Start	Faculty Signature and Date	Dean/Advisor Signature and Date
<i>Example:</i> E	35268	ENGL 1010	001	3.0	<input type="checkbox"/>		
E	41942	NCED 999	506	3.0 CEU(s)	<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

I understand that I am academically and financially responsible for the course adjustments I request. I am responsible for knowing schedule adjustment deadlines and signature requirements as published in the academic calendar for this semester. I am required to submit this form within 5 working days after obtaining the required signatures.

\_\_\_\_\_  
Student Signature Date

**Part II: Request for Complete Term Withdrawal (please complete this portion only if you are dropping ALL courses for the semester.)**

I request permission to be withdrawn from all classes. I acknowledge responsibility for any tuition and fees.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Dean's Signature Date

\_\_\_\_\_  
Financial Aid Office Signature Date

**This form must be complete before submitting to the office of Continuing & Professional Education ([cpe@ucdenver.edu](mailto:cpe@ucdenver.edu)). The date the form is received is the effective date of the action requested. Please consult the academic calendars for specific deadlines.**

