999 Eighteenth Street, Suite 144 Denver, CO 80202 720.639.9229

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.*
 - O Submit your completed Schedule Adjustment Form by scanning and emailing the form to: 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. Click on Pay Your Bill.
- **By mail**: Check your balance in the UCDAccess student portal (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 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.

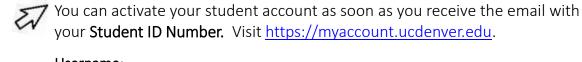


Have you already taken courses at CU Denver? If yes, skip to STEP 3: Register.

Apply to become a CU Denver student Apply online at www.ucdenver.edu/cpeapp. Which program should you choose? Please Select a Career Non-Credit Please Select a Program Non-Credit Please Select a Field of Study Non-Credit Downtown Campus After submitting your application, you will be emailed your nine-digit Student ID Number

STEP 2

Claim your UCDAccess Student Portal account



username: _.	
Password:	

STEP 3

Register with Class Nbr 41942 in UCDAccess



Forgot your password? Reset it at www.ucdenver.edu/passwordreset



Sign in at 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



Schedule Adjustment Form

Financial Aid Office Signature

Date

Part I:	UNIVERSITY OF COLOR.	ADD DENVER					-	Fall 2016	
First Name Last Name		MI		Student ID Numbe			Fall 2016 Semester/Year		
Please select one from each section:		☐ Graduate		☐ Undergraduate					
			☐ Main Campus		☐ Continuing & Professional Education				
		☐ Arts & Media		☐ Arch & Planni	-	⊠ Education □			
			☐ Engineering		☐ Liberal Arts ☐ Non				
		ch class: E=Enroll D	•				=Credit Hour Adjustm	ent P/F=Pass/Fail	NC=No Credit
••		te Start column if the							
Action	Class Number	Subject/Course#	Section	Hours	Late Start	Faculty Signat	ure and Date	Dean/Advisor Signat	ture and Date
Example: E	35268	ENGL 1010	001	3.0					
Е	41942	NCED 999	506	3.0 CEU(s)					
		-			-	-	_	chedule adjustment deadli r obtaining the required sig	_
Student Signature Date			_						
	•		••	-	•	you are dropping ALL of any tuition and fees.	courses for the semest	ter.)	

This form must be complete before submitting to the office of Continuing & Professional Education (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.

Date

Dean's Signature

Date

UNIVERSITY OF COLORADO DENVER
School of Education & Human Development | Continuing & Professional Education
999 18th Street, Suite 144 | Denver, CO 80202 | cpe@ucdenver.edu
720.639.9229

Student Signature