

How to Receive Academic Credit at CU Denver

Fall 2016

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

Course/section number: SCED 5800-501

5-digit Class Number (needed for registration!): 41941

Tuition and fees: \$345.00

Number of Academic Credits earned: 3.0

Important Dates

Last day to register online: 10/7/2016

Last day to submit paper registration form: 10/14/2016

Last day to drop this course and receive a refund: 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!). Obtain your instructor's signature, but you may skip the Dean/Advisor signature (we provide this).
 - 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**.

3. Pay your Tuition

You must be enrolled in the course before submitting payment. Do not wait to receive a bill! The university sends bills to your CU Denver email account only. Please submit payment by one of the following methods:

- **Online:** Log in to 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 mail 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 **A-F**. Grade reports are not sent automatically; request a transcript online at <http://www.ucdenver.edu/Transcripts>
- **Grades** for this course will be available after **6/30/2017**, provided registrations and grades are received according to posted due dates.

Continuing and Professional Education Registration

 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.

 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 UCD Access 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 **41941** in UCD Access

 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 UCD Access Student Portal



Order transcripts after your course is complete at www.ucdenver.edu/transcripts

Schedule Adjustment Form

Part I:

_____ Fall 2016
 First Name Last Name MI Student ID Number 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
E	41941	SCED 5800	501	3.0	<input type="checkbox"/>		
					<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). The date the form is received is the effective date of the action requested. Please consult the academic calendars for specific deadlines.