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## Questions You Should Ask Before Getting Started

### What is the Office of Lifelong Learning?

The Office of Lifelong Learning (OLL) at the [College of Nursing](#) is a Colorado Department of Higher Education statewide extended campus site offering professional development courses for non-degree seeking students who want to work on a degree before being accepted or improve their professional skills.

### What is Professional Development - Extended Studies?

This is a cash-funded program set up separately from the degree programs of the College of Nursing to provide nursing courses to individuals without having to be admitted into a degree program. Extended Studies is often contrasted to the 'Main Campus' of the College of Nursing degree seeking programs.

## What is a non-degree-seeking student?

This refers mainly to people who have not been admitted into a University of Colorado (CU) degree-seeking program as of the current semester, but would like to take College of Nursing courses. They are ready to enter into a graduate program, and would like to take some courses to refresh, warm-up, or otherwise prepare for their acceptance.

It also applies to degree seeking graduate students from other institutions who need a course to supplement their program or satisfy their requirements. (c.f. Professional Development webpage [NEXus tab.](#))

## Am I guaranteed admission into a graduate program if I attended CU as a non-degree-seeking student?

No.

## How much time should I expect to spend on a course?

Fall and spring semesters are 16 weeks long, and require approximately four hours of your time per week for each credit hour. For example, if you were to take a two-credit hour course, that would require eight hours of your time over the course of a week, for 16 weeks.

Fall semester starts in August and spring courses start in January.

The summer is a shorter term at eight weeks (June through August), so you should expect to spend roughly twice the time per week for each course. So if you were to take that same two-credit hour course, it would now require 16 hours of your time each week for each credit hour, over those eight weeks.

## How exactly do you offer classes online?

[Blackboard](#) is our e-learning platform. This is where you will go to get assignments, interact with your peers and instructors et cetera.

## I live too far from the campus to attend classes in person; do I ever have to appear for an online course?

We do keep busy professionals in mind for our online classes, so no--you do not have to physically appear for any online courses. You should see the capital letter "I" in the three-digit class section number that indicates that it is an Internet course.

You do need reliable Internet access, and enough time to keep up with the assignments.

Of course this does not apply to our on-campus or hybrid classes, which have either an "O" or a "B" in the section number respectively. "Intensive" courses require your physical presence for a short, concentrated period of time, usually a few days, for the whole day.

## Course Offerings

### How do I know which classes I can take through Extended Studies?

The College of Nursing recently switched to showing a single [Course Offering List](#). Since Extended Studies courses will be shaded in gold since they are now listed with the "main campus" or degree program courses. If you intend to apply to one of the CU College of Nursing graduate programs, then start with the four core courses (see "Is there a preferred order for the nursing courses that I want to transfer?")

## How many courses or credit hours am I allowed to take simultaneously?

Non-degree seeking students are not limited in the number of courses or credit hours they can take per semester. However, you should consider the amount of time that you can devote to these courses to determine how many you are capable of successfully completing. (c.f. [How much time should I expect to spend on a course?](#))

Non-degree seeking students who intend to apply to one of our grad schools need to be aware of the limit of courses that can be transferred into each degree program.

## Can I take undergrad courses through the Office of Lifelong Learning?

The College of Nursing [undergraduate program](#) cannot accommodate non-degree seeking students at this time, so Extended Studies does not offer baccalaureate level courses (catalog numbers  $\leq 5999$ ).

[Community colleges](#) are a great resource for undergraduate level nursing courses available to non-degree students.

## What are the prerequisites to take a course as a non-degree student?

MS level courses (usually catalog numbers 6000-6999) for non-degree enrollment require a baccalaureate degree, or instructor permission.

PhD level courses (usually catalog numbers  $\geq 7000$ ) for non-degree enrollment require a Master of Science degree, or instructor permission.

Entry into a graduate certificate program requires the permission of the certificate program coordinator, and some other courses may require instructor permission.

All courses require instructor permission if requested after classes start.

## How do I read the Course Offering List?

As of summer 2011 we have switched to presenting the [complete list](#) of College of Nursing course offerings on one document. The classes are listed according to catalog number and section (e.g. NURS 6010 – IX1). All Extended Studies courses will be shaded in gold, and should have either a “5” or “X” in the section number. However, some Extended Studies courses will be out of order, and listed toward the end of this document.

## I live out of state, and cannot attend classes in person, how do I make sure the course I want is an online-only section?

Courses that require your physical presence will have either an “O” (on campus) or a “B” (hybrid) in the section number. A capital letter “I” indicates that it is an Internet course. “Intensive” courses require your physical presence for a short, concentrated period of time, usually for a few days in a row.

## Is there a preferred order for the nursing courses that I want to transfer?

If you wish to apply to the CU College of Nursing as a graduate student, then you should start with the [masters programs](#) four core courses: NURS 6010 – Philosophical, Theoretical & Ethical Foundations for APN, NURS 6013 - Human Tech Interface, NURS 6022 – Health Systems, Policy, and Social Justice, and NURS 6031 – Research Methods for APN. You can take these in any order.

If you are anticipating acceptance into one of our [doctoral programs](#), then it is best that you speak with an advisor.

If you already have a MS, and are seeking Prescriptive Authority, then you need to take in this order: NURS 6243 – Advanced Pathophysiology, NURS 6222 - Advanced Pharmacology, then NURS 6761 - Advanced Assessment.

## Requesting Enrollment

### Is there an application fee?

We do not charge an application fee at this time, but you are subject to the [Matriculation fee](#), among others (see “What fees will I be charged?” below.) which is a one-time fee for all University of Colorado students. If you enroll through the CU Denver, or “Downtown” system, then you will be prompted to pay an application fee.

NOTE: You cannot take College of Nursing courses through the Downtown system.

### Can I apply on line?

No. If you have filled out an application online for admission as a non-degree, then you did so through the CU Denver system, which does not offer College of Nursing courses or forward applications to those who do offer nursing courses. In order to take College of nursing courses as a non-degree seeking student, you must request enrollment following our procedures. (c.f. “How do I apply?” immediately below.)

### How do I apply?

Simple - you don't. Instead follow these four steps:

1. First read our one page [Important Information](#) document.
2. Peruse our [Course Offering List](#) to find the catalog numbers and titles for the courses you want.
3. Fill out a [Non-degree Enrollment Request Form](#).
4. Turn it in to [OLL](#).

### How do I fill out the Enrollment Request Form?

**Thoroughly:** You do not have to tabulate the credit hour tuition and costs, or any field labeled “Optional”. Everything else is required. Do not forget to sign and date before submitting! This may result in delays.

**Neatly:** Please type in responses before printing and signing to maximize legibility. Illegible handwriting can result in delays in processing.

**Currently:** Only include requests for the current semester, as non-degrees must request enrollment each semester. If you would like more information about graduate certificate programs without enrolling in one for the current semester, please submit in inquiry to the [OLL](#).

### Do I need to get permission from the instructor before I submit my Enrollment Request Form?

No, if permission is necessary the OLL will collect it directly from the instructor.

### What should I write about my plans and intentions?

Tell us about what you want to do with the knowledge gained from these courses. We want to hear about what program you are currently in--if applicable. For example, “I would like to bring apply knowledge of Palliative Care from this course toward developing my hospice work at...” or “I want to apply to the DNP program for fall admission, and would like to a course in the meantime”.

### What if I do not remember when I attended the CU system?

A rough estimate will suffice, but it is important that you respond in the affirmative if you have ever attended, or registered to Boulder, Colorado Springs, Denver, or Anschutz Medical Campus within the University of Colorado System.

## Do I have to fill out the tuition rate column?

No – this is more for your benefit than ours. Leaving this area blank will not slow processing.

## How do I submit the Enrollment Request Form?

You have a few options:

1. Scan and e-mail to [professional.development@ucdenver.edu](mailto:professional.development@ucdenver.edu)
2. Fax it to 303-724-4729. This comes straight to the office, so you do not need a cover sheet.
3. Mail it to:

Office of Lifelong Learning  
Campus Box C-288-08  
13120 E 19th Avenue  
Aurora, CO 80012

4. Drop it off: If you happen to be on the [Anschutz Medical Campus](#) (see address above) then you can stop by Education 2 North, Room P28-3220 from 8 a.m. to 4 p.m.

## What do I need to know before I submit my Enrollment Request Form?

You should be informed about the financial and academic responsibilities that come with taking an Extended Studies course. The [Important Information](#) document provides a quick summary of what you should know about ramifications and responsibilities.

## How long does it take to process my Enrollment Request Form?

Usually processing takes 3- 10 business days, but there are a few variables to consider:

Whether we need to obtain permission for you to take this course can mean a few days difference. If so, we have to wait on the instructor or director's communication regarding this decision. If not, we can go on to process the form.

Incomplete or illegible entries can slow processing.

After we have entered your information into the system, we have to wait for your campus e-mail to be generated and verified. This step alone can take a few days.

## I have submitted my Enrollment Request Form, now what?

Please add us to your contacts in the e-mail account you gave us on your enrollment request form. Since the OLL only sends confirmation to the e-mail address you supply on your enrollment request form, it is imperative that your spam blocker does not send your self-registration instructions to your spam folder.

As soon as we determine that you are eligible to take the course (obtain permission or verify that you meet the requirements), then we will send you an acknowledgment e-mail giving you a date when you should expect your confirmation letter.

When you have been completely processed and your e-mail account verified, then we will send you a confirmation letter. This letter will be attached to an e-mail which we send to the personal e-mail address supplied on your enrollment request form. This letter will contain:

5. Your Student Identification Number (SID)
6. Login information and [instructions](#) for claiming your campus e-mail account.
7. Directions and the permission numbers needed to self-register through your [UCDAccess-Student Portal](#).
8. Further instructions for preparing for classes, and where to get [support for technical difficulties](#).

You will take this information to claim your account, self-register, and prepare for classes.

NOTE: We have no way of knowing that correspondence is not received unless we get an “undeliverable” notice. You are responsible for letting us know that you have not received your confirmation letter by the last week of registration.

## Why have I not received that confirmation letter?

Check your spam folder. If you have not received it within the projected time period, then please contact the OLL.

## Claiming Campus E-mail Account

### Why do I need to claim a campus account?

Anschutz Medical Campus e-mail accounts are especially fitted to protect the personal and medical information that must often be conveyed.

Furthermore, claiming your e-mail account confirms your activation within the system – you will not have access to your student portal until you claim your account and set your password.

### I am a returning student, and I cannot remember my e-mail password! What do I do?

You can call [Silvia Baptista](#) 303-724-1694 to directly to reset your password. We suggest that you opt into being able to [reset your own password](#).

### It will not accept the login information I was given, what do I do?

It is easy to forget the exclamation point at the end of the formula.

If you have forgotten an element, and have tried to login a number of times, then you might get locked out of your account. If this is the case, you may get a message that says your login is incorrect or that you are locked out. In this situation you can contact [Silvia Baptista](#) to unlock your account.

Sometimes the automatic password generator will throw us a curve and substitute the last four digits of your Student ID number for the last four digits of your Social Security Number. You should try this combination before seeking support.

If these have not remedied your problem, then you should first call or e-mail the [Student Postmaster](#) at 303-724-2171.

If they cannot make sense of it, then feel free to contact [OLL](#).

## Self-Registering

### The course I want to take looks full, what do I do?

Many of our courses may start out full. When this is the case, you are to register into the waitlist. (Instructions come in your confirmation letter.)

### I am on a waitlist, now what?

**Wait.** The drop/add period gives the degree seeking students a chance to get out of the courses, thereby opening seats for those in the waitlist queue. Do not drop the course just to try again, as you will lose your position in the queue. Pay attention at the beginning of the semester since changes can happen up until the end of the business day that Friday which happens to be the last day of drop/add.

**Prepare.** See our section on what to do before the start of class. You will have access to the course in Blackboard for the remainder of the drop/add period so you can keep up with the class work.

## If I am on a waitlist do I pay when I get into the course?

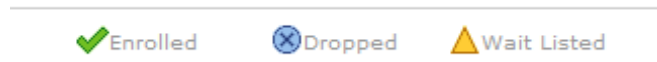
You will receive a notification that your invoice is ready via campus e-mail. However, if you do not get a seat, then you will [get a refund](#).

## How will I know if I get moved into the class from the waitlist?

You should rely upon your student portal for more accurate status updates, rather than Blackboard. If you get a seat in the class, then your student portal status will read “enrolled”.

## How can I tell if I am truly enrolled in the class?

You should rely upon your student portal for more accurate status updates, rather than Blackboard. If you are not sure you got in, then you can log completely out of UCDAccess, and then login again. You will be able to see your status under your Enroll tab:



## How do I login as a student when I am also faculty?

You will need to use your SID as your login user name, and your usual password (like a returning student) in order to log into the portal as a student instead of faculty.

If you experience difficulties with your password or login, you can contact [tech support](#).

## Preparing for Class

### What do I have to do before class?

1. After you have claimed your e-mail and self-registered you still have tasks to complete before classes start.
2. If you are taking an online course for the first time, then take the time to [familiarize yourself](#) with [Blackboard](#) before classes begin.
3. If you have a class on campus then you need to get an ID badge. Call Silvia Baptista at 303-724-1694 to set up an appointment. This will give you access to the campus facilities after hours on weekdays and on weekends.
4. Find out which books you will need for your courses. Look in the body of your confirmation letter e-mail for instructions on whom to contact for book or materials information.
5. If you have any questions, pose them. Feel free to [contact OLL](#) or your instructors if you have any questions specific to the course.
6. If you have a course on campus, you should find your way to the [bookstore](#) – you can buy books, supplies and University and school-specific gear.
7. If you are taking a clinical course, then look on the last page of the confirmation letter for a list of things you must have.

### Blackboard says that I am not enrolled in a course...what does this mean?

Blackboard will not reflect your enrollment if:

The instructor has not opened the class for students. They are not required to do so until after noon on the first day of classes. If you still do not have access after that time, contact OLL.

You did not successfully register for the class. To verify you did it correctly, please refer to your student portal at UCDAccess.

## Getting Out of a Class

### It turns out this class will not fit my schedule, can I get a refund?

You can drop your course and receive a refund IF you drop it before the end of the drop/add period. There are no refunds after the drop/add period. This applies to intensive courses.

For more information see the [Drop/withdraw Policy](#).

### What is the difference between dropping and withdrawing from a class?

You can drop a class up until the end of the drop/add period without being financially or academically responsible. That means that you can get a refund, and it will not show up on your transcripts. You must drop classes from your UCDAccess [Student Portal](#), under the Enroll tab. You do not need approval from anyone to drop a class as a non-degree.

Withdrawals are available after the drop/add period. You will be financially and academically responsible. That means you will still have to pay all tuition and fees for that course, but you will get a “W” on your transcript. You must fill out a [Withdrawal from Course Form](#), and turn it in to OLL so we can collect the rest of the signatures and process it. Your instructor as well as the associate dean must approve and sign for a withdrawal.

For the full details, please read our [Drop/withdrawal Policy](#).

### How do I drop a class?

You have to go into your UCDAccess [Student Portal](#), and underneath your Enroll tab you should see a tab entitled Drop during the whole Drop/add period. After you have followed the on-screen instructions, please confirm success by logging out and back into your student portal to see the little blue symbol next to the course in your Academics area.

The screenshot shows the 'Drop Classes' section of the UCDAccess Student Portal. At the top, there is a search bar and navigation tabs for 'Search', 'Enroll', 'My Academics', and 'CDF Authorization/Review'. Below these are buttons for 'my class schedule', 'add', 'drop', 'swap', 'add', and 'terms information'. The main heading is 'Drop Classes' with a sub-heading '1. Select classes to drop'. Below this is a table with columns: 'Class', 'Description', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The table contains one row with a checkbox in the 'Class' column, a green checkmark in the 'Status' column, and a 'DROP SELECTED CLASSES' button at the bottom right.

### How do I withdraw from a class?

You will have to fill out the top portion of the [Withdrawal from Course Form](#), and sign on the appropriate line. Then you need to submit it to OLL. We will then collect the necessary signatures, and process it with the Registrar’s Office. Once it has been successfully executed, then we will let you and the instructor know via e-mail.

### What happens if I do not drop or withdraw?

If you do not drop or withdraw from a course you will still be academically and financially responsible for the course. If you stop participating in the class you will receive an “F” on your transcripts.

## Tuition, Fees and Billing

## When and how will I be billed?

The Bursar's Office will send a notification to your campus e-mail letting you know when your bill is available. This is not instantaneous, so it may take a while, especially at times of heavy registration. You will be able to access your account information and print off a bill from your student portal.

If you need help with any billing issues you can [contact the Bursar's Office](#).

## I have a third party paying for my tuition, how can I get an itemized statement for them?

The Bursar's Office has a special phone line for third-party payments: 303-556-5286.

The Office of Lifelong Learning can supply students with Enrollment Verification Letters on letterhead. We can verify such things as which semesters you have been or are enrolled, whether courses have been successfully passed and with what grade, how many credit hours you have taken on, and even how much you have paid (total) for Professional Development course tuition and fees.

## Is there any financial aid I can apply for as a non-degree student? I understand COF is not available for graduate students.

Unfortunately non-degree seeking students are not eligible for financial aid. If you have any more assistance related questions contact [Financial Aid](#).

## What fees will I be charged?

Applicable fees may include, but are not limited to: Computer, Online Course, Distance Education Course, Matriculation (one-time), Academic Support Services, and Clinical Practicum Fees. Please see the [Tuition and Fees webpage](#) for the College of Nursing list of fees to see the current costs.

## How do I use a tuition waiver as an employee of the University?

You will need to send OLL a copy of the submitted [tuition waiver form](#) and an [enrollment request form](#). See the tuition waiver form for submission contact information and conditions for using a waiver. You must wait until the first day of class to enroll in the class, however early submission of your enrollment request is recommended so most of the processing is completed.

## Transferring Credits

### How long do these courses stay current enough to be applied towards a degree?

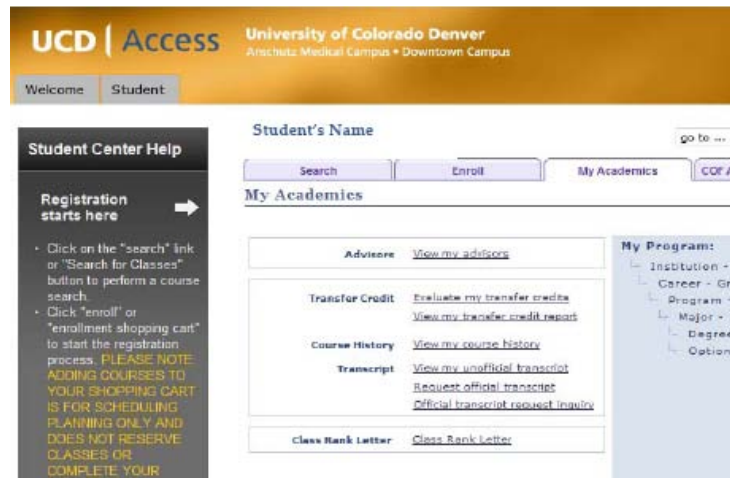
The current "shelf-life" of a College of Nursing course is five years from when the course was taken.

### Where can I get a course description for transferring a course?

You need to go to the [College of Nursing Course Catalog](#). If that is not enough of a description, then you will need to contact the previous instructor for a copy of the syllabi (OLL does not handle or retain these documents).

### Where can I get a copy of transcripts for courses taken as a non-degree?

You can [request transcripts](#) through your student portal. Under the Student tab and within Academics, you want to find the My Academics tab. A few lines in you should find the sub-heading of "Transcript", which will give you the choice of looking at an unofficial copy or requesting the official transcript. ( See below.)



## I want to apply to a graduate program in the near-future, which courses should I take?

If you want to know more about any of the University of Colorado College of Nursing [graduate programs](#), and what you should do to prepare, then inquire with the [graduate programs](#) if you haven't already. Please direct questions about which courses the program prefers you take, when, and how many credits you can handle per semester to that administration.

Please keep in mind that you can only transfer in 40% of the total credit hours into any Cu College of Nursing graduate programs. That means you can take all of the four core classes before you start the program.

## I want to sign up for a graduate certificate program, how do I decide which one is best for me?

If you would like more information on the [Healthcare Informatics](#) or [Nurse Educators Informatics](#) Certificates, then you should contact the [Informatics program](#) at [nursing.informatics@ucdenver.edu](mailto:nursing.informatics@ucdenver.edu).

If you are interested in any of the [HITEC](#) certificates, then you must [contact the program](#) directly.

If you are interested in the [Palliative Care Certificate](#), then you should contact [Dr. Paula Nelson-Marten](#).

## If I were to consider pursuing an informatics certificate now, can I do it prior to re-establishing my nursing license and can I apply the courses to a MS degree later?

You can only use credits once, so if you were to get a certificate, then you could not use those credits toward any other degree or certificate at the University.

## Burning Questions

### How do I find out about the iLEAD program and nursing leadership?

You should see the iLEAD [website](#) and contact the [program coordinator](#), Nicole Jackson.

### I have read carefully through this document as well as the Important Information Document, and you have not addressed my question, who can I talk to about it?

Call, email, or stop by the Office of Lifelong Learning:

303-724-1372

[professional.development@ucdenver.edu](mailto:professional.development@ucdenver.edu)

## I am interested in attending a continuing education event; can I do that while I am a professional development non-degree student?

There is no reason you cannot attend a non-credit [continuing nurse education](#) event for contact hours while registered as a non-degree seeking student in our Extended Studies Program. The registration processes are different, so please have the specific event name on hand when inquiring.

## Links & Resources

### Forms

[Independent Study Form](#)

[NEXus Enrollment Request Form](#)

[Non-degree Enrollment Request Form](#)

[Withdrawal from Course Form](#)

[Faculty & Staff Tuition Waiver](#)

### Offices

[Bursar's Office](#) 303-556-2710

[Bursar@ucdenver.edu](mailto:Bursar@ucdenver.edu)

[College of Nursing](#) 303-724-3255 or 1-800-248-2344

[Online Contacts](#)

[Financial Aid Office:](#) 303-724-8039

[Financial.Aid@ucdenver.edu](mailto:Financial.Aid@ucdenver.edu)

[Registrar's Office:](#) 303-724-8059

[Student.Services@ucdenver.edu](mailto:Student.Services@ucdenver.edu)

[Office of Lifelong Learning:](#) 303-724-1372

[Professional.Development@ucdenver.edu](mailto:Professional.Development@ucdenver.edu)

### Online Resources

[Ask a Librarian Service](#)

[Academic Support](#)

[Blackboard](#)

[Bookstore](#)

College of Nursing [Current Course Offering List](#)

[Course Descriptions/Course Catalog](#)

[CUOnline \(Blackboard support\)](#)

[E-mail instructions](#)

[Graduate Program Website](#)

[Health Sciences Library](#) and [Orientation](#)

[Informatics Website](#)

[Post-graduate Program Website](#)

[Student Handbook](#)

[Student Support](#)

[Self-service Password Opt-in](#)

[Tech Support](#)

[Transcripts](#)

Portals at [UCDAccess](#)