

Professional Development, Extended Studies and the Non-degree Seeking Student

Please thoroughly read through the following important information before submitting the appropriate enrollment request to the Office of Lifelong Learning (OLL).

Extended Studies Courses are for anyone who:

- * would like to take College of Nursing (CON) graduate level courses or earn one of our graduate certificates for the first time without being admitted to a degree program. Non-degree (NDGR) seeking students must submit one of two forms. If you are a brand new NDGR you should complete the [Extended Studies New Student Enrollment Request Form](#). If you have previously taken courses through OLL within the last two semesters, you will complete the [Extended Studies Enrollment Request Form](#).
- * is admitted as a degree-seeking MS Informatics or iLEAD student. These students have already submitted an application and do not have to submit enrollment requests to OLL.
- * is a NEXus student—please see the NEXus tab on the [Profession Development webpage](#) for instructions.
- * is a student from any other institution who would like to take classes or attempt a graduate level certificate, please see bullet one above to determine which form you will submit.
- * is a current CU degree-seeking student who would like to earn an OLL certificate. Such students must submit an [Extended Studies Enrollment Request Form](#), *noting on the form in which program you are currently enrolled*. **Note:** Current CU degree-seeking students in need of a CON class for another CU school/program of study must contact the [graduate program](#). These students do not fill out a request form.

Prerequisites:

- * Graduate level courses for non-degree enrollment require a baccalaureate degree or permission from the instructor, and permission from the program director.
- * Post-graduate level courses for non-degree enrollment require a Master of Science degree or permission from the instructor, and permission from the program director.
- * See the [Blackboard Technical Requirements](#) to check computer hardware, software, and internet service compliance.
- * You will need the following basic computer skills to function comfortably in an online course:
 - o Use a mouse; locate, open, and close files; copy and paste text from one document to another
 - o Have basic word processing skills; send and receive e-mail with file attachments
 - o Have two or more windows open and toggle or switch between two open applications
 - o Be able to work, or “buddy” with someone to improve your skills and complete group assignments
 - o Review tutorials on your own computer, or seek assistance from local library resources or computer courses

Online Resources:

- * For additional information regarding descriptions of navigating online courses in our e-learning platform, please visit the [Blackboard home page](#), or [click here](#) for student Blackboard resources.
- * The [CU Online Help Desk](#) provides Blackboard assistance: (M-F 7-7) at 303-315-3700 or toll-free at 1-877-823-3644.
- * Tech Support [e-mail assistance](#) is available [online](#) or at 303-724-2171.
- * You can also access the [Health Science Library](#) and [Anschutz Medical Campus Bookstore](#) online.

Financial Implications of Non-Degree Enrollment:

- * Non-degree students are subject to different registration, drop/add, withdrawal, and incomplete deadlines than degree seeking students. Current deadlines are available on top of the current enrollment request forms.
- * You will be notified by the Bursar’s Office through your CU campus e-mail about your bill.
- * Non-degree seeking students will be billed at the current non-degree graduate rate per credit hour; however CU degree-seeking students will be billed according to the current rates set forth by the school to which they are admitted, and NEXus students will be billed according to the current NEXus flat rate. To see the current tuition rates and fees, visit the [Bursar’s Office website](#).

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- * **No refunds** are issued after 5 p.m. on the last day of the drop/add period. Read our [policy](#) for further details.
- * Students who wish to drop a course must do so online in the student portal **before 5 p.m.** on the drop/add end date. These students are eligible to receive a full refund.
- * If you do not properly drop a course online, **you are academically and financially responsible** for the course. Selected courses have additional cancellation and refund requirements. A full refund is issued when OLL cancels a class.
- * Students requesting to leave a course **after** the drop/add period, only have the option of withdrawing from the course and will **not** receive a refund. They must submit a [Withdrawal from Course Form](#) to OLL. A “W” will then be placed on the student’s transcript. In order to retake the course such students must re-apply, re-register and re-pay tuition and associated fees for the course.
- * You will not be dropped from enrollment for non-attendance or non-participation, but will receive a grade of “F” for the course.
- * Any student with an outstanding balance will not be allowed to register until payment is made in full.

Degree Program Implications of Non-Degree Enrollment:

- * Enrollment as a non-degree seeking student does not guarantee admission into University degree seeking programs.
- * CU College of Nursing graduate programs accept 40% of the total required credit hours of a degree to be transferred into that degree.
- * It is the responsibility of the student to transfer credits earned as a non-degree into a program after acceptance.

Enrollment Request Processing and Self-Registration:

- * Enrollment requests are processed as soon as possible in the order they were received. We will manually admit you as a non-degree seeking student for the requested term. This will usually take three to ten business days. We will then e-mail you a Confirmation Letter which will include:
 - your Student ID number
 - instruction on how to claim your campus e-mail address
 - where to go online to *self*-register
 - a permission number for each requested class
- * To view our Schedule of Courses before enrollment, see the link in the left hand sidebar of the Professional Development webpage.
- * If you do not receive a confirmation letter at least one week prior to class starting, it is your responsibility to notify the OLL. If we are not contacted, we will assume you have received all correspondence (whether written or e-mail), and you will be responsible for all course expenses.
- * You must then claim your campus e-mail account according to instructions given with your confirmation letter. After you have established your campus e-mail account, this is the only electronic address that we will use as an official means of University communication.
- * Then you will go to UCDAccess where you can self-register for the requested courses using the given permission numbers. You can also pay your bill, request transcript requests, see your enrollment status, and more from your Student Portal.
- * All graduate level certificates require program permission. Non-degree students should check the certificate flyers located in the Graduate Certificate tab on the Professional Development webpage for contact and other information.

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