



Office of
Lifelong Learning

COLLEGE OF NURSING
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

NEXus Student Enrollment Request Form

Summer Semester 2012

Extended Studies Registration Period: May 7 – 18
Summer Semester Term: June 4 – July 27
Drop/Add/Late-Registration Period: May 21 – June 8

Type or print clearly and complete the whole form. Enrollment depends upon space availability.

Name: _____
First Middle Last

Birth Date: _____ **Sex:** M F **SSN or SID:** _____ **Phone:** _____

Address: _____
Street Address Unit City State Postal Code

E-mail:* _____

*Confirmation letter will be sent to this e-mail address. Please add us as a contact to any non-campus e-mail account.

Ethnic Information - Optional					
The University is required to supply ethnic information to the United States Government. This information is <u>not</u> used in the admission process, and is the applicant's option to supply.					
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander		
<input type="checkbox"/> Black/African-American	<input type="checkbox"/> White	<input type="checkbox"/> Choose not to disclose	<input type="checkbox"/> Other:		

How did you hear about this program? _____

What is the purpose of your registration? _____

Do you currently attend or have you previously attended a course within the University of Colorado system? No Yes, and:

my course of study was: _____ at Boulder Colo. Springs Anschutz /Denver from: _____ to: _____

If you have registered or attended the CU system under another name, list it here: _____ N/A

If you have received a degree under another name, please list that name here: _____ N/A

List your last degree: _____ Institution _____ City/State _____ N/A

The summer tuition rate is **\$725.00 / credit hour**. You must fill out a Consortium Agreement to use financial aid toward NEXus courses. Billing questions can be directed to the [Bursar's Office](#) (303-556-2710, 303-556-5286 for third-party payment).

Course # (NURS#####)	Section (5I# or IX#)	Course Title	Credit Hours (required if variable)	For Office Use Only	

I hereby certify that to the best of my knowledge, the information furnished on this form is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for rejection or dismissal. I understand that, *if I am a non-degree seeking student*, I am **not** eligible for the Student Insurance and Health Service programs; OR *if I am a degree-seeking student*, it is **mandatory** to enroll in or waive the Student Insurance. I have read and agree to adhere to all terms stated within this two-page document including the [Withdrawal/Drop Policy](#).

Received	code	sent
Permission: <input type="checkbox"/> N/A <input type="checkbox"/> E-mail <input type="checkbox"/> Spreadsheet		
Rolling: <input type="checkbox"/> appt <input type="checkbox"/> nfiag <input type="checkbox"/> term <input type="checkbox"/> balance		
New: App# _____ username: _____		
<input type="checkbox"/> admtd <input type="checkbox"/> reg <input type="checkbox"/> matr <input type="checkbox"/> verify acct <input type="checkbox"/> track		
Notes:		

X
Requestor Signature- Required- Hand written or clicking for digital signature above Date
accepted as official signature.

Available Summer Semester Courses	Credits	Class Mode	Seats	PhD	DNP
NUDO6059 - Cultural Competence for Advanced Practice	2	Online - only	2	Y	Y
NURS7867 - Evidence-Based Teaching and Curriculum Design	3	Hybrid - online and intensive	3	Y	Y

PLEASE READ AND RETAIN NEXT PAGE FOR INSTRUCTIONS AND IMPORTANT INFORMATION

What to do with this form, and what to expect after you submit it:

- Please see our instructions on how to digitally sign this form at the Professional Development web page.
- Submit your *NEXus Student Enrollment Request Form* along with a copy of your *NEXus Student Enrollment Tracking Form* **before May 28, 2012**: fax to 303-724-4729, e-mail to professional.development@ucdenver.edu or mail to:
Office of Lifelong Learning
Mail Stop C288-08
13120 East 19th Avenue
Aurora, CO 80045
- Once we receive your form we will process you by entering your information into the database and admitting you as a non-degree seeking student. This step alone may take three to ten business days. When we are done you will receive a confirmation letter with the following:
 - * Reminders and instructions in the body of the e-mail
 - * A confirmation letter with the required permission number for each class
 - * Instructions on how to claim your campus e-mail account and self-registerWe will send your confirmation letter and instructions on how to claim your campus e-mail to the e-mail address you give on the request form. After you gain access to your campus e-mail, we will send all official correspondence to your campus e-mail address.
- You will use the confirmation letter to claim your campus e-mail account so that our system recognizes your login information. If you have any problems claiming your e-mail account, first double check to make sure you are following instructions correctly. If the difficulty persists, then do not hesitate to contact support at 303-724-2171. Or the CON Student Technology Representative, Silvia Baptista, at 303-724-1694 or silvia.baptista@ucdenver.edu.
- You will login to your student portal and self-register for the requested course with the permission number you receive in your confirmation letter. If you have any trouble registering for a class, then please verify that you are entering in the correct codes as a non-degree student, and not trying to get into the wrong section. If problems persist, you can contact support toll-free at 877-823-3644 or cuonlinehelp@ucdenver.edu.
- If you are taking an **online class**, you should get familiar with [Blackboard](#), our learning e-platform, before the semester starts. If you do not see a class in blackboard, do not worry as instructors are not required to open classes to students until **after noon on the first day of class**. If you need help with Blackboard you can contact support at 303-315-3700 or cuonlinehelp@ucdenver.edu.

Non-degree Registration Period: May 7 – 18, 2012
Drop/Add/Late-Registration Period: May 21 – June 8, 2012
*You must drop classes before **5 p.m. on Friday, June 8, 2012** to avoid the repercussions outlined below!*
Spring Semester Term: June 4 – July 27, 2012

Tuition, Refunds and Course Withdrawals

Tuition and all associated course fees are payable to “The Regents of University of Colorado” and are due at the time of invoice by the Bursar’s Office. Any student with a balance due will not be allowed to register until payment is made in full.

Refunds:

1. **No refunds will be issued after the College of Nursing’s drop/add end date.**
2. Students who wish to drop a course, must do so on-line in the student self-service portal before the drop/add end date. These students are eligible to receive a full refund.
3. When courses are canceled by OLL, students will receive a full refund.

Course Withdrawals:

1. Students requesting to drop/withdrawal from a course **after** the drop/add end date, only have the option of withdrawing from the course and will **not** receive a refund. They must submit a “Withdrawal from Course Form” located online at the following URL: <http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/coursewithdrawal.pdf>.
2. Students must send the completed “Withdrawal from Course Form” to OLL. A “W” will then be placed on the student’s transcript. When ready to retake the course, these students must re-apply, re-register and re-pay tuition and the associated fees for the course.

For the Official OLL Refund/Withdrawal Policy please see:

<http://www.ucdenver.edu/academics/colleges/nursing/Documents/PDF/Policies-drop-withdrawal.pdf>

Should you need more information about this form or other College of Nursing non-degree courses, feel free to contact the NEXus Staff Coordinator by phone: 303-724-1362 or 303-724-1372, fax: 303-724-4729, or email: professional.development@ucdenver.edu.

Back to the NEXus Course Exchange: <http://www.winnexus.org>