



# Extended Studies New Student Enrollment Request Form

Office of Lifelong Learning

COLLEGE OF NURSING  
UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

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 professional.development@ucdenver.edu as a contact.

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:	

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 the name here: \_\_\_\_\_  N/A

List last degree: \_\_\_\_\_ Institution \_\_\_\_\_ City/State \_\_\_\_\_  N/A

If you are requesting to be enrolled in a certificate program please check: (subject to program approval)  Educator's Informatics  
 Executive Leadership in HIT  Health Information Tech  Health Info Mgmt & Exchange  Palliative Care  Health Care Informatics

Describe briefly the purpose of your request to enroll as a non-degree student, including your plans in nursing:

.....  
.....  
.....

The summer tuition rate is **\$475.00 / credit hour + applicable fees**. Details available at the [Bursar's Office website](#).  
General student billing questions can be directed to the Bursar's Office at 303-556-2710, or 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"/> admtr <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

**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 *Extended Studies New Student Enrollment Request Form* **before May 28, 2012**: fax to 303-724-4729, e-mail to [professional.development@ucdenver.edu](mailto:professional.development@ucdenver.edu) or mail to:  
Office of Lifelong Learning  
Mail Stop C288-08  
13120 East 19<sup>th</sup> Avenue  
Aurora, CO 80045
- Once we receive your form we can obtain permission, when necessary. We will then process your form by entering you 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 per University Policy.
- 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](mailto: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](mailto: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](mailto:cuonlinehelp@ucdenver.edu).

Non-degree Registration Period:	May 7- 18, 2012
Drop/Add/Late-Registration Period:	May 21 – June 8, 2012
<i>You must drop classes before <b>5 p.m. on Friday, June 8, 2012</b> to avoid the repercussions outlined below!</i>	
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 as well as 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 Office of Lifelong Learning by phone 303-724-1372, fax 303-724-4729, or email [professional.development@ucdenver.edu](mailto:professional.development@ucdenver.edu).*