Content:

1. Guidelines, Checklist and Important Dates
2. Course registration procedures
3. Classroom participation and Instructor information sheet

*Guidelines are subject to change
LIFELONG LEARNERS PROGRAM GUIDELINES

- Area residents who are sixty (60) years of age or older may audit up to two classes at the University of Colorado Denver (DOWNTOWN CAMPUS ONLY) on a non-credit/non-tuition basis.
- Participants may take courses listed in the course schedule except: courses which require laboratory or special equipment, computer courses, courses through the Division of Extended Studies, courses with additional fees, CU online courses, and intensive and/or module courses (i.e. maymester, 6 week, or hybrid).
- Acceptance in class is ultimately determined by the instructor, and is based on space availability, previous level of education, and other academic factors. Note: Each academic department/unit may have its own policy regarding participation.
- The instructor is NOT required to review written or oral exams, or assignments.

STEPS TO AUDITING A CLASS THROUGH THE LLP

1. _____ Click on the SCHEDULE OF COURSES (http://www.ucdenver.edu/academics/Pages/Catalogs.aspx) and chose 1 to 2 courses that fit the criteria outlined in the guidelines above.
2. _____ Contact the instructor(s) to request permission to attend the class through the LLP. (Instructors emails are typically First Name.Last Name@ucdenver.edu, or you can call the department)
   *DO NOT purchase books or materials until instructor has signed the participation form.
3. _____ If you have not participated in the previous 2 semesters, complete the online Non-Credit Application (https://application.admissions.ucdenver.edu/apply/)
   - Select: Create an account to start a new application
   - Completely fill out the information form
   - On the Application page select: Start New Application
   - Application type: Continuing and Professional Education
   - Open application: Continuing and Professional Education
   - Select: Non-credit
   - Fill out form and submit
   - After Submitting your application, you will be emailed your 9-digit Student ID number
4. _____ Attend the chosen class/es the first week of the semester.
5. _____ Complete and submit the Participation form to the Lynx Center (Student Commons, 1107).
6. _____ Canvas access is not immediate and will be granted by the third week of class

IMPORTANT DATES

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>IMPORTANT NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 2nd Friday after the Fall semester begins</td>
<td>Participation Form Due</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>No classes. Campus Closed</td>
</tr>
<tr>
<td>Fall Break</td>
<td>No Classes. Campus Open</td>
</tr>
<tr>
<td>Thanksgiving Day Holiday</td>
<td>No Classes. Campus Closed.</td>
</tr>
<tr>
<td>Winter Break</td>
<td>No Classes. Campus Closed.</td>
</tr>
<tr>
<td>Martin Luther King Day Holiday</td>
<td>No Classes. Campus Open.</td>
</tr>
<tr>
<td>The 2nd Friday after the Spring semester begins</td>
<td>Participation Form Due</td>
</tr>
<tr>
<td>Spring Break</td>
<td>No Classes. Campus Open.</td>
</tr>
</tbody>
</table>

*Forms received after this day WILL NOT be reviewed.
CLASSROOM PARTICIPATION, CAMPUS GUIDE, AND CONDUCT

Classroom Participation

The participant is not an admitted/enrolled student of the University of Colorado Denver. The university will NOT keep grades or other forms of evaluation. The participants name will not appear on attendance or grade rosters. There will be no official file or transcript. The participant is not required to complete assignments or take oral or written examinations, however if agreed upon with the instructor the participant can complete these items for personal evaluation purposes. The participant is responsible for purchasing textbooks, supplies or other required material. As a guest in the classroom the participant is expected to uphold conduct as a tuition paid students. Disruptive behavior will result in dismissal from the class, and the participant will be responsible book and material fees.

Note: The instructor is not required to review or grade participant work.

CAMPUS GUIDE

As a non-credit applicant, you will receive a student ID number and email address but will not be issued a university photo ID. You will have limited use of student services. Please check with specific resources to determine if their services will be available for you to use. Known community resources include: The Counseling Center, Career Center, and Auraria Library. While access to the library and its materials is free with a valid form of identification, the Career Center and Counseling Center may require a fee.

Campus Parking/RTD

The participant is responsible for daily parking fees. Parking information is available at [http://www.ahec.edu/Parking](http://www.ahec.edu/Parking). Note: Some lots may require a student ID. Participants are not eligible for the RTD benefits through the university, however discounts are provided through RTD for people 65 and over or with special circumstances. ([http://www.rtd-denver.com/DiscountFares.shtml](http://www.rtd-denver.com/DiscountFares.shtml))

Liability

The University of Colorado Denver will not be liable for damage or injury sustained by a participant resulting directly from participation in courses or presence in buildings owned or leased by the University, except to the extent of applicable normal liability insurance coverage.

CONDUCT

Lifelong Learners Program participants are held to the same code of conduct as enrolled students in the University of Colorado Denver students. The policy can be viewed at:


Participants are expected to treat university staff and students with respect. This includes disruptions in the classroom, interactions with offices and/or students. Failure to abide by these rules could result in an official conduct case and immediate removal from the program for a predetermined amount of time (one semester, one year, or indefinitely).
Lifelong Learners Program Participation Form

PLEASE PRINT CLEARLY OR TYPE:

First Name ___________________________ Last Name ___________________________ MI ________

Student ID Number ___________________________ Birthdate (MO/DAY/YEAR) ________ Semester/Year (ex. Fall/2015) ________

Home or Mailing Address ____________________________________________________________

City/State/Zip ___________________________ Telephone # ___________________________

Have you had access to canvas previously: Yes or No ________

@ucdenver.edu __________________________________________________________

University Email Address (University and canvas notifications, will be directed to this email) __________________________________________________________

Personal/Business Email address __________________________________________________

In Case of an emergency- Please contact:

Name __________________________________ Telephone # ___________________________ Relationship ________

__________________________________________

Lifelong Learners Program (LLP) PARTICIPANT MAY TAKE A MAXIMUM OF 2 COURSES

All Course Information must be completed by the LLP participant before form can be processed (Please follow example format)

<table>
<thead>
<tr>
<th>Class Number (5 Digits)</th>
<th>Subject/Department</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
<th>Course Title/Days Held/Time</th>
<th>Request Canvas</th>
<th>Faculty Name (Printed)</th>
<th>Faculty Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 35268</td>
<td>ENGL</td>
<td>1010</td>
<td>1</td>
<td>3</td>
<td>English Composition/ Tuesdays and Thursdays /1:00-2:15 PM</td>
<td>Yes</td>
<td>English Jones</td>
<td>__________________________</td>
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Initial if you have read and understand the policy regarding the conduct policy associated with the Lifelong Learners Program

ALL PARTICIPANTS PLEASE READ THE INFORMATION BELOW AND SIGN

By signing this document, I declare that I understand the guidelines of the Lifelong Learners Program offered at the University of Colorado Denver as outlined in the Participation Packet. I further acknowledge and agree that the University of Colorado Denver is not liable for damage or injury to my person resulting from my participation in the course(s) or in buildings owned or leased by the University, other than applicable normal liability insurance coverage.

Printed Name ___________________________ Signature ___________________________ Date ________

Important Deadline: This completed form must be submitted no later than 12:00 PM on the second Friday of the start of the semester. Forms received after this date will not be eligible for Canvas access. Submit scanned forms via email to Ciarra.Thompson@ucdenver.edu or you can hand deliver to the Lynx Center, Student Commons Building 1107.

Ciarra Thompson- LLP Coordinator
Student Commons Building | 1201 Larimer Street, Suite 1107 | Denver, CO 80204
Phone 303 315 3508 | Email Ciarra.Thompson@ucdenver.edu
CLASSROOM PARTICIPATION AND CONDUCT

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Acceptance in class is ultimately determined by the instructor, and is based on space availability, previous level of education, and other academic factors. Note: Each academic department/unit may have its own policy regarding participation.

+++ ACCEPTANCE IN CLASS

Acceptance in class will be determined by the instructor’s judgment based on academic factors including: space availability, time commitment, rigor of the class and the previous level of education obtained by the program participant.

CLASSROOM PARTICIPATION AND CONDUCT

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Special Note to the Instructor: The Lifelong Learners Program would like to thank you for your support. If you agree to accept the participant to audit your class, please sign the participation acceptance form.

*For Additional Information regarding the program or questions please do not hesitate to contact me.

Ciarra Thompson, Program Coordinator
Lynx Center
303-315-3508
Ciarra.Thompson@ucdenver.edu