

University of Colorado Denver
Lifelong Learners Program (LLP) Information Packet

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

Lynx Center
1201 Larimer Street, Suite 1107
Denver, Colorado 80204
Office: 303-315-3508

*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

DEADLINE	IMPORTANT NOTES
The 2 nd Friday after the Fall semester begins	Participation Form Due *Forms received after this day WILL NOT be reviewed
Labor Day Holiday	No classes. Campus Closed
Fall Break	No Classes. Campus Open
Thanksgiving Day Holiday	No Classes. Campus Closed.
Winter Break	No Classes. Campus Closed.
Martin Luther King Day Holiday	No Classes. Campus Open.
The 2 nd Friday after the Spring semester begins	Participation Form Due *Forms received after this day WILL NOT be reviewed
Spring Break	No Classes. Campus Open.

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>. 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>)

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:

<http://www.ucdenver.edu/life/services/standards/Documents/CUDenver-CodeofConduct.pdf>

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** _____

 University Email Address (University and canvas notifications, will be directed to this email) @ucdenver.edu 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)

Class Number (5 Digits)	Subject/ Department	Course Number	Section	Credit Hours	Course Title/Days Held/Time	Request Canvas	Faculty Name (Printed)	Faculty Signature and Date <i>*Please read information sheet on back before signing</i>
Example: 35268	ENGL	1010	1	3	English Composition/ Tuesdays and Thursdays /1:00-2:15 PM	Yes	English Jones	
1.								
2.								

_____ **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

INSTRUCTOR'S INFORMATION SHEET

*Instructors please read before signing participation Form

LIFELONG LEARNERS PROGRAM GUIDELINES

(Formerly Senior Citizens Program)

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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

The Lifelong Learners Program 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 participant's 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, nor is the instructor required to review or grade coursework. 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 materials. The participant is held to the same conduct as our students. Please contact me or appropriate reporting services for any conduct issues.

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
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