

University of Colorado Denver

Important Information for Non-Degree Students

GENERAL INFORMATION:

- Non-degree admission is for students who wish to enroll in CU Denver courses through the campus program of instruction but who do not wish to work toward a degree at this time.
- Courses offered through the Division of Continuing and Professional Education require a separate registration process. If you wish to take Continuing and Professional Education courses, follow the application/registration instructions outlined for your course(s) of interest and/or visit www.ucdenver.edu, click on "Course Registration" under "Academic Life," then select "Continuing Professional Education" from the menu for additional information and to apply.
- You will receive instructions via email to activate your **UCDAccess** portal account where you can search for courses, pay the required \$200.00 tuition deposit, and register for classes on or after your assigned registration time. To view the *Schedule of Courses* visit www.ucdenver.edu and click on "Course Listings" under the "Academics" heading. Click on "Course Schedule" near the center of the page. The *Schedule of Courses* is available only the web. You may view the university catalog at <http://catalog.ucdenver.edu>.
- You are academically responsible for all courses for which you register, and may receive failing grades if you do not attend. Visit www.ucdenver.edu/registrar and click on "Academic Calendars" for complete information about add, drop, withdrawal, and other deadline dates.
- Some courses are restricted to admitted degree seeking students and not open for registration by non-degree students. Non-degree students should check the restrictions listed for each course in the Schedule of Courses and contact the department offering the course if requesting special enrollment approval. Pre-requisite requirements apply to non-degree students.
- Most undergraduate and all graduate courses in the Business School are restricted and require a Business School application process in addition to the non-degree application form. Call 303-315-8100 for undergraduate enrollment application forms and criteria. For graduate enrollment, call 303-315-8200 for information and to obtain a non-degree application part II which must be submitted along with unofficial transcript copies (3.0 overall gpa normally required) to the Business School by July 25 for fall, December 23 for spring, and May 1 for summer enrollment consideration.
- To continue in non-degree student status after completion of 12 or more semester hours, your overall cumulative grade point average must be at least a 2.0.

FINANCIAL IMPLICATIONS OF NON-DEGREE ADMISSION:

- You are **not eligible** for financial aid, student loans, most scholarships, or tuition assistance if admitted as a non-degree student.
- You are assessed tuition based on your admission classification at CU Denver regardless of the level of course(s) for which you register.
 - **If you do not have a baccalaureate degree**, you are classified as an undergraduate non-degree student for billing purposes and assessed tuition at the upper-division rate regardless of the level of course(s) you are taking. You may utilize the Colorado Opportunity Fund (COF) in this classification if it is available to you.
 - **If you have a baccalaureate degree**, you are classified as a graduate non-degree student for billing purposes and assessed graduate tuition regardless of the level of course(s) you are taking. If enrolled **only** in undergraduate classes, you may request that your tuition be recalculated at the undergraduate rate but **the Colorado Opportunity Fund (COF) is not available to in-state students in this classification**. To request tuition recalculation at the undergraduate rate, visit www.ucdenver.edu/registrar and click on "Forms" and then "Special Tuition Rate Form" or call 303-556-2389. ***If you have a baccalaureate degree and wish to pay the lowest in-state tuition rate by utilizing COF for undergraduate courses, you must apply as an undergraduate degree-seeking student even if you do not intend to earn a second undergraduate degree. NOTE: If you have an undergraduate degree in business, you may not apply for undergraduate degree-seeking student status in the Business School.***
- You are financially responsible for all courses registered, even if you do not attend. Visit www.ucdenver.edu and click on "Tuition/Financing" under the "Academic Life" heading. Go to "Bursars Calendar" for billing, payment, drop, withdrawal and refund policies and deadlines.

DEGREE PROGRAM IMPLICATIONS OF NON-DEGREE ADMISSION:

- If admitted in non-degree status for a given semester, and if you wish to instead apply for degree-seeking admission for that same semester, you must submit a complete degree-seeking application, official transcripts from each college attended, and a \$50.00 application fee no later than 5:00 p.m. on the Friday following the first day of classes. ***However, if you have already registered for courses as a non-degree student, your course registrations are dropped from our system and you can incur drop charges and service fees. If accepted for admission in degree-seeking student status, you will need to repeat the registration process for desired courses, which may or may not be available at that point in time.*** Applications for degree-seeking admission submitted after this date are processed for a subsequent term.
- Undergraduate and graduate degree programs have varying policies on the number of credits that may be applied from non-degree status to degree requirements. If planning to apply later to an undergraduate or graduate degree program, contact the program you are considering for non-degree credit limits.
- If under age 22, an ACT or SAT test score and official high school transcript copy will be required for non-degree students who later apply for admission to a degree program, regardless of the number of college credits completed at UC Denver or other institutions.