Content:

1. Guidelines
2. Checklist and important dates
3. Course registration procedures
4. How to search for a CU Denver class
5. Course participation form
6. Instructor information sheet
7. Classroom participation and campus guide
8. Campus map

*Guidelines are subject to change
SENIOR CITIZENS PROGRAM GUIDELINES

Area residents who are sixty (60) years of age or older may attend classes at the University of Colorado Denver (DOWNTOWN CAMPUS) on a non-credit/non-tuition basis during the fall and spring semesters. Note: Each academic department/unit may have its own policy regarding your acceptance into a specific class. Seniors may take any course (offered at the Downtown Campus) listed in the online course schedule except: courses which require laboratory or special equipment use, computer courses, courses offered through the Division of Extended Studies, courses with additional fees, CU online courses, CU Denver South campus or Anschutz Medical campus courses, and intensive and/or module courses (i.e. maymester, 6 week, or hybrid). Acceptance in class will be determined by the instructor, based on space availability, and the previous level of education obtained by the senior citizen student. Participants may register for classes beginning the first day of class. The last day to register for a class via the SCP program is the second Friday after classes begin. Submissions after this day will not be reviewed. A limit of two (2) courses may be taken per semester. Note: The instructor is NOT required to review written or oral exams, or assignments.

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Senior Citizens 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

The Schedule of Course Listings can be found on the web at:

http://www.ucdenver.edu/academics/Pages/Catalogs.aspx

The Schedule of Courses is located at the bottom of the page for perspective students.

Fall 2015- Classes begin Monday, August 17th
Spring 2016- Classes begin Tuesday, January 19th
CHECKLIST

1. _____ View the schedule of courses and chose 1 to 2 courses that fit the criteria outlined in the guidelines.
2. _____ Complete the online Non-Credit Application.

3. _____ Ask the instructor if he/she will allow you to attend the class. Note: You may want to contact the instructor ahead of time to see if they are willing to participate in the SCP program. **Do Not** purchase books or materials until instructor has signed the participation form.

4. _____ Attend the chosen class/es the first week of the semester.

5. _____ Complete the Participation Acceptance form.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEADLINE</th>
<th>IMPORTANT NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2015</td>
<td>First day of Fall Semester Classes</td>
<td>Make sure to attend classes this week and obtain signatures on participation form.</td>
</tr>
<tr>
<td>August 28, 2015</td>
<td>Participation Form Due</td>
<td>The form must be submitted to the Lynx Center, Student Commons Building 1107, <strong>No later than</strong> Friday August 28th at 5:00 PM.</td>
</tr>
<tr>
<td>September 7, 2015</td>
<td>Labor Day Holiday</td>
<td>No classes. Campus Closed</td>
</tr>
<tr>
<td>November 23-29, 2015</td>
<td>Fall Break</td>
<td>No Classes. Campus Open</td>
</tr>
<tr>
<td>November 26, 2015</td>
<td>Thanksgiving Day Holiday</td>
<td>No Classes. Campus Closed</td>
</tr>
<tr>
<td>December 12, 2015</td>
<td>End of Semester</td>
<td></td>
</tr>
<tr>
<td>December 25- January 1, 2016</td>
<td>Winter Break</td>
<td>No Classes. Campus Closed.</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>Martin Luther King Day Holiday</td>
<td>No Classes. Campus Open.</td>
</tr>
<tr>
<td>January 19, 2016</td>
<td>Spring Classes begin</td>
<td></td>
</tr>
<tr>
<td>January 29, 2016</td>
<td>Participation Form Due</td>
<td>The form must be submitted to the Lynx Center, Student Commons Building 1107, <strong>No later than</strong> Friday January 29th at 5:00 PM.</td>
</tr>
<tr>
<td>March 21-27, 2016</td>
<td>Spring Break</td>
<td>No Classes. Campus Open.</td>
</tr>
<tr>
<td>May 14, 2016</td>
<td>End of Semester</td>
<td></td>
</tr>
</tbody>
</table>
COURSE REGISTRATION PROCEDURES

Step 1. Complete and submit a non-credit application online. (There is no fee charged for this application). This can be found at: www.ucdenver.edu/cpeapp
-Note: As a non-credit applicant you will be assigned a student ID number and university email, but will not be issued a student ID card.

Step 2. Claim your login for Canvas.
Note: Access will be granted by the end of the third week of the semester. ACCESS TO CANVAS IS NOT IMMEDIATE.

Step 3. Complete the SCP program participation form and return it by the aforementioned deadlines.

Senior Citizen Program Course Registration:

**STEP 1**

Submit your non-credit application

Apply online at www.ucdenver.edu/cpeapp

Choose the non-credit option and submit

![Submit application](https://example.com/submit_form.png)

After Submitting your application, you will be emailed your 9 digit Student ID number________________________

**STEP 2**

Claim your login for Canvas

As soon as you receive the email with your **Student ID Number**, visit https://myaccount.ucdenver.edu to create your password and retrieve your username and CU Denver email address.

Username:________________________

Password:________________________

**STEP 3**

Submit your Participation acceptance form

Email Ciarra.thompson@ucdenver.edu, or

Deliver to Senior Citizen’s Program Office (Lynx Center, Student Commons, 1107)
HOW TO SEARCH FOR A CU DENVER CLASS

Go to: http://www.ucdenver.edu/academics/Pages/Catalogs.aspx

Click on the: Schedule of Courses located at the bottom of the web page.

1. Choose your Institution, Term, and Campus.
   *Make sure to select the appropriate semester

2. Select your subject by typing in the appropriate 4 letter code (i.e. ENGL) or clicking the green “select subject” button to open the Course Subject Lookup.

Or click the above button to access
3. Once you have chosen the desired subject check the box that says “Show Open Classes Only” and click search. **Instructors are more than likely not able to allow a full class to be audited.**

4. Click on the green arrow to expand classes. This will show you the location of the class, the days and times the class meets, where the class meets, and the instructor that teaches the class. The Key at the top of the page will give you the status of the class.
Senior Citizens 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 ______

Senior Citizens Program (SCP) PARTICIPANT MAY TAKE A MAXIMUM OF 2 COURSES

All Course Information must be completed by the SCP 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 Yes or No</th>
<th>Faculty Name (Printed)</th>
<th>Faculty Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 35268</td>
<td>ENGL 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>
<td></td>
</tr>
</tbody>
</table>

1. __________________________

2. __________________________

ALL PARTICIPANTS PLEASE READ THE INFORMATION BELOW AND SIGN

By signing this document I declare that I understand the guidelines of the Senior Citizens program offered at the University of Colorado Denver as outlined in the Senior Citizens 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.
INSTRUCTOR’S INFORMATION SHEET
*Participants: Please give this information sheet to the instructor of the course

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ACCEPTANCE IN CLASS

Acceptance in class will be determined by the instructor based on space availability and the previous level of education obtained by the program participant. Note: The instructor is NOT required to review written, oral exams, or grade tests.

CLASSROOM PARTICIPATION

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

Special Note to the Instructor: The Senior Citizens 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 please do not hesitate to contact me.

Ciarra Thompson, Project Specialist and SCP Coordinator
303-315-3508
Ciarra.Thompson@ucdenver.edu
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303-315-3508
Ciarra.Thompson@ucdenver.edu
CLASSROOM PARTICIPATION AND CAMPUS GUIDE

(AFTER SUBMITTING THE ONLINE APPLICATION AND THE PARTICIPATION ACCEPTANCE FORM, ACCESS TO CANVAS IS NOT IMMEDIATE)

Please be patient: There are several steps involved in granting access to CANVAS. If you do not receive canvas access by the end of the 3rd week of the semester, please email the program coordinator for your status (Ciarra.Thompson@ucdenver.edu).

Classroom Participation

The Senior Citizens 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 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 student. Disruptive behavior will result in dismissal from the class, and the participant will be responsible book and material fees.

For your information

As a non-credit applicant you will receive a student ID number and email address but will not be issued a university photo ID. Because you are not required to pay student fees, you will have limited use of student services, however there are some services on campus that serve the community. 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 paying daily parking fees. Please call the Auraria Parking Office 303-556-2000 for complete details regarding parking rates and available lots, or visit the website at http://www.ahec.edu/Parking. Note: Some lots may require a student ID.

Liability

The University of Colorado Denver will not be liable for damage or injury sustained by a Senior Citizens Program 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.