

INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS

To be eligible to participate in the Inter-Institutional program between CU Denver and the Community College of Denver (CCD), there are restrictions that will apply.

Note: In alignment with the University's concerns for the safety of our community in response to COVID-19, the Registrar's Office is currently working remotely. As such, we may experience minor delays in our response times and will not be scheduling in-person appointments or be available on campus. We will, however, remain available via phone and e-mail.

When submitting this form, please include the authority/advisor approval along with your CCD summer schedule.

BEFORE APPLYING YOU MUST READ AND UNDERSTAND THE DEADLINES, POLICY, AND PROCEDURES.

(Allow 5 - 7 Business Days for Processing)

CU Denver students follow Community College of Denver Deadlines below:

<u>Summer 2021</u>	<u>May 21, 2021</u>	<u>June 11, 2021</u>
Term	Last date to register or add a class	Last date to drop a class without penalty

INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS

POLICIES:

- 1) You must be a degree seeking student at CU Denver.
- 2) You will need to consult your department chair, Dean, or advisor, for an approval signature on the Inter-Institutional Application and Registration form, and to verify that the CCD courses will apply toward your degree requirements.
- 3) Students must follow the CCD academic calendar concerning all deadlines and dates. Courses must be added by the last date to register for a full semester class or dropped by Census date. Verify all CCD deadlines as they are different than CU Denver's Academic Calendar deadlines.
- 4) You must be enrolled in classes at CU Denver during the same term as requested enrollment at CCD. Requested CCD credit hour total must be equal to or less than the amount of credit hours taken at CU Denver for that semester, and may not exceed 9 credit hours or two full term classes (which ever may be higher) for Spring and Fall semesters, and may not exceed six for the Summer semester.
- 5) Online, hybrid, and extended campus classes do not qualify for the Inter-Institutional Agreement.
- 6) CU Denver students will not be waitlisted for any CCD classes that are full.
- 7) CU Denver students are required to meet all CCD course prerequisites prior to registration. If necessary, you must submit an unofficial transcript to the CCD Testing Center.
- 8) Developmental Mathematics classes are searchable through the Student Portal under subject code CCDM. Developmental education classes do not qualify for Inter-Institutional enrollment.
- 9) Tuition fees for all classes will be billed through CU Denver and payment is due according to the published deadlines.
- 10) Courses take thru Inter-institutional are not included in determining full-time status for financial aid.
- 11) Any registration modifications must be submitted to both CCD and CU Denver. If classes are not dropped by both institutions, you may receive an "F" as a letter grade on your transcripts.
- 12) Inter-institutional courses are accepted as transfer credit only, and will not appear as CU Denver courses on your CU Denver transcript, or apply to your CU Denver GPA. At the end of the term, CU Denver students must obtain an official transcript from CCD and submit it to CU Denver Admissions for transfer credit.
- 13)** It is the responsibility of the student to ensure proper registration and transfer credits for inter-institutional courses.

UNIVERSITY OF COLORADO OFFICE OF THE REGISTRAR

Student Commons Building | 1201 Larimer St. -Room 5005 | Campus Box 116 |
Denver, CO 80204

Phone 303 315 2600 | Fax 303 315 2550 | Email registrar@ucdenver.edu |
www.ucdenver.edu



INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS

PROCEDURES:

- 1) ___Apply online at CCD (the application is free) and obtain a CCD student ID number. When applying, match your major as closely as possible to your CU major.
- 2) ___Obtain the Inter-Institutional Application and Registration form from the CU Denver Registrar's Office. The form is also available on the Registrar website at www.ucdenver.edu/registrar.
- 3) ___Consult your department chair, Dean, or advisor, for an approval signature on the Inter-Institutional Application and Registration form, and verify that the CCD courses will apply toward your degree requirements.
- 4) ___Enroll in classes at CCD by the published deadline, and according to the policies listed above in the "Policies" section.
- 5) ___Submit the completed Inter-Institutional Application and Registration form along with a copy of your CCD class schedule to the Registrar's Office at CU Denver (5th floor Student Commons Building) for verification and Registrar's Office signature.*

*If this step is missed, you will be billed for the class as a CCD student and will also be billed for the class at CU Denver.
- 6) ___The CU Denver Registrar's Office will email you at your University email address with confirmation of your Inter-Institutional enrollment. The class will appear on your CU Denver schedule as CCDI 1999 or CCDI 2999.
- 7) ___Pay your CU Denver tuition bill according to the published deadlines.
- 8) ___If making any registration modifications, submit the request to both CCD and CU Denver. If classes are not dropped by both institutions, you may receive an "F" as a letter grade on your transcripts.
- 9) ___At the end of the term, obtain an official transcript from CCD and submit it to the CU Denver Admissions Office for transfer credit.

University of Colorado Denver
Office of Admissions
Campus Box 167
PO Box 173364
Denver, CO 80217-3364

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To be eligible to participate in the Inter-Institutional program between CU Denver and the Community College of Denver (CCD), complete this form according to the Inter-Institutional Information/Instructions document.

Have you completed courses at the Community College of Denver in the past?

Yes No

STUDENT INFORMATION

Last Name First Name MI

CU Denver Student ID Number CCD Student ID Number

Birth Date Gender

Current Address City State Zip

Phone Number Country of Citizenship

CU Denver Email Address CCD Student Email Address

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REGISTRATION

Last Name	First Name	MI
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CU Denver Student ID Number	CCD Student ID Number
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Number of enrolled CU Denver credit hours for this term

CCD COURSES

Course Title	Subject/Course#/Section	CRN	Credits	Authority Signature needed from your UCD School and College Department. An ink signature or email from advisor is acceptable
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STUDENT AUTHORIZATION**By signing this form, I understand that I am academically and financially responsible for the courses I have requested.**

Last Name First Name MI

CU Denver Student ID Number CCD Student ID Number

Student Signature Date**APPROVAL SIGNATURES: FOR OFFICE USE ONLY**

Office of the Registrar, CU Denver Date

Date Approved: _____ Date Denied: _____

Reason for Denial: _____

Office of the Registrar, Community College of Denver Date

Date Approved: _____ Date Denied: _____

Reason for Denial: _____

 EMAILED STUDENT (CU DENVER) EMAILED STUDENT (CCD)**UNIVERSITY OF COLORADO OFFICE OF THE REGISTRAR**Student Commons Building | 1201 Larimer St. -Room 5005 | Campus Box 116 |
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