“It’s fun to be an older student in the classes because I have lived a lot of these subjects.”

-Former Lifelong Learner
Description of Lifelong Learners Program
The Lifelong Learners program allows Coloradans who are sixty (60) years of age or older to audit up to two (2) eligible undergraduate in-person courses at the University of Colorado Denver (Denver Campus) on a non-credit/non-tuition basis. The only expense that Lifelong Learners must personally cover is a Campus ID. However, this is subject to change as we explore providing ID cards at no charge.

Program Guidelines
- Lifelong Learners will not have any registration record with the university. No official file or transcript is created, so verification of audited courses will not be available.
- Lifelong Learners will not receive grades or credit, and their instructors are not required to evaluate their assignments.
- Lifelong Learners are responsible for Campus ID costs.
  - The sole expense that Lifelong Learners must cover is the Campus ID, which costs $24. The ID remains valid for approximately four years before requiring renewal. A replacement badge costs an additional $24.
- Lifelong Learners should consider whether to personally incur personal expenses such as textbooks.
- Lifelong Learners can only audit eligible undergraduate in-person courses offered at CU Denver during the Fall and/or Spring semesters.
  - Some courses are not eligible for auditing. Examples of ineligible courses include summer, additional cost, intensive/module, online/hybrid, and CU Online courses.
- Lifelong Learners are expected to abide by classroom rules established by their instructors and the Code of Conduct of the University. Lifelong Learners may be dismissed or expelled from the program at any time if it is found that they negatively impact the CU Denver community.
- The University of Colorado Denver will not be liable for damage or injury sustained by a Lifelong Learner resulting directly from participation in courses or presence in buildings owned or leased by the University.

Important Dates

<table>
<thead>
<tr>
<th>Fall</th>
<th>Completion date of tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the FREE Non-Credit Undergraduate Continuing and Professional Education application.</td>
<td>Deadline: August 1\textsuperscript{st}</td>
</tr>
<tr>
<td>Reach out to instructor for permission to join a course for Fall.</td>
<td>Recommended date: August 5\textsuperscript{th}</td>
</tr>
</tbody>
</table>
| Submit Fall Participation Request Form to Lynx Central. | Deadline: Second Friday after start of semester.  
  Ask Lynx Central for the exact date.         |

<table>
<thead>
<tr>
<th>Spring</th>
<th>Completion date of tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the FREE Non-Credit Undergraduate Continuing and Professional Education application.</td>
<td>Deadline: January 1\textsuperscript{st}</td>
</tr>
<tr>
<td>Reach out to instructor for permission to join a course for Spring.</td>
<td>Recommended date: January 5\textsuperscript{th}</td>
</tr>
</tbody>
</table>
| Submit Spring Participation Request Form to Lynx Central. | Deadline: Second Friday after start of semester.  
  Ask Lynx Central for the exact date.         |
Checklist for Lifelong Learners

To join the program, all steps in the Checklist for Lifelong Learners must be followed.

- Complete a **FREE** admissions application for the **Non-Credit Undergraduate Continuing and Professional Education** program. [Apply now](https://www.ucdenver.edu/admissions/-apply- now) for each semester you wish to audit classes. For assistance applying, visit Lynx Central. If you are being asked to make a payment, you have started the incorrect application type. Please note that applying does not guarantee participation in the Lifelong Learners program.

**Undergraduate Continuing and Professional Education Applicant**

If you are applying for English as a Second Language Academy, Non-Credit, or Continuing Education Units

- [Apply Now](https://www.ucdenver.edu/admissions/-apply- now)

**Continuing and Professional Education**  **Non-credit**

- Check out the [Undergraduate Courses A-Z Catalog](https://catalog.ucdenver.edu/cudenver/undergraduate/courses-a-z/) to learn more about eligible undergraduate courses for audit at CU Denver.

- To find out if a class is offered during the term you plan on attending, conduct a [Class Search](https://www.ucdenver.edu/student/registration/class-search). Not all courses in the Catalog will be offered during the term you audit. Use Class Search to confirm that a course is available.

- Here is an example of what Class Search looks like fully filled out:

```
<table>
<thead>
<tr>
<th><strong>Enter Search Criteria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
</tr>
<tr>
<td><strong>Term</strong></td>
</tr>
</tbody>
</table>

**Class Search Criteria**

- Use Additional Search Criteria to narrow your search results.
  - **Campus**
    - Select [Denver Campus](https://www.ucdenver.edu/student/registration/class-search)
  - **Subject**
    - Select subject [PSCI]
  - **Course Number**
    - Is exactly [1100]
  - **Course Career**
    - Undergraduate

- Show Open Classes Only
- Show Schedule Conflict Indicator
```
Once the fields are filled out, click “Search” at the very bottom of the page.

You can also browse course subjects by clicking on “Select Subject.” Then, you can select a letter to find a subject.

To view all courses offered within a subject, leave the course number blank and fill out the other fields.

- Now that you know which course(s) you want to audit, contact the instructor(s) of the course(s) to request permission to attend through the Lifelong Learners Program. Instructors’ emails are typically FirstName.LastName@ucdenver.edu, or you can call their academic department for their email.
- Submit the Participation Request Form (last page of this packet) to Lynx Central. Ink signatures or emailed permission from the instructor to Lynx.Central@ucdenver.edu are accepted. It is recommended to submit forms via email so processing can immediately occur. However, forms can also be submitted in-person to Lynx Central (Front desk on first floor of Student Commons Building).
- Confirm your Participation Request Form has been approved by emailing Lynx.Central@ucdenver.edu.
- Go to the ID Station in-person (Tivoli Suite #269) to purchase a Campus ID card and request it be encoded for building access.
- Attend class(es) in-person. If needed, ask your instructor(s) or classmate(s) if they would be willing to email you class materials while you wait for access to Canvas (https://ucdenver.instructure.com/). Canvas is an application that most instructors use to publish course materials online. Find your course on Canvas after you login.
Campus Information

Services
Lifelong Learners are not eligible for most services offered to enrolled students on the CU Denver campus including the Health Center at Auraria. However, Alumni services may be available if applicable.

Lynx Central
Lynx Central is equipped with a program coordinator who supports Lifelong Learners. Support includes helping with checklist items, navigating campus, and other general topics. You may schedule a one-on one meeting with the coordinator by emailing Lynx Central.

Student Commons Building
1201 Larimer Street #1107, Denver, CO 80204
303-315-5969
Lynx.Central@ucdenver.edu

Office of Information Technology (OIT)
OIT provides technical support for Lifelong Learners experiencing issues online. OIT can assist with topics like username/password, email, and Canvas. The computer lab at Student Commons provides walk-in OIT assistance.

Student Commons Building
1201 Larimer Street #2017, Denver, CO 80204
303-723-4357
OIT-ServiceDesk@ucdenver.edu

Campus ID Station
The Campus ID Station provides campus IDs for Lifelong Learners at a cost of $24. Lifelong Learners must obtain a campus ID and have it encoded to access buildings.

Tivoli Student Union
900 Auraria Pkwy #269, Denver, CO 80204
303-556-8352
IDStation@AHEC.edu

Auraria Library
On-campus library that also provides academic sources online. Watch this (https://www.youtube.com/watch?v=Yk7UioFbMb0 &ab_channel=AurariaLibraryInstruction) video if you need help accessing online resources off-campus.

1100 Lawrence Street, Denver, CO 80204
303-315-7700
https://library.auraria.edu/

Tivoli Station Bookstore
Campus store with a large selection of textbooks, course materials, snacks, spirit gear, and gifts.

Tivoli Student Union
900 Auraria Parkway, #205, Denver, CO 80204
303-556-4286

Parking & Transportation Services
Lifelong Learners can contact this office for any questions about parking.

Feel free to register (https://www.ahec.edu/services-departments/parking/register-your-vehicle) your vehicle using your ID number and vehicle information to avoid paying the Nights and Weekends parking rate. You may register more than one vehicle. Once you register your vehicle(s), please note that it may take at least 24 hours or more for your information to be updated in the system.

777 Lawrence Way, 1st Floor, Denver, CO 80204
303-556-2003
ahec_parking@ahec.edu

Auraria Campus Police Department (ACPD)
Full-service police department active on campus. The campus police respond faster than 911 to on-campus emergencies.

Administration Building
1201 5th Street, Suite 110, Denver, CO 80217
Emergency Dispatch: 303-556-5000
Text-a-Tip: 720-593-8477
Campus ID and Building Access
Lifelong Learners can get a Campus ID by visiting the Campus ID Station (Suite #269) in the Tivoli Student Union and must present their 9-digit ID number. They may need to bring a government issued ID and proof that they were accepted into the Lifelong Learners Program (screenshot of email from Lynx Central). If you have any questions about building access, you may email the ID Station at IDStation@AHEC.edu or call 303-556-8352.

Directions & Maps
Directions to Campus: From I-25, exit Speer Boulevard south. Our campus is bounded by Speer Boulevard, Auraria Parkway, and Colfax Avenue. Use the Google Maps tool for additional help.

Auraria Campus Map (https://www.ahec.edu/files/general/General-Campus-Map.jpg)
Parking Map (https://www.ahec.edu/files/general/Parking-Map.pdf)

Lifelong Learners are responsible for their own parking and any parking fees. Lifelong Learners 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. Learn about discounts offered by RTD (https://www.rtd-denver.com/fares-passes/discount-fares).

Campus Closure
Campus closures mean that both in-person and remote classes are canceled for the day. Campus services such as Lynx Central do not operate remotely during campus closures. This means that you cannot contact offices by phone during campus closure.

Although you should receive an email with current information in the event of a campus closure, delayed start, or early dismissal, please note that email notifications are not guaranteed. Therefore, it is essential to stay informed by visiting https://www.ahec.edu/ or calling 1-877-556-3637 after 5:30 a.m. to confirm if there is a campus closure. You may also contact your instructor for information.

Weather
Inclement weather may cause a disruption in communication channels and internet access. To provide a consistent learning experience, all students will follow closure protocols.

Delayed Starts
If a class is scheduled to begin after early dismissal time, it is canceled. If a class straddles release time, it is canceled. For example, if campus is closing at 2 p.m., a class that runs from 1-3 p.m. is canceled. The same is true if inclement weather necessitates a delayed start. If the campus opens at 10 a.m. and a class runs from 9 to 11 a.m., it is canceled.

Holidays & Breaks
Campus is closed during holidays such as Labor Day and semester breaks. Keep up to date with holidays and breaks by following the academic calendar (https://ucdenver.edu/student/calendars/academic/).
The Lifelong Learner will follow classroom rules set by instructors and the University's Code of Conduct. The Lifelong Learner is not required to complete assignments, nor is the instructor required to review or grade coursework. The University will NOT keep any record of the Lifelong Learner.

This Participation Request form must be submitted by the second Friday of the semester. For the exact date, contact Lynx Central. You may hand deliver this form to Lynx Central (1st floor of Student Commons Building) or you may email this completed form to Lynx.Central@ucdenver.edu.

PLAEOSE READ THE INFORMATION BELOW AND SIGN

By signing this document, I declare I have read the Lifelong Learners Information Packet and will abide by its guidelines. 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.

First name: ___________________________ Last name: ___________________________ ID number: ___________________________

University email (@ucdenver.edu): ___________________________ Phone number: ___________________________

New or Returning Lifelong Learner: ___________________________ Full name of emergency contact: ___________________________

Relationship to emergency contact: ___________________________ Phone number of emergency contact: ___________________________

Lifelong Learner Printed Name: ___________________________ Lifelong Learner Signature and Date: ___________________________