

## Important Information About Extended Studies & Nondegree Programs

*By submitting an enrollment request to Extended Studies you certify that you have read this document and agree to the terms.*

Extended Studies Courses are for anyone who:

- \* would like to take University of Colorado College of Nursing graduate level courses or earn one of our graduate certificates for the first time without being admitted to a degree program. Nondegree seeking students must submit an [Application and Enrollment Request Form](#).
- \* is matriculated into the MS Informatics, iLEAD or Veteran & Military Health Care degree program. These students have already submitted an application and do not have to submit enrollment requests to Extended Studies.
- \* is a NEXus student—refer to [www.nursing.ucdenver.edu/nexus](http://www.nursing.ucdenver.edu/nexus) for instructions.
- \* is a student from any other institution who would like to take classes or attempt a graduate level certificate. Such students must submit an [Application and Enrollment Request Form](#).
- \* is matriculated into a CU degree program who would like to earn an Extended Studies graduate level certificate (not to be mistaken for a Post-Master's or post-Graduate Certificate). Such students must submit an [Application and Enrollment Request Form](#).

Prerequisites:

- \* Graduate level courses for nondegree enrollment require a baccalaureate degree or permission from the instructor, *and* permission from the program director.
- \* Doctoral level courses for nondegree enrollment require a Master of Science degree or permission from the instructor, *and* the program director.
- \* All graduate level certificates require program permission. Nondegree students should visit [www.nursing.ucdenver.edu/gradcert](http://www.nursing.ucdenver.edu/gradcert) for contact and other information.
- \* See the CU Online [Technical Requirements](#) to check computer hardware, software, and internet service compliance. You will need the following basic computer skills to function comfortably in an online course:
  - o Use a mouse; locate, open, and close files; copy and paste text from one document to another
  - o Have basic word processing skills; send and receive e-mail with file attachments
  - o Have two or more windows open and toggle or switch between two open applications
  - o Be able to work, or “buddy” with someone to improve your skills and complete group assignments
  - o Review tutorials on your own computer, or seek assistance from local library resources or computer courses

Online Resources:

- \* For information regarding descriptions of navigating online courses in Canvas, our Learning Management System (LMS), please visit [CU Online Student Resources](#). The [CU Online Help Desk](#) provides LMS assistance: (M-F 7-7) toll-free at 1-877-823-3644, and sometimes via [live chat](#).
- \* Tech Support for your campus e-mail account and student portal is available through the [ITS Help Desk](#) at 303-724-HELP or through the [Health Sciences Library](#) at 303-724-2167.
- \* You can also access the [Health Science Library](#) and [Anschutz Medical Campus Bookstore](#) online.

Financial Implications of Nondegree Enrollment:

- \* Nondegree students are subject to different registration, drop/add, withdrawal, and incomplete deadlines than degree seeking students. Current deadlines are available at [www.nursing.ucdenver.edu/nondegree](http://www.nursing.ucdenver.edu/nondegree), on top of the current course list, or on the second page of the enrollment request forms. Nondegree students are **not eligible** for financial aid.
- \* Any student with an outstanding balance will not be allowed to register until payment is made in full.
- \* Students will be notified by the Bursar's Office through your CU campus e-mail about tuition bills.
- \* Nondegree seeking students and matriculated CU degree students will be billed at the current nondegree graduate rate per credit hour which is posted on each enrollment request form; and NEXus students will be billed according to the current NEXus flat rate. To see the [current tuition rates and fees](#), visit the [Bursar's Office website](#).
- \* **No refunds** are issued after 5 p.m. on the last day of the drop/add period. Read our [policy](#) for further details. A late registration fee of \$60 applies any registrations after drop/add period.

### OFFICE OF EXTENDED STUDIES

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## Financial Implications of Open Enrollment as a Nondegree Student Continued:

- \* Students who wish to drop a course must do so online in the student portal **before 5 p.m.** on the drop/add end date. These students are eligible to receive a full refund.
- \* If you do not properly drop a course online, **you are academically and financially responsible** for the course. Selected courses have additional cancellation and refund requirements. A full refund is issued when the College of Nursing cancels a class.
- \* Students requesting to leave a course **after** the drop/add period, only have the option of withdrawing from the course and will **not** receive a refund. They must submit a [Withdrawal from Course Form](#) to PD. A "W" will then be placed on the student's transcript. In order to retake the course such students must reapply, reregister, and repay tuition and associated fees for the course.
- \* *You will not be dropped from enrollment for non-attendance or non-participation*, but will **receive a grade of "F"** for the course.

## Degree Program Implications of Nondegree Enrollment:

- \* Enrollment as a nondegree seeking student does not guarantee admission into University degree seeking programs.
- \* CU College of Nursing graduate programs allow up to 40% of the total required credit hours of a degree to be transferred into that degree. It is the *responsibility of the student to transfer credits* earned as a nondegree into a program after acceptance.

## Enrollment Request Processing and Self-Registration:

- \* Students are ultimately responsible for reading, completing, and submitting paperwork within the timelines given in policies, posted on the web, and instructions.
- \* Enrollment requests are processed as soon as possible in the order they were received. We will manually admit you as a nondegree seeking student for the requested term. This will usually take three to ten business days. We will then e-mail you a confirmation letter which will include, your student ID number, instructions on how to claim your University account and campus e-mail address, how to *self-register* online, and a five-digit class number for each requested class section.
- \* To view our [Schedule of Courses](#) before enrollment, visit our Nondegree Programs page at [www.nursing.ucdenver.edu/nondegree](http://www.nursing.ucdenver.edu/nondegree), and look under Courses.
- \* If you do not receive a confirmation letter at least one week prior to class starting, it is *your responsibility to notify PD*. If we are not contacted, we will assume you have received all correspondence (whether written or e-mail), and *you will be responsible for all course expenses*.
- \* You must then claim your University account according to instructions given with your confirmation letter. Be sure to note that login, as that username and password will be the credentials for your University e-mail account, student portal, and Canvas classes.
- \* After you will have to log into your campus e-mail account; this is the only electronic address that we will use as an official means of University communication. You are responsible for checking your campus e-mail account **at least once a week** while you are a student according to [University Policy](#), however Professional Development *highly suggests* checking your University e-mail daily.
- \* Then you will go to [UCDAccess](#) where you can self-register for the requested courses using the given permission numbers. You can also pay your bill, request transcript requests, see your enrollment status, and more from your Student Portal.