

Application for Nondegree Admission And Enrollment Request Form New Nondegree Students

Type or print clearly and complete the whole form. Submit this form electronically or return this form by mail to CU Nursing Professional Development, Mail Stop C288-08 13120 E 19th Avenue, Aurora, CO 80045. The 2015-16 Extended Studies tuition rate is **\$585.00** per credit hour + [applicable fees](#). General student billing questions can be directed to the Bursar's Office at 303-724-8032, or 303-556-5286 for third-party payment. Enrollment depends upon space availability.

1. Term: Fall Spring Summer of 20____

2. Full Legal Name

First Name Middle Name

Last Name Previous Names or Aliases

3. Birthdate (MM/DD/YYYY) _____

4. Gender Female Male Trans/Another _____

5. CU Student ID or SSN _____

6. Phone Number _____

7. E-mail address _____

We will send confirmation and registration materials to this e-mail; all subsequent communication will go to your CU student account. Please **add Professional.Development@UCDenver.edu** as a contact.

8. Permanent Address

Number and Street or P.O. Box

City State Zip

Country (if other than United States) International Phone Number

9. Ethnicity – Are you Hispanic or Latino? Yes No

Check any that apply:

- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian White I'd rather not say

10. Have you ever attended any CU campus? Yes No

11. Do you intend to use a tuition waiver benefit (TWB)?

- No Yes, CU employee TWB Yes, Preceptor TWB

12. I am taking one or more courses for non-credit (checking this indicates you do not want a grade on your transcript)

13. Do you have a baccalaureate degree? Yes No

Degree (e.g., BS in Nursing) Institution Year Received

14. What is the highest degree you have earned?

Degree (e.g., MS in Nursing) Institution Year Received

15. What is the purpose of your registration?

16. What is your desired program of study? (select one)

- Nondegree/Non-matriculated Student
- Health Care Informatics Certificate
- iLEAD Nurse Leadership Certificate
- Nursing Education Certificate
- Palliative Care in Nursing Certificate
- Veteran and Military Health Care Certificate
- Currently matriculated** CU degree student in the _____ program at the _____
 Boulder UCCS Denver Anschutz South

17. What courses do you want to take this semester? Enter below any courses you would like request for the **current semester only**.

For example:

<i>NURS</i>	<i>6286</i>	<i>ANY</i>	<i>HCI Foundations</i>	<i>3</i>
Subject	Catalog #	Section	Title	Credits

Subject	Catalog #	Section	Title	Credits
---------	-----------	---------	-------	---------

Subject	Catalog #	Section	Title	Credits
---------	-----------	---------	-------	---------

Subject	Catalog #	Section	Title	Credits
---------	-----------	---------	-------	---------

Subject	Catalog #	Section	Title	Credits
---------	-----------	---------	-------	---------

18. Signature and agreement:

I hereby certify that to the best of my knowledge, the information furnished on this form is true and complete without evasion or misrepresentation. I understand that if found to be otherwise it is sufficient cause for rejection or dismissal. I have read and agree to adhere to all terms stated within this two-page document and the [Important Information](#) document including the [Withdrawal/Drop Policy](#). I understand that, *if I am a nondegree seeking student*, I am **not** eligible for the Student Insurance and Health Service programs; OR *if I am a degree seeking student*, it is **mandatory** to enroll in or waive the Student Insurance.

Requestor Signature – **Required** – Hand written Date
or clicking for digital signature above accepted
as official signature.

FOR OFFICE USE ONLY Received _____ Name BAL APPT NFG/NRG NFIAG TERM Code _____
 TWBAPP NCR PROG INSTR App# _____ ADMT RES MATR APPT ACCT Sent _____

How to submit form and what to expect after:

1. See our instructions on how to digitally sign this form at www.nursing.ucdenver.edu/nondegree. If you are unable to digitally sign please check that you have completed all required fields and use Adobe Reader - free download available at <https://get.adobe.com/reader/>.
2. Submit your Extended Studies New Student Application and Enrollment Request Form by e-mail to professional.development@ucdenver.edu or mail to:

CU College of Nursing Professional Development
Mail Stop C288-08, 13120 East 19th Avenue
Aurora, CO 80045
3. Once we receive your form we can obtain permission, when necessary. We will then process your form by entering you into the database and admitting you as a nondegree seeking student. These steps alone may take **three to ten business days**. When we are done we will send a confirmation letter to the e-mail address you give on the request form with the following:
 - ✓ Reminders and instructions in the body of the e-mail
 - ✓ A confirmation letter with the five-digit class number for each class section requested
 - ✓ Instructions on how to claim your campus e-mail account and self-register
4. You will use the confirmation letter to **claim your campus e-mail** account so that our system recognizes your login information. If you have any problems claiming your e-mail account, first double check to make sure you are following instructions correctly. If the difficulty persists, then contact IT Services Help Desk at 303-724-HELP or the Health Sciences Library at 303-724-2167. After you gain access to your campus e-mail, you are expected to **check your University e-mail at least once a week**. The University will send all official correspondence to your campus e-mail address per University Policy: www.ucdenver.edu/student-services/resources/registrar/students/policies/Pages/EmailPolicy.aspx.
5. You will log into your student portal www.ucdenver.edu/UCDAccess and **self-register** for the requested course with the class number you receive in your confirmation letter and the attached instructions. If you have any trouble registering for a class, then please verify that you are entering in the correct codes as a nondegree student, and not trying to get into the wrong section. If problems persist, contact IT Services Help Desk at 303-724-HELP or the Health Sciences Library at 303-724-2167.
6. You should get familiar with **Canvas**, our Learning Management System (LMS), before the semester starts. If you do not see a class in the LMS, do not worry as instructors are not required to open classes to students until after noon on the first day of class. If you need help with Canvas you can contact support toll-free at 1-877-823-3644 or cuonlinehelp@ucdenver.edu.

Important dates to remember

Nondegree Application Deadline:
August 24, 2015

Nondegree Enrollment Request Deadline
August 29, 2015

Nondegree Registration Period:
July 6 - August 31, 2015

Drop/Add/Late-Registration Period:
September 11, 2015*

Fall 2015 Semester Term:
August 31 – December 18, 2015

*You must **drop classes before 5 p.m. on Friday, September 11, 2015** to avoid the repercussions outlined below!

Tuition, Refunds and Course Withdrawals

Tuition and all associated course fees are payable to “The Regents of University of Colorado” and are due at the time of invoice by the Bursar’s Office. Any student with a balance due will not be allowed to register until payment is made in full.

Refunds:

1. No refunds will be issued after the College of Nursing’s drop/add end date.
2. Students who wish to drop a course, must do so online in the student self-service portal before the drop/add end date. These students are eligible to receive a full refund.
3. When courses are canceled by CU College of Nursing, students will receive a full refund.

Course Withdrawals:

1. Students requesting to drop/withdrawal from a course after the drop/add end date, only have the option of withdrawing from the course and will not receive a refund. They must submit a “Withdrawal from Course Form” located online at the following URL: www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/coursewithdrawal.pdf.
2. Students must send the completed “Withdrawal from Course Form” to Professional Development. A “W” will then be placed on the student’s transcript. When ready to retake the course, these students must reapply, reregister, and repay tuition as well as the associated fees for the course.

For the official Refund/Withdrawal Policy please see:

www.ucdenver.edu/academics/colleges/nursing/Documents/PDF/Policies-drop-withdrawal.pdf

Should you need more information about this form or other College of Nursing nondegree courses, feel free to contact us by phone 303-724-1372, or email professional.development@ucdenver.edu.

CU COLLEGE OF NURSING PROFESSIONAL DEVELOPMENT, EXTENDED STUDIES, AND NONDEGREE PROGRAMS

Campus Box C288-08 | 13120 E. 19th Avenue Room P28-3237 | Aurora, CO 80045
O: 303.724.1372 | professional.development@ucdenver.edu | www.nursing.ucdenver.edu/nondegree