How to Enroll for CEUs

Step 1 – Apply to CU Denver as a Continuing Education Student

- Go to the <u>CU Denver Admissions Page</u>.
- Scroll down the page to the "APPLY TODAY" links and click on the option for Continuing and Professional Education.
 (Students who do not have a Bachelor's Degree should select the option for Undergraduate students. Students with a Bachelor's Degree should select the option for Graduate students.)
- When you start your application, select Continuing and Professional Education.



Select an application type:

University of Colorado Denver

Continuing and Professional Education School of Pharmacy Undergraduate Admissions Undergraduate Non-Degree Admissions Graduate Admissions Graduate Non-Degree Admissions Continuing and Professional Education Create Application Cancel

APPLY TODAY **Undergraduate students** Degree-seeking (First-time Freshmen, Transfer, Returning, International) Non-degree seeking (includes High School Concurrent and Pre-collegiate) CU Succeed (take CU Denver classes at your high school) Continuing and Professional Education (includes ESL Academy, Non-Credit, CEUs) Graduate students Degree-seeking (includes Returning and International) Non-degree seeking (includes Post-Baccalaureate) • Continuing and Professional Education (includes ESL Academy, Non-Credit, CEUs)

- Make sure you select "Non-credit" for your program.
- Complete all sections of the application and submit it.
- If you have selected all of the correct options, there should not be any application fee.
- You will receive a confirmation email after your application is processed.

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<u>lignature</u> Review	Welcome
	Continuing & Professional Education Application
	Thank you for applying to the University of Colorado Denver!
	*Please Select a Program:
	ESL (English as a Second Language) Non-credit
<	Graduate CPE Non-degree Non-credit
	O Undergraduate CPE Non-degree
	Continue

Step 2 – Enroll in Your Non-credit Course

- Once your CU Denver application is processed, you should receive information by email to logon to your <u>student</u> <u>portal</u>.
- After logging in to the student portal, you can enroll in courses. Follow these <u>detailed instructions</u> for how to register for courses.
 - Special Note: if you use the Advanced Search function to find your courses, be sure to select "Extended Studies" as your campus (Not "Denver Campus")

Step 3 – Pay Your Bill

- Student bills are typically posted in the student portal at the beginning of the month, with payment deadlines at the end of the month. For the calendar of specific billing deadlines, visit the <u>Billing Calendar page</u> on the Bursar's website.
- A notification that your bill is ready to be paid will be sent to your CU Denver email address.
- To pay your bill, logon to your student portal, click "Student Billing" and then "Pay Your Bill"

Step 4 – Order Your Transcript

- To ensure that you are ordering a transcript that contains the information you need, first check that your instructor has posted their grades for the non-credit CEU course that you have completed.
- Visit the <u>Transcripts page</u> to order your official CU Denver transcripts. When making your selections, be sure to choose "Non-Credit" as the transcript option. Official transcripts or "All CU History" transcripts will only show credit courses and will not notate non-credit CEUs.

Stuck or Still Have Questions?

• Email Kristen Kang Salsbury - <u>kristen.salsbury@ucdenver.edu</u>