

999 Eighteenth Street, Suite 144 Denver, CO 80202 720-639-9229

# How to Receive Academic Credit at CU Denver

Spring 2018 Course name: ST: National History Day in the Classroom (1/16/2018-5/12/2018) Course/section number: SCED 5800-501 5-digit Class Number (needed for registration!): 39682 Tuition and fees: \$345.00 Number of Academic Credits earned: 3.0 Important Dates Last day to register online: 1/16/2018 Last day to submit paper registration form: 1/24/2018 Last day to drop this course and receive a refund: 1/31/2018 (after this date, you must pay your bill even if you drop the course!) Grades available after: 5/17/2018

1. <u>Apply to CU Denver and Claim your Account online</u> (Go to page 2, steps 1-2)

### 2. <u>Register for your course</u>

- Registering before 5pm on 1/16/2018? Please register ONLINE via UCDAccess (Go to page 2, step 3)
- **Registering after 1/16/2018?** Please complete and submit the **Schedule Adjustment Form** included on page 3 (note: you must have completed step 1 above, and know your student ID number!). Obtain your instructor's signature, but you may skip the Dean/Advisor signature (we provide this).
  - Submit your completed Schedule Adjustment Form by scanning and emailing the form to: <u>cpe@ucdenver.edu</u>. If you do not have access to a scanner, you may mail it to the address at the top of the page.
  - We must receive your completed Schedule Adjustment Form by 1/24/2018.

### 3. Pay your Tuition

# You must be enrolled in the course before submitting payment. Do not wait to receive a bill! The university sends bills to your CU Denver email account only. Please submit payment by one of the following methods:

- Online: Log in to the UCDAccess student portal at <u>www.ucdenver.edu/ucdaccess</u>. Click on Pay Your Bill.
- **By mail**: Check your balance in the UCDAccess student portal (www.ucdenver.edu/ucdaccess). Make your check payable to University of Colorado Denver. Write your student ID number on the check and mail to:

CU Denver Bursar's Office 13120 East 19th Avenue Campus Box A098 Aurora, CO 80045

### 4. Complete and submit your Course Evaluation Form

• Complete the attached course evaluation form and submit it by mail or email as soon as possible. Thank you!

#### Additional Information: How to Drop a Course/Get a Tuition Refund

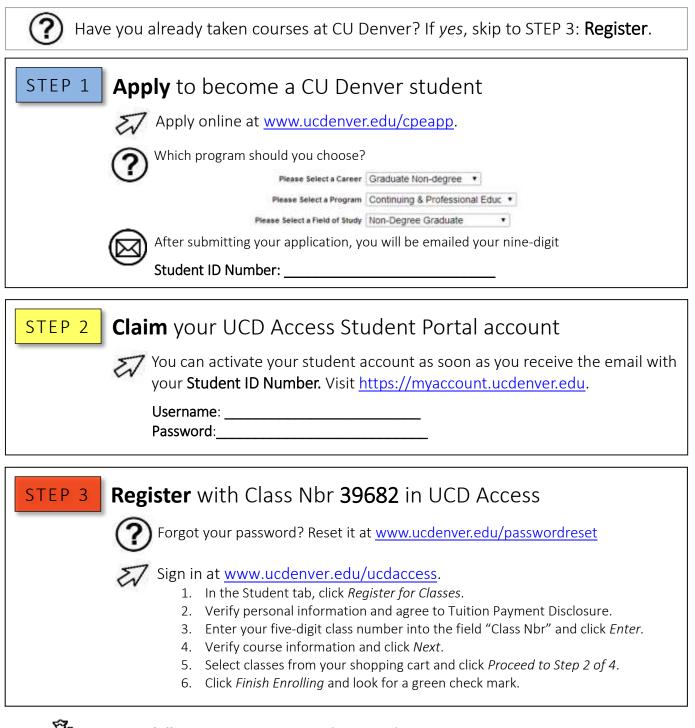
- Until the drop-with-refund deadline, you may drop online through UCDAccess, or by submitting a Schedule Adjustment Form (SAF) to the CPE Office. Submit the completed SAF via mail or email to the **CPE Office before 5:00pm on the drop-with-refund deadline**.
- If we receive your SAF after this deadline, you will receive a grade of "W" and still be responsible for the course tuition. Any course that you neither complete nor drop officially will likely result in a failing grade on your transcript as well as continued payment obligation.
- If you have an extenuating circumstance that you believe justifies an exception to the tuition payment policy, you may file a tuition appeal with the Records Office. Visit **www.ucdenver.edu/registrar** for information and instructions. Click on **Students** and then on **Tuition Appeals**.

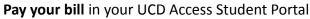
#### Transcripts and Grading

- This course is graded A-F. Grade reports are not sent automatically; request a transcript online at http://www.ucdenver.edu/Transcripts
- Grades for this course will be available after 5/17/2018, provided registrations and grades are received according to posted due dates.



# Continuing and Professional Education Registration





Order transcripts after your course is complete at www.ucdenver.edu/transcripts



Continuing and Professional Education

SCHOOL OF EDUCATION & HUMAN DEVELOPMENT UNIVERSITY OF COLORADO DENVER

Part I:

# Schedule Adjustment Form

						Spring	Spring 2018			
First Name	Last Name		MI	Student ID Number Semest			er/Year			
lease select one	Choose Career:		□ Graduate	Undergraduate						
rom each section:	Choose Campus:		Main Campus		🛛 Continuing	n				
	Choose Enrolled School/College:		🗌 Arts & Media	□ Arch & Planning □ Business			☑ Education			
			Engineering	Liberal Arts Non-Degree			Public Affairs			
hoose an 'Action' f	or each class: E=Enroll D	D=Drop WL=Waitl	ist TC=Time Co	nflict OV=Over	oad CH=Cred	lit Hour Adjustment	P/F=Pass/Fail	NC=No Credit		
please note: check	the Late Start column if t	he class does not	begin at the start of	f the semester.	)					
Action Class Nur	mber Subject/Course#	Section	Hours	Late Start Faculty Signature and Date		nature and Date	Dean/Advisor Signature and Dat			
39682	SCED 5800	501	3.0							
	plished in the academic ca									
Student Signature		Date								
-	<b>Complete Term Withdrav</b> to be withdrawn from all			-		es for the semester.)				
		Date	Doop's Signature		Date		Aid Office Cignature			
			Dean's Signature Da Continuing & Professional Education (cpe@uc for specific deadlines. UNIVERSITY OF COLORADO DENVER ducation & Human Development   Continuing & Professio		Data		al Aid Office Signature Dat			

## Course and Instructor Evaluation Form

	Course Number:	ourse Number: SCED 5800-501 Semester: Spring 2018									
	Course Title:	ST: National History Day in the Classroom									
	Instructor of Record: Celeste Archer Date: 1/16/2018-5/12/2018										
	Instructor2:										
	Please circle your rating, with 1 being the lowest rating and 6 being the highest rating.										
		Lowest				<u>t</u> <u>Highest</u>					
1.	Rate the presentati	on of course material.	1	2	3	4	5	6			
2.	Rate the fairness of grading policies.			2	3	4	5	6			
3.	Rate the appropriat the credit given.	eness of the workload relative to	1	2	3	4	5	6			
4.	Rate the instructor' female students.	s treatment of ethnic minority and	1	2	3	4	5	6			
5.	Rate the accessibili	ty of the instructor.	1	2	3	4	5	6			
6.	Rate the course as a	a learning experience.	1	2	3	4	5	6			
7.	Rate this course, co	mpared to all your other university course	e <b>s.</b> 1	2	3	4	5	6			
8.	Rate this instructor	, compared to all your other university									

1

2 3 4 5

6

- A. The most effective aspects of this course were: [Write in answer]
- B. The least effective aspects of this course were: [Write in answer]
- C. The best ways to improve this course would be to: [Write in answer]
- D. Further comments; you may also use any blank space for comments. [Write in answer]

instructors.

Lowest	<u>Hig</u>	<u>hest</u>					
646. Clarity of course objectives was	1	2	3	4	5	6	NA
647. Quality of textbooks and supporting materials was	1	2	3	4	5	6	NA
648. This course built on other courses I have taken:	<i>little</i> 1	e=1 2 2	234		6=very		
	T	Ζ	3	4	5	6	
649. The quality of individual assistance provided by the instructor was	1	2	3	4	5	6	NA
650. The quality of individual assistance provided by the teaching assistant was	1	2	3	4	5	6	NA
651. Instructor encouraged independent thought:		e=1 2 2	234		6=very		
652. Would you choose another course with this instructor?	1 <i>nevi</i> 1	2 er=1 2		4 4 5 4	5 <i>6=defi</i> 5	6 nitely 6	
653. Instructor's sensitivity to the background and preparation of students was	1	2	3	4	5	6	NA
642. Course challenged me to think critically	1	2	3	4	5	6	NA
643. Course challenged me to write effectively	1	2	3	4	5	6	NA
644. Course challenged my quantitative skills	1	2	3	4	5	6	NA
645. Course challenged my verbal communication skills	1	2	3	4	5	6	NA

## Thank you for your time and assistance!

This form is intended to be anonymous. We very much appreciate your cooperation in completing it as we work to improve our courses and programs. Completed forms may be mailed to: CU Denver School of Education & Human Development; CPE; 999 18<sup>th</sup> St., Suite 144, Denver, CO 80202. Forms may also be scanned and emailed to cpe@ucdenver.edu.