

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

2. Register for your course

- **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: cpe@ucdenver.edu. 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 www.ucdenver.edu/ucdaccess. 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

 Have you already taken courses at CU Denver? If yes, skip to STEP 3: **Register**.

STEP 1 **Apply** to become a CU Denver student


 Apply online at www.ucdenver.edu/cpeapp.

 Which program should you choose?


Please Select a Career

Please Select a Program

Please Select a Field of Study


 After submitting your application, you will be emailed your nine-digit Student ID Number: _____

STEP 2 **Claim** your UCD Access Student Portal account

 You can activate your student account as soon as you receive the email with your Student ID Number. Visit <https://myaccount.ucdenver.edu>.

Username: _____
Password: _____

STEP 3 **Register** with Class Nbr 39682 in UCD Access

 Forgot your password? Reset it at www.ucdenver.edu/passwordreset

 Sign in at www.ucdenver.edu/ucdaccess.

1. In the Student tab, click *Register for Classes*.
2. Verify personal information and agree to Tuition Payment Disclosure.
3. Enter your five-digit class number into the field "Class Nbr" and click *Enter*.
4. Verify course information and click *Next*.
5. Select classes from your shopping cart and click *Proceed to Step 2 of 4*.
6. Click *Finish Enrolling* and look for a green check mark.



Pay your bill in your UCD Access Student Portal



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

Schedule Adjustment Form

Part I:

_____ Spring 2018
First Name Last Name MI Student ID Number Semester/Year

<small>Please select one from each section:</small>	Choose Career:	<input type="checkbox"/> Graduate		<input type="checkbox"/> Undergraduate		
	Choose Campus:	<input type="checkbox"/> Main Campus		<input checked="" type="checkbox"/> Continuing & Professional Education		
	Choose Enrolled School/College:	<input type="checkbox"/> Arts & Media	<input type="checkbox"/> Arch & Planning	<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Education	
		<input type="checkbox"/> Engineering	<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Non-Degree	<input type="checkbox"/> Public Affairs	

Choose an 'Action' for each class: E=Enroll D=Drop WL=Waitlist TC=Time Conflict OV=Overload CH=Credit Hour Adjustment P/F=Pass/Fail NC=No Credit
(please note: check the Late Start column if the class does not begin at the start of the semester.)

Action	Class Number	Subject/Course#	Section	Hours	Late Start	Faculty Signature and Date	Dean/Advisor Signature and Date
E	39682	SCED 5800	501	3.0	<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

I understand that I am academically and financially responsible for the course adjustments I request. I am responsible for knowing schedule adjustment deadlines and signature requirements as published in the academic calendar for this semester. I am required to submit this form within 5 working days after obtaining the required signatures.

Student Signature Date

Part II: Request for Complete Term Withdrawal (please complete this portion only if you are dropping ALL courses for the semester.)

I request permission to be withdrawn from all classes. I acknowledge responsibility for any tuition and fees.

Student Signature Date Dean's Signature Date Financial Aid Office Signature Date

This form must be complete before submitting to the office of Continuing & Professional Education (cpe@ucdenver.edu). The date the form is received is the effective date of the action requested. Please consult the academic calendars for specific deadlines.



Course and Instructor Evaluation Form

Course 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.

	<u>Lowest</u>					<u>Highest</u>
1. Rate the presentation of course material.	1	2	3	4	5	6
2. Rate the fairness of grading policies.	1	2	3	4	5	6
3. Rate the appropriateness of the workload relative to the credit given.	1	2	3	4	5	6
4. Rate the instructor's treatment of ethnic minority and female students.	1	2	3	4	5	6
5. Rate the accessibility of the instructor.	1	2	3	4	5	6
6. Rate the course as a learning experience.	1	2	3	4	5	6
7. Rate this course, compared to all your other university courses.	1	2	3	4	5	6
8. Rate this instructor, compared to all your other university instructors.	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]

Lowest

Highest

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=1 2 3 4 5 6=very much</i>						
	1	2	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:	<i>little=1 2 3 4 5 6=very much</i>						
	1	2	3	4	5	6	
652. Would you choose another course with this instructor?	<i>never=1 2 3 4 5 6=definitely</i>						
	1	2	3	4	5	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 18th St., Suite 144, Denver, CO 80202. Forms may also be scanned and emailed to cpe@ucdenver.edu.