

## *How to Register for Continuing Education Units (CEUs)*

### **Spring 2018**

**Course name:** ST: National History Day in the Classroom  
(1/16/2018-5/12/2018)

**Course/section number:** NCED 999-501

**5-digit Class Number (needed for registration!):** 39934

**Tuition and fees:** \$114.00

**Number of Continuing Education Units (CEUs) earned:** 3.0

### **Important Dates**

**Online registration deadline:** 1/16/2018

**Late registration deadline:** 1/24/2018

**Drop-with-refund deadline:** 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!). You may disregard the faculty and dean signatures on the form; we will obtain those for you. *Note that registering by this method may delay your grade.*
  - Submit your completed Schedule Adjustment Form by scanning and emailing the form to: [cpe@ucdenver.edu](mailto: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**.
- This is a NON-CREDIT course. You will earn continuing education units (CEUs) rather than academic credit. Under no circumstances may CEUs be counted toward a degree or converted to academic credit.

### **3. Pay your Tuition**

*You must be enrolled in the course before submitting payment. Note: all bills are sent to your CU Denver email account only! Please submit payment by one of the following methods:*

- **Online:** Log into the UCDAccess student portal at [www.ucdenver.edu/ucdaccess](http://www.ucdenver.edu/ucdaccess). Click on Pay Your Bill.
- **By mail:** Check your balance in the UCDAccess student portal ([www.ucdenver.edu/ucdaccess](http://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 fax 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](http://www.ucdenver.edu/registrar) for information and instructions. Click on **Students** and then on **Tuition Appeals**.

### **Transcripts and Grading**

- This course is graded **pass/no credit (P/NC)**. Grade reports are not sent automatically; request a NON-CREDIT TRANSCRIPT online at <http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/Transcripts.aspx>
- **Grades** for this non-credit course will be available after **5/17/2018**, provided registrations and grades are received according to posted due dates.



Have you already taken **non-credit** 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](http://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 UCDAccess 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 **39934** in UCDAccess



Forgot your password? Reset it at [www.ucdenver.edu/passwordreset](http://www.ucdenver.edu/passwordreset)



Sign in at [www.ucdenver.edu/ucdaccess](http://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 UCDAccess Student Portal.

**Order your non-credit transcript** after your course is complete at [www.ucdenver.edu/transcripts](http://www.ucdenver.edu/transcripts)





**Course/Event Evaluation Form**

Course Number: **NCED 999-501** Semester: **Spring 2018**  
 Course Title: **ST: National History Day in the Classroom**  
 Instructor of Record: **Celeste Archer** Date: **1/16/2018-5/12/2018**

Please rate each of the following. Circle the rating of your choice and feel free to add your comments. Your opinions and comments are important to us. Each response will be carefully read and reviewed.

	<u>Excellent</u>		<u>Fair</u>		<u>Poor</u>	
What is your opinion of the course or event?						
1. Format	6	5	4	3	2	1
2. Length	6	5	4	3	2	1
3. Accuracy of information presented	6	5	4	3	2	1
4. Relevance or practicality of information	6	5	4	3	2	1
5. Overall rating	6	5	4	3	2	1
Comments: _____						
_____						
_____						

What is your opinion of the instructor(s)/presenter(s)?						
1. Knowledge and coverage of the subject	6	5	4	3	2	1
2. Organization and presentation skills	6	5	4	3	2	1
3. Ability to stimulate interest & participation	6	5	4	3	2	1
4. Responsiveness to questions	6	5	4	3	2	1
5. Overall rating	6	5	4	3	2	1

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Would you recommend this course/event to others?  Yes  No  
 Would you take another course from this/these instructor(s)?  Yes  No

How did you learn about this course/event? \_\_\_\_\_

*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, Continuing & Professional Education, 999 Eighteenth Street, Suite 144, Denver, CO 80202. Individual forms may also be scanned and emailed to [cpe@ucdenver.edu](mailto:cpe@ucdenver.edu).