

**University of Colorado Denver, College of Nursing
Office of Lifelong Learning**

**Professional Development/Non-degree Registration Form
SPRING SEMESTER 2010**

Semester Begins: Monday, **January 25, 2010**; Semester End: Friday, **May 21, 2010**
Drop/Add begins **December 28, 2009** and ends **February 5, 2010**

TYPE OR PRINT CLEARLY – ALL INFORMATION REQUIRED

Student ID#/Soc. Sec. No.: _____ Name: _____
(Last Name /First Name / Middle Name)

Address: (Number/Street/Apt) _____ Home phone: _____

(City, State, Zip) _____

(County) _____ Birth date: _____ Sex: M F

E-mail Address*: _____

*** Address must be legible as confirmations will be sent to email provided - please disengage your spam blocker if necessary to receive our emails.**

The University is required to supply ethnic information to the United States Government. This information is not used in the admission process, and is the applicant's option to supply. Please mark the appropriate category: American Indian or Alaskan

Asian or Pacific Islander Hispanic Black, Non-Hispanic White, Non-Hispanic Other -Please specify: _____

How did you hear about this program? Our webpage Internet search Colleague Faculty Ad Other -Please specify: _____

What is the purpose of your registration? _____

Do you currently attend or have you previously attended a class at any campus of the University of Colorado system? Yes No

If yes, list program of study: _____ Dates of attendance: from _____ to _____

***Verify if courses below are part of a Certificate Program in which you are enrolled?** Yes No (if yes, check certificate below)

Clinical Educator Palliative Care Healthcare Informatics Human Caring and Healing Educator's Informatics

Has your name changed since last registration at CU? Yes No If yes, what was your name at last registration? _____

Have you attended the UC System using a different name? Yes No If yes, what name did you previously use? _____

Last college degree received (if any): Degree-_____ College-_____ City/State-_____

Was the degree issued to your current name? Yes No If not, what was your name when the degree was issued? _____

Are you a member of AORN? Yes No (if yes, **include a copy of your current AORN Membership card when submitting forms**)

Course # (i.e.: NURS1234, NUDO1234)	Section (i.e.: I01, B01, 001)	Credit Hrs. (\$450 per cr. hr.)	Course Title	Semester Total Costs
			Online Course Fee (<i>per online course</i>): \$ 100	
			Blended Course Fee (<i>per blended course</i>): \$50	
			Academic Support Fee (<i>Required every semester</i>): \$75	\$ 75
			1 st Time Student Fee (<i>New Students to UC system Only</i>): \$140	
			Advanced Assess. Fee: \$250/Advanced Practicum Fee: \$200	
			TOTAL BALANCE DUE	

You will be invoiced by the Bursar's Office at your UCD campus email address. They are not set up to take credit cards. *No refunds issued to individuals who drop a course(s) after the drop/add period ends: February 5, 2010.*

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 understand that, as a non-degree student, I am not eligible for the Student Insurance and Health Service programs. I agree to all terms stated within this two-page document; including refund terms.

Applicant Signature (**REQUIRED**) _____ Date _____

Instructor Approval (*If required*): _____

OLL Office Use Only	
Date rec'd: _____	Date to Registrar: _____
PIN: _____	Ltr. sent: _____
Bursar notified (if app.): _____	

Important dates to remember regarding courses:

- ✓ **Students enrolling in the Clinical Educator or Palliative Care Certificate courses may begin spring registration on November 9, 2009. Other Non-degree registration forms for Spring Semester 2010 will be processed beginning December 25, 2009. Registration ends on December 28, 2009. All Non-degree enrollments are based on a space available basis, so register early.**
- ✓ **The Drop/Add period for Spring Semester 2010 begins December 28, 2009 and ends on February 5, 2010.** The procedure to drop the course is to complete a Drop/Add form, send it via email or fax to the Office of Lifelong Learning (OLL) at: professional.development@ucdenver.edu no later than 4 p.m., Mountain Standard Time, on the last day of the Drop/Add period. Contact OLL for the electronic form. If this procedure is not followed, you are responsible for all costs involved with the course. **Please register carefully. No refunds issued to individuals who drop a course(s) after the drop/add period ends: February 5, 2010.** Selected courses have additional cancellation and refund requirements. A full refund is issued when OLL cancels a class.

Additional Information:

- ✓ If you are **registering for the first time**, you are required to complete a Non-Degree Application Form. The form can be located on the right-hand side of our web page at <http://www.nursing.ucdenver.edu/profdev>.
- ✓ Once registered for a course, OLL will confirm your enrollment via a PIN Letter. If you do not receive a PIN letter at least one week prior to class starting, it is your responsibility to notify the OLL. If we are not contacted, we will assume you have received all correspondence (whether written or email), and you will be responsible for all course expenses.
- ✓ Within your PIN Letter you will be instructed to obtain a campus email account. Once granted, **your campus email address is the only electronic account that will be used as an OFFICIAL MEANS OF UNIVERSITY COMMUNICATION. From that point forward, your personal email accounts will not be used for official University communications.**
- ✓ Once the drop/add period has ended, you can no longer drop a course, but must withdrawal from said course submitting a “withdrawal from course form”. When you withdraw from a course (or courses), the course(s) will appear on an official transcript with a grade of “W”.
- ✓ You will not be dropped from enrollment for non-attendance or non-participation; however, non-attendance/non-participation will result in a grade of “F” for the course.
- ✓ MS level courses (6000-6999) for non-degree enrollment require a Bachelor of Science in Nursing degree or permission of the instructor.
- ✓ PhD level courses (7000 and above) for non-degree enrollment require a Master of Science in Nursing degree or permission of the instructor.
- ✓ For additional information regarding descriptions of navigating in online courses, please visit the Blackboard home page at <http://blackboard.cuonline.edu/webapps/portal/frameset.jsp>.
- ✓ See http://www.ucdenver.edu/Academics/CUOnline/FacultyResources/blackboard/Documents/pdfs/BBBasics_for_Students.pdf for student Blackboard basics; or contact the CU Online Help Desk for assistance. M-F, 7 a.m. - 7 p.m., at (303) 315-3700 or email to cuonlinehelp@ucdenver.edu.
- ✓ Access to the library (<http://hslibrary.ucdenver.edu>) and bookstores* (<http://www.uchsc.edu/bookstore>) or (<http://aurariabooks.com>) are available through the Web. *Availability of course materials varies.

Please submit your completed forms by mail, fax, or in person at:

Office of Lifelong Learning
 UC Denver, College of Nursing, Mail Stop C288-08
Education 2 North, Room 3220
 13120 East 19th Avenue
 Aurora, CO 80045
 Monday – Friday, 8 a.m. – 4 p.m.
Fax: 303-724-4729

Should you need more information on these or other College of Nursing non-degree courses, please contact the OLL by phone (303-724-1372), fax (303-724-4729), or email (professional.development@ucdenver.edu).