

## University of Colorado Denver

School of Education & Human Development, Division of Continuing and Professional Education  
Campus Box 106 • P.O. Box 173364 • Denver, Colorado 80217-3364

**\*\*\*STUDENTS: PLEASE KEEP THIS PAGE FOR YOUR RECORDS\*\*\***

1. Course number and title: **T ED 500: St: Colorado Language Arts Society Spring Regional Conference**
2. Section number: **083**
3. Term: **Spring 2009**
4. Tuition cost: **\$55.00**
5. Number of credits: **1**

### How to Register:

- Please use **dark ink**, complete all fields, and be sure to **sign** the registration form. **Note:** Your Social Security number is **NOT** your **Student ID#**. If you don't know your number, leave this space **blank**.
- If more than one course or credit option is listed, you must clearly indicate your desired course and level of credit. Do not alter any pre-printed course information.
- Registration forms should be submitted no later than **3/30/2009**. Late registrations may not be accepted.
- If your instructor is not collecting completed forms, you may **fax** or **mail** your form to the CPE Division.

### How to Pay:

- **The University of Colorado Denver no longer issues paper tuition bills. All students must now pay tuition through the online system. Follow the instructions below to pay your tuition online:**
  1. It takes the university about three weeks to activate a paper registration. About three weeks after submitting your registration form to the university, **CALL** the Records Office at 303-556-2389 to obtain your **student ID number** and **PIN**.
  2. Go to [www.cudenver.edu/registrar](http://www.cudenver.edu/registrar) and click on **SMART**. Log in, using your university **student ID number** and **PIN**. Click on **Finances**. Follow the instructions to enter your payment information. Be sure to select **Exit** when finished.
  3. You may also visit [www.cudenver.edu](http://www.cudenver.edu) to see other payment options (click on **Admissions**, then on **Student Billing-Bursar's Office** to see the list of options). You may need to activate your UCD email account to use these options. See **CHECK YOUR EMAIL**, below.

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

- You will **NOT** be able to drop or withdraw from this course verbally or online. To drop the course, use the **Schedule Adjustment Form**, which may be found at [www.cudenver.edu/registrar/forms](http://www.cudenver.edu/registrar/forms). Submit the form via fax or mail to the **CPE Division**.
- By **signing the registration form**, you become **financially responsible** for the course tuition.
- **Your tuition will not be refunded** if you drop, stop attending, or change your mind about receiving credit after **15%** of the scheduled course time has elapsed. You may appeal the charges through the **Records Office** if extenuating circumstances beyond your control prevented you from attending and/or from dropping prior to the 15% deadline. For information on the tuition appeals process and deadlines, please visit [www.cudenver.edu/Registrar/forms](http://www.cudenver.edu/Registrar/forms) and click on "**Tuition Appeal Forms**."

### Transcripts and Grading

- This course is graded **pass/fail**. Grade reports will not be sent automatically. Order **transcripts** at [www.cudenver.edu/registrar](http://www.cudenver.edu/registrar) or call the **Registrar's Office** (303-556-2389).
- **Grades** for this course will be available by **5/25/09**, provided registrations and grades are received according to posted due dates.

### Online Student Services:

- Many student services can be managed online. Go to [www.cudenver.edu/registrar](http://www.cudenver.edu/registrar) and click on **SMART** to log in. You can register for courses, pay your tuition, look up your grades, or order a transcript. You will need your **Student ID** number (NOT your Social Security number) and **PIN**. If you do not know those numbers, please contact the **Records Office at 303-556-2389**.
- **CHECK YOUR EMAIL!!** Please visit <http://www.cudenver.edu/Admissions/Registrar/Email%20Policy/Pages/default.aspx> to read the university's mandatory student email policy and see how it affects you.

*Questions? Contact us at 303-315-4985 or via email at [cpe@ucdenver.edu](mailto:cpe@ucdenver.edu). Thank you for your business!*