How to Register for Academic Credit (Graduate Level)

Summer 2018
Course/section number: ECED 5800-502
5-digit Class Number (needed for registration!): 19375
Tuition and fees: $780.00 (plus student fees)
Number of Graduate Credits earned: 3.0

Important Dates
Online Registration deadline: 5/11/2018
Paper Registration deadline: 7/20/2018
Drop-with-refund deadline: 6/1/2018 (after this date, you must pay your bill even if you drop the course!)
Grades available after: 8/20/2018

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

2. Register for your course
   • Registering before 5pm on 5/11/2018? Please register ONLINE via UCDAccess (Go to page 2, Step 2)
   • Registering after 5/11/2018? 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.
   o 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.
   o We must receive your completed Schedule Adjustment Form by 7/20/2018.

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 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. 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. To drop after this date, please contact CPE@ucdenver.edu for instructions.
   • If you drop after the 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 on the A-F scale. Grade reports are not sent automatically; request a 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 8/20/2018, provided registrations and grades are received according to posted due dates.
STEP 1  Apply to become a CU Denver CPE non-degree student

1. Go to https://application.admissions.ucdenver.edu/apply/

2. If you have not taken classes nor applied for a program at CU Denver before, you will need to create an admission account.

   Note: If you have taken classes as CU Denver previously, log in with your username and password. If this does not work, please email CPE@ucdenver.edu with your full name (first, middle, and last) and your date of birth (month and day only).

3. Once you have created your account, you will receive an email with your CU Denver username and a temporary student ID.

4. After you receive the email with your username, please go back to the application, log in, and select “Start New Application”
   - Choose 2018 Continuing & Professional Education, click “Create Application”
   - Choose 2018 Continuing & Professional Education, click “Open Application”
   - Choose Graduate CPE Non-Degree, click “Continue”
   - Complete the personal biographic information and then click on Continue and complete the additional information and signature page and submit your application

5. After submitting your application, you will receive an email that says your application was received and you should be able to log in to UCDAccess. You will use the username from the first email and your original password from setting up your account.

   Note: If you do not receive an email from the Admissions Office within 2 business days, please contact CPE@ucdenver.edu. Do NOT resubmit your application, as that will freeze your account.

STEP 2  Register with your specific class number in UCD Access - #19375

Sign in at www.ucdenver.edu/ucdaccess.

1. In the Student tab, click Registration/Records; select “Register for Classes”
2. Select the term: Summer 2018 and career: Graduate CPE Non-Degree
3. Verify personal information and agree to Tuition Payment Disclosure
4. Enter your five-digit class number in the field “Class Nbr” and click Enter
5. Verify course information and click Next
6. Select classes from your shopping cart and click Proceed to Step 2 of 4
7. Click Finish Enrolling and look for a green check mark

Pay your bill in your UCDAccess Student Portal
**Part I:**

First Name ___________________ Last Name ___________________ MI _______ Student ID Number ____________

Semester/Year ____________

Please select one from each section:

- Choose Career: ☒ Graduate ☐ Undergraduate
- Choose Campus: ☒ Continuing & Professional Education ☐ Main Campus
- Choose Enrolled School/College: ☒ Business ☐ Arts & Media ☐ Arch & Planning ☐ Engineering ☐ Liberal Arts ☐ Non-Degree ☐ 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.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Class Number</th>
<th>Subject/Course#</th>
<th>Section</th>
<th>Hours</th>
<th>Late Start</th>
<th>Faculty Signature and Date</th>
<th>Dean/Advisor Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>19375</td>
<td>ECED 5800</td>
<td>502</td>
<td>3.0</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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UNIVERSITY OF COLORADO DENVER
School of Education & Human Development | Continuing & Professional Education
999 18th Street, Suite 144 | Denver, CO 80202 | cpe@ucdenver.edu
720.639.9228

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Course and Instructor Evaluation Form

Course Number: ECED 5800-502  
Semester: Summer 2018

Course Title: Social Competence and Classroom Management: Pyramid Plus Approach

Instructor of Record: Geneva Hallett  
Date: 5/11/2018-8/10/2018

Instructions: Please circle your rating for each item below. Please complete one form for EACH instructor. 
(Circle the name of the instructor you are evaluating.)

1. Rate the presentation of course material.  
   Lowest: 1 2 3 4 5 6

2. Rate the fairness of grading policies.  
   Lowest: 1 2 3 4 5 6

3. Rate the appropriateness of the workload relative to the credit given.  
   Lowest: 1 2 3 4 5 6

4. Rate the instructor’s treatment of ethnic minority and female students.  
   Lowest: 1 2 3 4 5 6

5. Rate the accessibility of the instructor.  
   Lowest: 1 2 3 4 5 6

6. Rate the course as a learning experience.  
   Lowest: 1 2 3 4 5 6

7. Rate this course, compared to all your other university courses.  
   Lowest: 1 2 3 4 5 6

8. Rate this instructor, compared to all your other university instructors.  
   Lowest: 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]
<table>
<thead>
<tr>
<th>Lowest</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>646. Clarity of course objectives was ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>647. Quality of textbooks and supporting materials was ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>648. This course built on other courses I have taken:</td>
<td>little=1 2 3 4 5 6=very much</td>
</tr>
<tr>
<td>649. The quality of individual assistance provided by the instructor was ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>650. The quality of individual assistance provided by the teaching assistant was ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>651. Instructor encouraged independent thought:</td>
<td>little=1 2 3 4 5 6=very much</td>
</tr>
<tr>
<td>652. Would you choose another course with this instructor?</td>
<td>never=1 2 3 4 5 6=definitely</td>
</tr>
<tr>
<td>653. Instructor’s sensitivity to the background and preparation of students was ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>642. Course challenged me to think critically ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>643. Course challenged me to write effectively ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>644. Course challenged my quantitative skills ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
<tr>
<td>645. Course challenged my verbal communication skills ...</td>
<td>1 2 3 4 5 6 NA</td>
</tr>
</tbody>
</table>

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.