

University of Colorado Denver
School of Education & Human Development
Online Registration for Continuing and Professional Education Courses

Term: Spring 2009 (2/3/2009-2/10/2009)
Course Name: ST: Brain Gym Basics
Instructor: MaryJo Wagner
Deadline to register for this course: 4/1/2009
Course No.: T ED 5000-261 (0.5 cr.)
Tuition: \$30.00
Fees: \$0.00
Call Number: 31207

How to Register

1. Complete and Submit Online Pre-Registration

Note: You may skip this step if you have taken courses through the Denver campus within the past year.

1. Go to www.cudenver.edu/registrar. Click “Continuing and Professional Education Online Pre-Registration Form.”
2. Log in to the form (create your own login ID and password). Click “submit.”
3. Select “Pre-Registration (Application) for Continuing and Professional Education (CPE) (UCDHSC-Downtown Denver)” and click “Create Application.”
4. Complete all five sections of the form, in order. **Notes for easier processing:**
 - On the **Pre-Registration Information** section, select **CPE-Denver School of Education & Human Development** as your School or College.
 - On the **High School Information** section, answer “yes” to: Do you have a high school diploma or GED? and then skip the rest of the section (do **not** enter specific high school information).
5. When all five sections are complete, click “Submit Pre-Registration.” **You have not yet registered for your class.**
6. Wait at least **3-5 business days**, then call the **Records Office at 303-556-2389** to request your student ID and PIN over the phone. Follow the instructions below to go online and register for your course.

2. Complete Online Course Registration

1. Go to www.cudenver.edu/registrar. Click the **S.M.A.R.T.** icon.
2. Log in, using your **Student ID and PIN** (see above section, step 6). Click “submit.”
3. Click the blue “Registration” tab at the bottom of the screen.
4. Click the blue “Register” tab at the bottom of the next screen.
5. Select the correct **term/semester** (indicated above) and “Extended Studies.” Click “submit.”
6. Enter the **5-digit course call number** (indicated above) in the space provided. Click “submit.”
7. **Confirm that the course and section number now on your schedule correspond to the course and section number at the top of this page. If you have accidentally added the wrong course, contact CPE immediately.**
8. If you are finished adding courses, click “Next.” Click “Finances” to pay your tuition bill. Click “Exit” when finished.

Questions?

1. **I want to pay my bill online, but my account shows a \$0 balance. What’s wrong?**

Depending on the time of the semester when you register, the tuition charge may take up to a few days to calculate and appear on your account. However, as long as you know the cost of the course, you can pay your tuition online even if the charge does not appear yet. For questions regarding online tuition payment, contact the Bursar’s Office at 303-556-2710.

2. **I’ve taken courses within the past year, but the SMART system tells me I am “ineligible to register in this AU and term” and need to reapply. Why is that?**

You may have taken courses through the main campus (“D1”) and do not currently have eligibility to take courses through continuing and professional education (“extended studies” or “D2”). Call the Records Office at 303-556-2389 to have your record updated.

Important Deadlines and Other Information

Registration Deadlines

- Students should complete the registration process as soon as possible, but no later than **4/1/2009**. Late registrations will not be accepted.
- Please remember to allow at least **3-5 business days** for **Pre-Registration** processing, if you are new to the Denver campus or you have not taken courses within the past year.
- Registrations will **NOT** be accepted after the end of the term in which the course occurs.

Tuition Payment

- *The University of Colorado Denver no longer issues paper bills. All students must now pay tuition through the online system. Follow these instructions to pay your tuition online.* Go to www.cudenver.edu/registrar and click on **SMART**. Log in, using your university **student ID number** and **PIN**. Click on “Finances.” Follow the prompts to enter your payment information. Be sure to select “Exit” when finished.
- You may also visit 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 will need to activate your UCD email account to use these options. See **CHECK YOUR EMAIL**, below.

Dropping or Withdrawing from a Course

- You will **NOT** be able to drop/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.
- Submit the form via fax or mail to the **Office of Continuing and Professional Education**.
- By **registering**, you become **financially responsible** for the cost of the course. Your tuition will not automatically be refunded if you drop after **15%** of the scheduled course time has elapsed.
- You may appeal the tuition charges through the **Registrar’s Office** if there were extenuating circumstances beyond your control that prevented you from attending and/or dropping prior to the 15% deadline. For information on the tuition appeals process and deadlines, please visit www.cudenver.edu/Registrar/forms and Click on “**Tuition Appeal Forms.**”

Transcripts and Grading

- This course will be graded **A-F**. Grade reports are not sent automatically. Order **transcripts** online at 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 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 303-315-6312 or via email at

