

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

Term: Spring 2008 (4/1/2008-4/10/2008)
Course Name: ST: Success Strategies for Managing
ADD/ADHD
Instructor: MaryJo Wagner
Deadline to register for this course: 4/15/2008

Course No.: T ED 5000-254 (0.5 cr.)
Tuition: \$30.00
Fees: \$0.00
Call Number: 31177

How to Register

***Note: If you have not taken classes within the last year, have never taken classes, or you are unsure, you will need to complete the Online Pre-Registration BEFORE you register (see below).**

1. Go to www.cudenver.edu/registrar. Click the **S.M.A.R.T.** icon.
2. Log in, using your **Student ID and PIN**. Click “submit.”
3. Follow the instructions for updating your email address, if necessary.
4. Click the blue “**Registration**” tab at the bottom of the screen.
5. Click the blue “**Register**” tab at the bottom of the next screen.
6. Select the correct **term/semester** (indicated above) and “**Extended Studies.**” Click “**submit.**”
7. Enter the **5-digit course call number** (indicated above) in the space provided. Click “**submit.**”
8. If you are finished adding courses, click “**Next.**” You may pay your tuition bill online, or click “**exit**” to log off and you will receive a bill.

Online Pre-Registration

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. (*Note: CPE-Denver School of Education & Human Development is your School or College.*)
5. When all five sections are complete, click “**Submit Pre-Registration.**” ***You have not yet registered for your class.***
6. Wait at least **3 business days** to allow your student record to be **created**. Then, **call the Records Office at 303-556-2389 to request your student ID and PIN over the phone.** Go online and register for your course.

Questions?

Forgot/Don't Know your Student ID or PIN??

1. Call the Records Office at **303-556-2389**.

Important Deadlines and Other Information

Registration Deadlines

- Students should be registered within one week of the course start date, but late registrations will be accepted until **4/15/2008**.
- Please remember to allow at least **3 days** for **Pre-Registration** processing, if necessary (i.e., you are new to the system 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

- Payment is due at the time of registration.
- You may pay your tuition online via credit card at www.cudenver.edu/registrar. (Click on **S.M.A.R.T.** to log in.)
- The University will send you a bill for an unpaid balance. **Please be aware that service charges are added each month the bill goes unpaid, and transcripts cannot be released until your account is clear.*
- If a third party will be paying your tuition, please be aware that you will likely receive individual tuition bills until such time as we receive the third-party payment and apply it to your account. We apologize for any inconvenience this may cause.

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 or waived 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

- The University of Colorado does not send automatic grade reports. Order **transcripts** online at www.cudenver.edu/registrar or call the **Registrar's Office** (303-556-2389). **Grades** are posted at the end of each term according to the following schedule:

Term	If you register before:	Grades should be posted:	If you register between:	Grades should be posted:
Summer	July 1	End of August	July 1 and September 1	End of September
Fall	November 1	End of December	November 1 and January 1	End of January
Spring	April 1	End of May	April 1 and June 1	End of June

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+Policy/default.htm> 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 cpe@cudenver.edu. Thank you for your business!

University of Colorado Denver
 School of Education & Human Development
 Division of Continuing and Professional Education

Course/Event Evaluation Form

Course Number: **T ED 5000-254** Semester: **Spring 2008**
 Course Title: **ST: Success Strategies for Managing ADD/ADHD**
 Instructor of Record: **MaryJo Wagner** Date: **4/1/2008-4/10/2008**
 Teaching Instructor 1: **MaryJo Wagner** Teaching Instructor 2:

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 confidential. We very much appreciate your cooperation in completing it as we work to improve our courses and programs. Completed forms may be collected on site and mailed to: UCD School of Education & Human Development; Continuing and Professional Education; CB 106; PO Box 173364; Denver, CO 80217-3364. Individual forms may also be faxed to 303-315-6313.