

University of Colorado Denver

Downtown Campus

Important Information for Non-Degree Students

TO APPLY FOR ADMISSION AS A NON-DEGREE STUDENT, YOU MUST:

- Be age 20 or older for admission in Fall or Spring semester. If you are under age 20, you may apply for summer semester only.
- Have an overall (cumulative) grade point average of 2.0 or higher for all coursework taken at and be eligible to return to any college or university previously attended. (University of Colorado students who do not meet this criteria may be considered for non-degree admission in summer only.)
- If undergraduate, you must be applying to UC Denver for the first time or after graduating from a degree program at UC Denver. Students previously accepted or refused admission as undergraduate degree seeking students are not eligible for non-degree admission. If graduate level, you may be eligible for non-degree admission if you applied for a graduate program but did not complete the process, or were denied admission. If you were admitted to a graduate degree program, you must be released from your degree program by a department official (in writing) to be eligible for non-degree admission.

FINANCIAL IMPLICATIONS OF NON-DEGREE ADMISSION:

- You are **not eligible** for financial aid, student loans, most scholarships, or tuition assistance if admitted as a non-degree student.
- If you have a baccalaureate degree, you will be classified as a graduate student for billing purposes and charged graduate tuition regardless of the level of course(s) you are taking. *If enrolled **only** in undergraduate classes, you may request that your tuition be recalculated (visit www.cudenver.edu/registrar or call 303-556-2389) at the undergraduate rate, but **the Colorado Opportunity Fund (COF) is not available to in-state students in this classification.** To utilize COF and pay the lowest in-state tuition rate, you must apply as an undergraduate degree seeking student even if you do not intend to earn a second undergraduate degree.*
- You are financially responsible for all courses for which you register, even if you do not attend. Visit www.cudenver.edu/bursar for complete information about drop, withdrawal, billing and payment policies and deadline dates.

FUTURE DEGREE PROGRAM IMPLICATIONS OF NON-DEGREE ADMISSION:

- Undergraduate and graduate degree programs have varying policies on the number of credits that may be applied from non-degree status to degree requirements. If planning to apply later to an undergraduate or graduate degree program, contact the program you are considering for non-degree credit limits.
- If admitted in non-degree status for a given semester, you cannot apply and be admitted in a degree program for that same semester after census date (deadline for adding classes) has passed.
- If under age 22, an ACT or SAT test score and official high school transcript copy will be required for non-degree students who later apply for admission to a degree program, regardless of the number of college credits completed at UC Denver or other institutions.

APPLICATION PROCESSING AND REGISTRATION:

- Non-degree applications are processed as quickly as possible and in the order received, usually within five working days of receipt of the application and fee. You will be notified of your admission status by U.S. mail or you may call 303-556-2704.
- The Schedule of Courses is available only on the web; visit www.cudenver.edu/registrar.
- Your university assigned student identification number (SID) and personal identification number (PIN) will be sent to you via U.S. mail from the Office of the Registrar. You may request this information by phone by calling 303-556-2389. You must be accepted for admission and pay a \$200.00 tuition deposit before you may register for classes on or after your assigned registration time.
- You are academically responsible for all courses for which you register, and may receive failing grades if you do not attend. Visit www.cudenver.edu/registrar for complete information about drop, withdrawal, and other deadline dates.
- Some courses are restricted to admitted degree seeking students and not open for registration by non-degree students. Non-degree students should check the restrictions listed for each course in the Schedule of Courses available online at www.cudenver.edu/registrar, and contact the department offering the course if requesting special enrollment approval.
- Most undergraduate and all graduate courses in the Business School are restricted and require a Business School application process in addition to the non-degree application form. Call 303-556-5800 for undergraduate enrollment application forms and criteria. For graduate enrollment, call 303-556-5900 for information and to obtain a non-degree application part II which must be submitted along with unofficial transcript copies (3.0 overall gpa normally required) to the Business School by July 25 for fall, December 23 for spring, and May 1 for summer enrollment consideration.
- To continue in non-degree student status after completion of 12 or more semester hours, your overall cumulative grade point average must be at least a 2.0.

Tuition Classification

Are you claiming eligibility for in-state tuition classification? Yes No

If yes, please answer the following questions. **Failure to provide complete answers to all questions may result in your being charged non-resident tuition.** Indicate "none" or "not applicable (N/A)," if appropriate. Month and year are sufficient for dates more than two years past. In addition to your own information, if you are under 23 years of age and not married, please give parent or court-appointed legal guardian information.

	Complete the section below if you are 23 or older	If you are under 23, complete the information below for your (check one) <input type="checkbox"/> parent <input type="checkbox"/> legal guardian
(Use month/day/year to month/day/year) Dates of continuous physical presence in Colorado	___/___/___ to ___/___/___	___/___/___ to ___/___/___
Dates of employment in Colorado	___/___/___ to ___/___/___	___/___/___ to ___/___/___
List exact years for which Colorado income tax returns were filed	_____, _____, _____	_____, _____, _____
Dates of extended absences from Colorado of more than two months within the past two years	___/___/___ to ___/___/___	___/___/___ to ___/___/___
Dates of active duty military service, if applicable	___/___/___ to ___/___/___	___/___/___ to ___/___/___
Dates stationed in Colorado	___/___/___ to ___/___/___	___/___/___ to ___/___/___
Dates you have had a Colorado Driver's License Current Driver's License number	___/___/___ to ___/___/___ _____	___/___/___ to ___/___/___ _____
List exact years of Colorado motor vehicle registration Current license plate number	_____, _____, _____ _____	_____, _____, _____ _____
Give state in which you are currently registered to vote	_____	_____
Dates of Colorado voter registration, if applicable	___/___/___ to ___/___/___	___/___/___ to ___/___/___
Dates of ownership of any Colorado residential property	___/___/___ to ___/___/___	___/___/___ to ___/___/___
(Response to this question is voluntary, will not affect the admission process, and is used only to determine residency status.)		
Date of your marriage, if applicable _____/_____/_____		

I hereby certify that to the best of my knowledge the information furnished on this application 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 also understand that if I have not been classified a resident by the University of Colorado and have not petitioned for such a change before the first day of classes that my University tuition classification will not change until the next semester after the proper petition is approved. Proof of age and proof of local employment or additional information may be required by the Office of Admissions.

Date _____ Applicant's Signature _____

Attach a check or money order for \$25.00, payable to UC Denver (application fee is waived for degree seeking students at other campuses of the University of Colorado who are enrolling at UC Denver for summer term only). Please write student name (if different from name on the account) and date of birth on the check. Do not send cash.

MAIL TO: **UCD Admissions**
 Campus Box 167
 P.O. Box 173364
 Denver, CO 80217-3364

QUESTIONS: **303-556-2704 or admissions@cudenver.edu**

Note: Please contact an academic advisor for information about the number of credit hours taken as a non-degree student which may be applied later to an undergraduate or graduate degree program (see phone numbers below).

<u>Undergraduate Programs</u>		<u>Graduate Programs</u>	
Arts & Media	303-556-2279	Architecture and Planning	303-556-3382
The Business School	303-556-5800	Arts & Media (Recording Arts)	303-556-2279
Engineering & Applied Science	303-556-4768	The Business School	303-556-5900
Liberal Arts and Sciences	303-556-2555	Education	303-315-6300
Public Affairs	303-315-2228	Engineering & Applied Science	303-556-4768
		Liberal Arts & Sciences	(Call Individual dept. for information)
		Public Affairs	303-315-2228