

**UNIVERSITY OF NORTHERN COLORADO  
OFFICE OF EXTENDED STUDIES  
INDEPENDENT STUDIES**

## **How to Register**

### **By Phone**

Toll free: (800) 232-1749  
(970) 351-2944

### **Email (Complete and Scan Form)**

[esinfo@unco.edu](mailto:esinfo@unco.edu)

### **By FAX**

(970) 351-2519

### **In-Person**

UNC Campus: Michener Library, Room L50     8:00-5:00pm Mountain Time\*  
For driving directions, link to the UNC map: <http://www.unco.edu/uncmap/>

### **Mail**

UNC Office of Extended Studies, CB 21, Greeley, CO 80639

Upon enrollment of the course, you will receive a registration confirmation in the mail within 5 business days.

## **Payment**

Payment of the full amount is due at the time of registration except for current UNC students whose charges will show up in their student bill.

- Cash
- Check (payable to University of Northern Colorado)
- Credit Card (Visa, MasterCard, Discover)
- Financial Aid (Students must verify prior to enrolling in the I.S. course that their financial aid can be applied to the course(s). UNC students are NOT permitted to use financial aid to pay for independent study tuition.
- Purchase Order (PO)

All monetary amounts found on this web site are in U.S. funds.

## **Registration Confirmation (Receipt)**

Your registration is not complete until it has been reviewed and processed by our staff. This includes checking for holds, processing payment, and reviewing eligibility. If a "hold" exists, you will be contacted immediately by phone or email.

All students will receive a confirmation letter which verifies your enrollment in the class or classes. Review the information in your confirmation for additional information about your course(s).

\*except official University of Northern Colorado holidays and other dates or times posted at our facility



## OFFICE OF EXTENDED STUDIES Independent Study Registration Form

Please use blue/black pen when filling out this form. Please fax this form to: (970) 351-2519 or mail to: Office of Extended Studies, CB 21, University of Northern Colorado, Greeley, CO 80639.

Social Security Number\* \_\_\_\_/\_\_\_\_/\_\_\_\_ or UNC Bear Number \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo/Day/Y ear

Full Legal Name \_\_\_\_\_  

Last
First
Middle
Suffix (example Jr., Sr., III)

Sex:  Male  Female / Marital Status:  Married  Single / Earned a Bachelor's degree?  yes  no  
 Attended UNC before?  YES  NO If yes, any former or maiden name under which previously registered? \_\_\_\_\_

**You MUST answer the following question or your application for registration may be delayed:** Have you ever been convicted of a felony, made a plea of guilty, accepted deferred judgment, been adjudicated, or been required to register as a sex offender? (misdemeanor traffic violations are exempt.) YES  NO  If yes, you must email explanation (to: [esinfo@unco.edu](mailto:esinfo@unco.edu) -- put your name in the subject line box) or mail to: OES, CB 21, UNC, Greeley, CO, 80639. [The information is forwarded to the UNC Police for verification. We will inform the student if their registration is rejected.]

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County (if Colo.) \_\_\_\_\_ Zip \_\_\_\_\_

Citizenship:  U.S.  Non-U.S. → If not a U.S. Citizen, what type of visa do you have? \_\_\_\_\_  
 Visa Number \_\_\_\_\_ Date of Issuance \_\_\_\_\_

Home Phone \_\_\_\_\_ Day-time Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ (Cannot register for an on-line course without one.)

Course(s) For Which You Are Registering:  Summer  Fall  Spring

Instructor	Title	Course Prefix/Number/Section #	Credit Hrs	Pre-Req Check

For University records, we need to classify you as a resident or non-resident of Colorado. Non-Resident \_\_\_\_\_

**Please complete the following information if you are claiming Colorado residency:**

Do you maintain a home in another state? No \_\_\_\_ Yes \_\_\_\_ Dates of continuous physical presence in Colo. \_\_\_\_ to \_\_\_\_  
 Date Colo. Driver's License first issued. \_\_\_\_ Last 3 years of Colo. Motor vehicle registration \_\_\_\_, \_\_\_\_, \_\_\_\_  
 Date current Colo. Driver's License issued. \_\_\_\_ Dates of employment in Colo. \_\_\_\_ to \_\_\_\_  
 Date of Colo. voter registration. \_\_\_\_ Dates of military service, if applicable \_\_\_\_ to \_\_\_\_  
 Date of purchase or lease of Colo. Res. Property \_\_\_\_ Last 3 years of Colo. Income tax was filed \_\_\_\_, \_\_\_\_, \_\_\_\_  
 Dates of extended (1 or more months) absence from Colorado \_\_\_\_ to \_\_\_\_  
 If under age 21: Dates of marriage. \_\_\_\_ If parents are separated or divorced, which one lives in Colo. Mother \_\_\_\_ Father \_\_\_\_

The following information is required for University statistical records.

YES	NO	Description
		Hispanic or Latino Ethnicity (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture)
		Black or African American
		American Indian or Alaska Native

3	Asian
4	Native Hawaiian
5	White
6	DO NOT WISH TO PROVIDE

**IMPORTANT Withdrawal reminder:** In accordance with University and Colorado Department of Higher Education policy, if you drop this class within 36 calendar days of enrollment date **AND** no work has been submitted for grading, a withdrawal fee equaling 10% of the student's tuition for the course will be collected. (90% of student's tuition will be refunded.) You are legally responsible for payment of full tuition if you withdraw after 36 calendar days of the enrollment date. In order to be eligible to receive any refund of tuition, you must contact the Office of Extended Studies at 1-800-232-1749 to formally withdraw from your class. Your refund, if applicable, will be based on the date of contact with our office. Withdrawals received via telephone during non-business hours will be processed and dated on the next working day. Failure to notify us will result in UNC tuition being owed even though you do not attend or complete the coursework. UNC students may NOT use financial aid dollars to pay for independent study tuition. I understand and agree to this policy \_\_\_\_\_(initials/date)

Payment Information: \_\_\_\_\_ Check/Money Order \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ Disc

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Office use only: Date received: _____	taken by: (initial) _____	Amount Paid: _____	how _____	Copy for IS _____
Up on Banner _____ (initial) _____	date _____	Manager _____ (initial) _____	date _____	Class encl'd – student notified _____ (initial) _____
date _____				