

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

How to Register

Registration for Independent Study courses offered through Extended Studies require that payment of full tuition (for current non-UNC students) be made along with a completed registration form. Upon enrollment of the course, you will receive a registration confirmation in the mail.

By Phone

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

By FAX

Main: (970) 351-2519

In-Person

Michener Library 8:00-5:00pm *
UNC For driving directions, link to the UNC map: <http://www.unco.edu/unccmap/>

Mail

University of Northern Colorado, Office of Extended Studies, CB 21, Greeley, CO 80639.

Payment

Payment of the full amount is due at the time of registration except for 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 holds exist, 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 -- 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.]

Street _____

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 [] Winter Interim [] Spring

Table with 4 columns: Instructor, Title, Course Prefix/Number/Section #, Credit Hrs

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 voluntary. It is used for statistical purposes only.

Table with 2 columns: ID, Ethnicity options (Hispanic or Latino, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian, White, 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