

University of Colorado at Denver and Health Sciences Center
School of Education & Human Development, Division of Continuing and Professional Education
Campus Box 106 • P.O. Box 173364 • Denver, Colorado 80217-3364

STUDENTS: PLEASE KEEP THIS FOR YOUR RECORDS

1. Course number and title: **T ED 5000/T ED 4800: ST: Spanish for Teachers**
2. Section number:
3. Term:
4. Tuition cost: **\$55.00**
5. Number of credits: **1 (graduate or undergraduate)**

How to Register:

- Please use **dark ink**, and be sure to **sign** the registration form. **Note:** Your Social Security number is **NOT** your **Student ID#**. If you **don't know** your number, leave this space **blank**.
- If more than one course or credit option is listed, you must clearly indicate your desired course and level of credit. Do not alter any pre-printed course information.
- If your instructor is not collecting completed forms and payment, you may **fax** ("bill me" option only) or **mail** your form and payment.

How to Pay:

- To pay by **check**, please include a check made out to UCDHSC with your registration form, or select the "**Bill me**" option.
- To pay by **credit card**, select the "**Bill me**" option. You will receive a bill and can then pay your balance online at **www.cudenver.edu/registrar** Click on **SMART** to login to your account.
- If your tuition is to be paid by a third party, please understand that you may receive individual bills until the university has received and processed the third-party payment. We apologize for any inconvenience this may cause.

How to Drop a Course/Get a Tuition Refund:

- 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 **signing the registration form**, 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 303-556-6030/8023 or via email at cpe@cudenver.edu. Thank you for your business!

University of Colorado at Denver and Health Sciences Center, School of Education & Human Development

Continuing and Professional Education Registration Form for University Credit

Last Name	First Name	Middle Initial	Former Name, if applicable	YEAR _____	TERM _____
Student ID # (<i>leave BLANK if not known</i>)	Date of Birth	Daytime Phone	Employer		
Mailing Address	City	State	Zip	EMAIL Address	

Ethnic Origin

- American Indian or Alaska Native
 Asian or Pacific Islander
 White, not of Hispanic origin
 Black, not of Hispanic origin
 Hispanic
 Other

Citizenship

- U.S. Citizen
 Non-U.S. Citizen
 Country of Citizenship _____
 Visa Type _____

Gender

- Female
 Male

ALL APPLICANTS: ANSWER ALL QUESTIONS

- Do you have a high school diploma? Yes _____ No _____
- Do you have a college degree? Yes _____ No _____ If yes, please indicate College/University: _____ Degree: _____ Date: _____
- **Have you ever enrolled for credit courses at ANY campus of the University of Colorado (including Continuing Education/Extended Studies)?** Yes _____ No _____
 If yes, at which campus? _____
- If you are a male born after December 31, 1959, the following selective service question must be answered to comply with Colorado state law: Are you registered with the U.S. Selective Service? Yes _____ No _____
- Have you ever been convicted of a felony? Yes _____ No _____
- Have you been admitted to a program in the UCDHSC School of Education and Human Development? Yes ___ No ___ If yes, which program? _____

CHECK TO ADD	COURSE TITLE	COURSE PREFIX/ COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	INSTRUCTOR'S NAME	TUITION
	ST: Spanish for Teachers	T ED 5000 (graduate credit)		1	Philipp Knetemann	\$55.00
	ST: Spanish for Teachers	T ED 4800 (undergraduate credit)		1	Philipp Knetemann	\$55.00

Payment Options:

TOTAL AMOUNT DUE: \$55.00

- Check enclosed. *Make check payable to UCDHSC; write the course prefix/course number and section number on your check.*
 Bill me. *Selecting this option obligates you to pay the university's tuition bill within a reasonable time frame, even if you decide you no longer want the course credit (unless you **officially** drop the course before 15% of the scheduled class meeting time has elapsed). Service fees accrue against the unpaid balance each month; unpaid student accounts are forwarded to our Student Debt Management Office. Your signature on this form indicates your understanding and acceptance of these terms. See the attachment or visit www.cudenver.edu for more information.*

To pay your tuition by credit card, check "Bill me" and see information/instructions on the attachment.

I certify to the best of my knowledge that the information furnished on this application/registration 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 understand that admission to the University of Colorado as a non-degree student does not guarantee eligibility for regular degree status. If these charges are not covered by a grant or scholarship, I understand that I am responsible for these tuition fees and can use the above forms of payment.

Applicant's signature: _____ **Date:** _____

Completed registration forms and payment (when included) may be collected by the course instructor and mailed in a single packet or may be mailed individually to: UCDHSC School of Education & Human Development; Continuing and Professional Education; CB 106; P.O. Box 173364; Denver, CO 80217-3364. For questions, contact us by phone: 303-556-6030/8023; fax 303-556-6060; or email: cpe@cudenver.edu.

University of Colorado at Denver and Health Sciences Center

School of Education & Human Development
Division of Continuing and Professional Education

Course/Event Evaluation Form

Course Number: **T ED 5000/T ED 4800-** Semester:
Course Title: **ST: Spanish for Teachers**
Instructor of Record: **Steven Jones** Date:
Teaching Instructor1: **Philipp Knetemann** Teaching Instructor2:

Please rate each of the following using this scale: 5 = *excellent*, 4 = *good*, 3 = *satisfactory*, 2 = *fair*, 1 = *poor*. 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.

What is your opinion of the course or event itself?

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: UCDHSC 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 303-556-6060.