

University of Colorado Denver, School of Education & Human Development Continuing and Professional Education Registration Form for University Credit

	YEAR		TERM
Last Name	First Name	Middle Initial	Former Name, if applicable
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 UCD 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 level)		1	Philipp Knetemann	\$55.00
	ST: Spanish for Teachers	T ED 4800 (undergraduate level)		1		

Payment Information: *Do not include payment with this form.* The University of Colorado no longer mails student bills; all tuition payments must be made ONLINE. See the attachment for instructions on how to pay your tuition online.

Note: University policy states that you **must** pay your tuition, 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 and may result in collections action. Your signature on this form indicates your understanding and acceptance of this policy. See the attachment or visit www.cudenver.edu for more information.

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 may be collected by the course instructor and mailed in a single packet or may be mailed individually to: UCD School of Education & Human Development; Continuing and Professional Education; CB 106; P.O. Box 173364; Denver, CO 80217-3364. Submission deadlines: July 15 for summer; November 15 for fall; April 15 for spring. *Questions?* Contact us by phone: 303-315-4985; fax 303-315-6313; or email: cpe@ucdenver.edu.

University of Colorado Denver

School of Education Division of Continuing and Professional Education
Campus Box 106 • P.O. Box 173364 • Denver, Colorado 80217-3364

*****STUDENTS: PLEASE KEEP THIS PAGE 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 per credit hour**
5. Number of credits: **1**

How to Register:

- Please use **dark ink**, complete all fields, 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**.
- We must receive your registration form no later than July 15 for summer, November 15 for fall, or April 15 for spring semester.

How to Pay:

- **The University of Colorado Denver no longer mails paper tuition bills.** Wait about **three weeks** after submitting your registration form to the university, and then **CALL** the Records Office at 303-556-2389 to obtain your **student ID number** and **PIN**. Once you have this information, you may use one of the following payment methods:
 1. **Pay online:** Go to www.ucdenver.edu/registrar and click on the blue **Register Now-Downtown Campus** button on the left-hand side of the page. Log in, using your **student ID number** and **PIN**. Click on **Finances**. Follow the instructions to enter your payment information. Be sure to **Exit** when finished.
 2. **Pay by mail:** If you know your balance, you may mail your check (made out to University of Colorado Denver) to:
University of Colorado Denver
Tuition - Department 461
Denver, CO 80281-0461
You must put your university-issued student ID number on your check to ensure it is applied correctly! (To find out your current balance due, call the Bursar's Office at 303-556-2710.)
 3. **To see other payment options:** Go to www.ucdenver.edu/bursar, then click on **Downtown Campus**.

How to Drop a Course/Get a Tuition Refund:

- You may NOT drop or withdraw from this course verbally or online. To drop, use the **Schedule Adjustment Form** at www.ucdenver.edu/registrar. (Click on **Forms**, then select **Downtown Campus** from the pull-down menu.) Submit the form via fax or mail to the **Center for Continuing and Professional Education**.
- Signing the registration form makes you **financially responsible** for the course tuition. **Your tuition will not be refunded** if you drop, stop attending, or change your mind about receiving credit after **15%** of the scheduled course time has elapsed. If circumstances beyond your control prevented you from attending or from dropping prior to the deadline, you may file a tuition appeal with the Records Office. Visit www.ucdenver.edu/registrar. Click on **Students** and then on **Tuition Appeals**.

Transcripts and Grading

- This course is graded **A-F**. Grade reports will not be sent automatically. Order **transcripts** at www.ucdenver.edu/registrar or call the **Registrar's Office** (303-556-2389). Grades will be posted after September 1 for summer, February 1 for fall, or July 1 for spring.

Online Student Services:

- Go to www.ucdenver.edu/registrar and click on the blue **Register Now-Downtown Campus** button. You can register for courses, pay your tuition, look up your grades, or order a transcript. You will need your **student ID** 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.ucdenver.edu/student-services/resources/registrar/students/policies/Pages/EmailPolicy.aspx> to read the university's mandatory student email policy and see how it affects you.

Questions? Contact us at 303-315-4985 or via email at cpe@ucdenver.edu. Thank you for your business!

University of Colorado Denver
 School of Education and 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: Philipp Knetemann Date:

Teaching Instructor1: Philipp Knetemann Teaching Instructor2:

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.

	Excellent	Fair	Poor
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 **anonymous**. 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; Continuing and Professional Education; CB 106; PO Box 173364; Denver, CO 80217-3364. Individual forms may also be faxed to 303-315-6313.