

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

HOW OUR PROGRAM WORKS

TO TAKE A COURSE DESCRIBED ON THIS WEBSITE:

- **Select a course from the descriptions.**
- **Understand registration and withdrawal policies and procedures highlighted at bottom of registration form.**
- **Enroll.**
There are four ways for students to enroll in professional development courses:
 1. **Mail**
Complete the registration form attached to these directions. Print it out, fill it out and mail to: University of Northern Colorado, Office of Extended Studies, CB 21, Greeley, CO 80639.
 2. **FAX**
Complete the registration form attached to these directions. Print it out, fill it out and FAX it to the Office of Extended Studies (970-351-2519).
 3. **Telephone**
Call Extended Studies (970-351-2944 or 800-232-1749)
 4. **In Person**
Our Extended Studies office is located in UNC's Michener Library L50 (lower level – south side) and is open from 8:00 a.m. to 5:00 p.m. on normal business days. For driving directions, link to the UNC map: <http://www.unco.edu/uncmap/>
- **Start.**

Tele: 970-351-2944 or toll free 1-800-232-1749

Fax: 970-351-2519

E-mail: esinfo@unco.edu

Office Hours: 8 a.m. – 5 p.m., Monday-Friday

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

**UNIVERSITY OF NORTHERN COLORADO
OFFICE OF EXTENDED STUDIES
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 ____/____/____
Month Day Year

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: _____ Check which course you are registering for

| Instructor | Title | Course Identification Prefix/Number/Section # | Registering for: | Credit Hours |
|------------|----------------------|--|------------------|-----------------|
| A. Harding | ORFF Level IA & IB | MUS 508-635/636, CRN 40609 & 40610 | | 4 |
| A. Harding | ORFF Level IIA & IIB | MUS 508-637 & 638 CRN 40564 & 40606 | | 4 |

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 ____

IMPORTANT Withdrawal reminder: In accordance with University and Colorado Commission on Higher Education policy, if you drop this class after June 13, your cancellation will be accepted but no refund will be issued. No-shows are charged the full workshop fee. If space is available, a school district may send a replacement for a registered participant if UNC Extended Studies is notified by June 13 with the name of the individual and the corresponding course. You may fax your cancellation to us (970-351-2519). 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. I understand and agree to this policy _____ (initials/date)

***Use of Social Security Numbers:** Providing a Social Security Number (SSN) is voluntary and is not required for enrollment at UNC. However, the University is required by federal law to report to the Internal Revenue Service (IRS) the name, address and SSN of individuals from whom tuition and expenses are received and/or to whom compensation is paid. The SSN is required from individuals applying for and receiving financial aid, including scholarships and third party payments, and student employment; utilizing banking services; health services or the student health insurance program. The University will not disclose a SSN for any purpose not required by law without the consent of the student.

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|--|---|
| Office use only: | |
| Date received: _____ taken by: (initial) _____ | Amount Paid: _____ how _____ |
| Up on Banner _____ (initial) ____ date | Manager _____ (initial) ____ date Class cncl'd - student notified _____ (initial) ____ date |