

**University of Colorado Denver**  
**School of Education & Human Development**  
**Online Registration for Continuing and Professional Education Courses**

**Term:** Spring 2010 (1/19/2010-5/15/2010)  
**Course Name:** ST: LPS-PLM Coaching Cycles  
**Instructor:** Julie Carlson  
**Deadline to register for this course:** 4/1/2010

**Course No.:** T ED 5000-129 (0.5-2.0 cr.)  
**Tuition:** \$50.00 per credit hour  
**Fees:** \$0.00  
**Call Number:** 31083

## How to Register

### 1. Complete and Submit Online Pre-Registration

*Note: You may skip this step if your student record has already been activated for the current term.*

1. Go to [www.ucdenver.edu](http://www.ucdenver.edu). Under Academic Life, select **Registration**. From the white menu on the upper left, click **Continuing Professional Education**. Scroll down and click on **Apply Now**.
2. Log in to the form (**create your own login ID and password**). Click “submit.”
3. Select “**Pre-Registration (Application) for Continuing and Professional Education (CPE) (UCD - Downtown Denver)**” and click “**Create Application**.”
4. Complete all five sections of the form, in order. **Notes for easier processing:**
  - On the **Pre-Registration Information** section, select the term listed at the top of this page as your Term of Entry. Select **CPE-Denver School of Education** as your School or College.
  - On the **High School Information** section, answer “yes” to: Do you have a high school diploma or GED? SKIP the rest of the section (do **not** enter specific high school information).
5. When all five sections are complete, click “**Submit Pre-Registration**.” **You have not yet registered for your class.**
6. Wait at least **5 business days**, then call the **Records Office at 303-556-2389 to request your student ID and PIN over the phone**. At this time, please request that the **Registrar’s Office activate you for the current term** so you can enroll for the course. Follow the instructions below to go online and register for your course.

### 2. Complete Online Course Registration

1. Go to [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar). Click the blue **Register Now-Downtown Campus** button on the left-hand side of the page.
2. Log in, using your **Student ID and PIN (see above section, step 6)**. Click “submit.”
3. Click the blue “**Registration**” tab at the bottom of the screen.
4. Click the blue “**Register**” tab at the bottom of the next screen.
5. Select the correct **term/semester** (indicated above) and “**Extended Studies**.” Click “submit.”
6. Enter the **5-digit course call number** (indicated above) in the space provided. Click “submit.”
7. **Confirm that the course and section number now on your schedule correspond to the course and section number at the top of this page. If you have accidentally added the wrong course, contact CPE immediately.**
8. If you are finished adding courses, click “**Next**.” Click “**Finances**” to pay your tuition bill. Click “Exit” when finished.

## Questions?

1. **What if I have preregistered but don’t have a PIN and ID?** If you preregistered more than 5 days ago please call the University of Colorado Denver Registrar’s office at (303) 556-2389 to get your PIN and ID. At this time, please request that the Registrar’s Office activate you for the current term so you can enroll for the course.
2. **What if I do know my University of Colorado Denver ID but do not remember my PIN?** Call the University of Colorado Denver Registrar’s office at (303) 556-2389 to get your pin and please request that the Registrar’s Office activate you for the current term so you can enroll for the course.
3. **What if I log into the UC Denver online registration system (S.M.A.R.T) with my PIN and ID but I can’t register for my course because the system says I am not eligible?** Please call the University of Colorado Denver Registrar’s office at (303) 556-2389 and request that the Registrar’s Office activate you for the current term so you can enroll for the course.

4. What if I log into the UC Denver online registration system (S.M.A.R.T) with my PIN and ID but I can't register for my course because the course number is "invalid"? Make sure you have selected the "Extended Studies" option and that you have the correct 5-digit call number for the course. This 5-digit call number is at the top of this form.

## Important Deadlines and Other Information

### Registration Deadlines

- Students should complete the registration process as soon as possible, but no later than **4/1/2010**. Late registrations will not be accepted.
- Please remember to allow at least **3-5 business days** for **Pre-Registration** processing, if you are new to the Denver campus or you have not taken courses within the past year.
- Registrations will **NOT** be accepted after the end of the term in which the course occurs.

### Tuition Payment

- *The University of Colorado Denver no longer issues paper bills. All students must now pay tuition through the online system. Follow these instructions to pay your tuition online.* Go to [www.ucdenver.edu/registrar](http://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.
- To see other payment options, go to [www.ucdenver.edu/bursar](http://www.ucdenver.edu/bursar), then click on **Downtown Campus**. You may need to activate your UCD email account to use these options. See **CHECK YOUR EMAIL**, below.

### Dropping or Withdrawing from a Course

- You will **NOT** be able to drop/withdraw from this course verbally or online.
- To drop this course, use the **Schedule Adjustment Form** at [www.ucdenver.edu/registrar](http://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 at 303-315-6313**. After a few days we recommend checking with the UC Denver online system (S.M.A.R.T.) to confirm the drop.
- By **registering**, you become **financially responsible** for the cost of the course. Your tuition will not automatically be refunded if you drop after **15%** of the scheduled course time has elapsed. *The last date to drop this course and owe no money is 2/5/2010.*
- 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](http://www.ucdenver.edu/registrar). Click on **Students** and then on **Tuition Appeals**.

### Transcripts and Grading

- This course will be graded **pass/fail**. Grade reports are not sent automatically. Order **transcripts** online at [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar) or call the **Registrar's Office** (303-556-2389).
- **Grades** for this course will be available by **5/25/10**, provided registrations and grades are received according to posted due dates.

### Online Student Services

- Go to [www.ucdenver.edu/registrar](http://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](mailto:cpe@ucdenver.edu). Thank you for your business!*

**University of Colorado Denver**  
 School of Education & Human Development  
 Division of Continuing and Professional Education

*Course/Event Evaluation Form*

Course Number: **T ED 5000-129** Semester: **Spring 2010**  
 Course Title: **ST: LPS-PLM Coaching Cycles**  
 Instructor of Record: Date: **1/19/2010-5/15/2010**  
 Teaching Instructor 1: **Julie Carlson** Teaching Instructor 2:

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.

	<u>Excellent</u>	<u>Fair</u>	<u>Poor</u>			
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 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: UCD 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 303-315-6313.