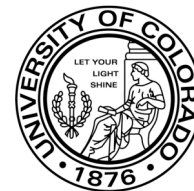


Continuing Engineering Education Program (Non-Credit & Credit Registration Form)



Print this form, complete all three fields, and return to:

☎ Phone: 303-556-4907

✉ Mail: University of Colorado Denver

☎ Fax: 303-556-6688

Continuing Engineering Education Program

✉ Email: heidi.utt@ucdenver.edu

Campus Box 115, PO Box 173364

📍 Office: North Classroom, #3021

Denver, Colo. 80217-3364

Students enroll when our program receives a **fully completed Registration Form** and **Payment** (Full Payment or Deferred Payment Agreement + First Payment). Once enrolled, our program emails an Official Confirmation Letter with detailed Student Disclosures, plus campus and rooming information. If you decide to drop a course, for any reason, you must do so **IN WRITING** by mailing, faxing, or emailing our program a **COMPLETED** Schedule Adjustment Form **BEFORE THE COURSE'S DROP DEADLINE** (see our website for form, or email request to heidi.utt@ucdenver.edu).

Please choose wisely; students do not receive refunds once a course begins.

Revised May 2009

1. STUDENT DATA: Please PRINT or TYPE; this is how your name will appear on the Certificate of Completion you earn.

Mr. Mrs. Ms.

_____ Last Name

_____ First Name

_____ M.I.

_____ Date of Birth

_____ MM/DD/YYYY

_____ Email Address (Primary)

_____ HOME Street Address

(Please, NO Company Mailing Addresses)

_____ City

_____ State

_____ Zip

_____ Primary Phone

Have you ever enrolled in a Continuing Engineering Education Course? _____

YES NO

_____ Secondary Phone

How did you learn about the Continuing Engineering Education Program? _____

- ALL STUDENTS MUST ANSWER THE NEXT SIX QUESTIONS -

1. Have you ever been convicted of a felony? YES NO If yes, please supply a Letter of Explanation with your registration, specifying the crime, docket or case number, courts or jurisdiction, and sentence or remedy imposed.

2. Are you a United States Citizen? YES NO If no, Country of Citizenship _____

Type of Visa or Alien Registration No. _____

3. Do you have a high school diploma? YES NO

4. Do you have a college degree? YES NO

If yes, please indicate the name of the College/University _____

Degree earned _____ Date Earned _____

5. Are you currently admitted to a degree program the University of Colorado? YES NO

If yes, please indicate your Major _____ Intended Graduation (term and year) _____

6. If you are a male, born after December 31, 1959, are you registered with the U.S. Selective Service? YES NO

2. COURSE SELECTION: Please use additional registration forms if you are registering for more than one course.

_____ Course Call Number and Title (Exp. NCES 9999 and "How to be the Best Student Ever")

_____ Fall or Spring Semester and Year

_____ + YES NO and/or YES NO ⇔

_____ Course Tuition

\$100 Late Registration Fee

Repeat Student Discount

_____ TOTAL TUITION

3. METHOD OF PAYMENT and DISCLOSURES: Please remember to sign your completed registration form.

All payments (checks, credit cards, money orders, company billing authorizations, and company purchase orders) begin to process through the University's Records and Bursar Offices approximately one week after the official course start date. The Continuing Engineering Education Program processes all payments; **do not** send payments directly to the University's Bursar Office, unless you receive a physical bill with a return envelope.

Check or Money Order.....Payable to "University of Colorado Denver"

Employer Billing.....You must include the company Billing Authorization or Purchase Order

Credit Card AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Account Number _____ Exp. Date _____ Name on Card _____

To the best of my knowledge, I certify the information furnished here is true and complete without intent of evasion or misrepresentation. I understand if it is found to be otherwise, it is sufficient cause for my rejection or dismissal without refund. In signing this form, I certify I have read and understand the Continuing Engineering Education Program's drop/withdraw and refund policy, the late registration fee agreement, and have completed all necessary documents to properly process my registration, including payment.

SIGNATURE _____

DATE _____

If you do not sign here, your registration is invalid and will not be processed.