



CU Succeed
University of Colorado **Denver**

CU Succeed Programs
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Denver, CO 80217
Office (303)315-7030
Fax (303)315-7046

January 1, 2018

Dear CU Succeed Community:

Welcome to the beginning of a new semester with the CU Succeed Programs! CU Succeed is a concurrent enrollment program for high school students through the University of Colorado Denver. We collaborate with more than 120 schools in Colorado, offering students the opportunity to achieve a head start towards their college experience. Through the CU Succeed Programs students are able to take CU Denver courses during the school day, on their high school campus! This opportunity allows students to earn high school and CU Denver credit at a reduced tuition rate. Students experience collegiate course rigor and develop skills to navigate the overwhelming world of higher education!

In order to take advantage of this opportunity, students must apply to become a CU Succeed student and register for their course. We have enclosed detailed instructions to guide you through every step.

In this packet you will find:

- **The Spring 2018 Schedule and Deadlines:** It is critical that these deadlines are followed and met on time. *There will be no exceptions!*
- **Parent/Guardian Financial Responsibility Form:** Every student must submit a signed and completed form to their instructor by February 12, 2018.
- **Directions on how to complete CU Succeed registration, set up your CU Denver email, pay your tuition, and order a transcript**
- **Frequently Asked Questions**

If you have any questions, please do not hesitate to contact our office! We want to help you achieve a successful experience. Best wishes!

Sincerely,

Angela Alton
CU Succeed Assistant Director



CU Succeed
University of Colorado **Denver**

Spring 2018 Schedule and Deadlines*

Monday 01/08/18	<p><u>Registration Opens:</u> You may begin your application and registration for your Spring 2018 CU Succeed courses. Please refer to the CU Succeed website for detailed instructions and links.</p>
Friday 02/09/18	<p><u>Last Day to Apply:</u> CU Succeed program application must be completed by this day.</p>
Monday 02/12/18	<p><u>Last Day to Register:</u> Registration must be completed no later than this day. If you are not registered by this day, you will not receive credit. <i>There will be no exceptions.</i></p> <p><u>CU Succeed Parent/Guardian Financial Responsibility Form due:</u> Turn in Financial Responsibility Form to your teacher by this day.</p>
Friday 02/23/18	<p><u>Last Day to Drop:</u> Courses dropped by this date will not appear on your CU Academic Record and you will not be responsible for the tuition. You must drop the course through your CU student Portal.</p>
Friday 03/16/18	<p><u>Last Day to Withdraw:</u> You will be responsible for tuition payment and the course will appear on your CU Denver Academic Record as a 'W'.</p>
Friday 03/30/18	<p><u>Tuition Due:</u> Payment instructions are located on the CU Succeed website. A reminder e-mail will be sent to the e-mail supplied on the application; bills will not be mailed!</p>

Note: Grades will be recorded on an official CU Denver transcript, and will become a part of the student's permanent academic record at the University of Colorado. Grades and Transcripts will be available by the end of June 2018.

Have questions? Contact us!

CU Succeed Programs
www.clas.ucdenver.edu/cusucceed
Campus Box 144, P.O. Box 173364
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*The CU Succeed Office holds the right to make extensions and adjustments. Exceptions to deadlines will NOT be honored.



**University of Colorado Denver
CU Succeed Parent/Guardian Financial Responsibility Form**

CU Succeed is a unique program of the University of Colorado Denver that works with schools throughout Colorado to provide high school students the opportunity to take courses in their high schools for both high school and college credit. The courses offered in the program are not high school courses for which students earn college credit. They are courses that have been reviewed by CU Denver faculty and have been deemed equivalent in content and academic standards to courses taught on the CU Denver campus. Additionally, the instructors have met the same standards as on-campus instructors and have been granted adjunct faculty status by an academic department of the University.

Credits earned in CU Succeed courses appear on an official University of Colorado Denver transcript and can be applied to a degree program at one of the CU campuses (with limited exceptions), or they may be transferred to another college or university. **CU Denver cannot guarantee that its courses will transfer to any institution, nor will it refund tuition for courses that do not transfer.**

Enrollment in CU Succeed courses for CU Denver credit is **optional**. Students who wish to enroll in CU Succeed courses and receive CU Denver credit must meet the enrollment and payment deadlines.

IMPORTANT: CU Denver will not mail a tuition bill. Spring 2018 tuition is due February 12, 2018. Tuition can be paid online in the Passport ID Portal, or by phone at 303-315-1800, or mailed to CU Denver; 13120 E. 19th Ave.; Campus Box A098; Aurora, CO 80045. Make checks out to CU Denver and write the student ID number in the memo. Tuition amounts can be found on the CU Succeed website and in the Passport ID Portal. *Please note that tuition payments received via credit or debit cards will be assessed a 2.75% service charge.*

Students may drop a course through the student portal by February 23rd, 2018 and will not be financially responsible.

Please sign the consent form below and return it to your student's instructor after completing registration. All courses can be included on one form and turned in to one instructor. We strongly encourage you and your student to obtain more information about the CU Succeed Program by visiting our website (www.ucdenver.edu/cusucceed) or contacting us at 303-315-7030.

Detach the bottom portion and submit to the instructor. Keep the top for your records.

**CU Succeed Parent/Guardian Financial Responsibility Form
DUE TO TEACHER by February 12th, 2018**

Name of Student _____ CU Denver Student ID # _____

Course Number(s) _____

Instructor Name(s) _____

High School _____ Total Tuition Amount _____

I certify that I am aware that my student has enrolled in CU Succeed courses at her/his high school for which s/he is eligible to receive credit from CU Denver. I understand that my student's grades will be recorded on an official CU Denver transcript, and that these grades will become a part of my student's permanent academic record at the University of Colorado. Finally, I am aware that, unless my student's school/district has an agreement with CU Denver to pay the tuition for these courses, I am financially responsible to CU Denver for payment of said tuition.

Parent/Guardian Signature

Parent/Guardian Name Printed

Address

City State ZIP

Parent Phone #

Parent E-mail

Registration Instructions

Have you already taken a CU Succeed class? If “Yes”, skip to Step 2.

STEP 1

Apply to Become a CU Succeed Student

STEP 2

Log In to your **Student Portal** and **Register** for your courses

STEP 3

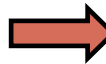
Turn in your **Parent/Guardian Financial Responsibility Form** to your instructor and **pay your tuition**

Step 1: Apply to CU Succeed Do not apply if you have already taken CU Succeed classes

1: Go to <https://application.admissions.ucdenver.edu/apply/>

- click create account on the bottom of the page

First-time users:



Create an account to start a new application.

2: Fill out your information and **record the password you set.**

- Your **Username** will be emailed you to.
- **BE SURE TO SAVE THIS INFORMATION.** You will need this information in order to log into your Student Portal.
- Click “Continue to application”.

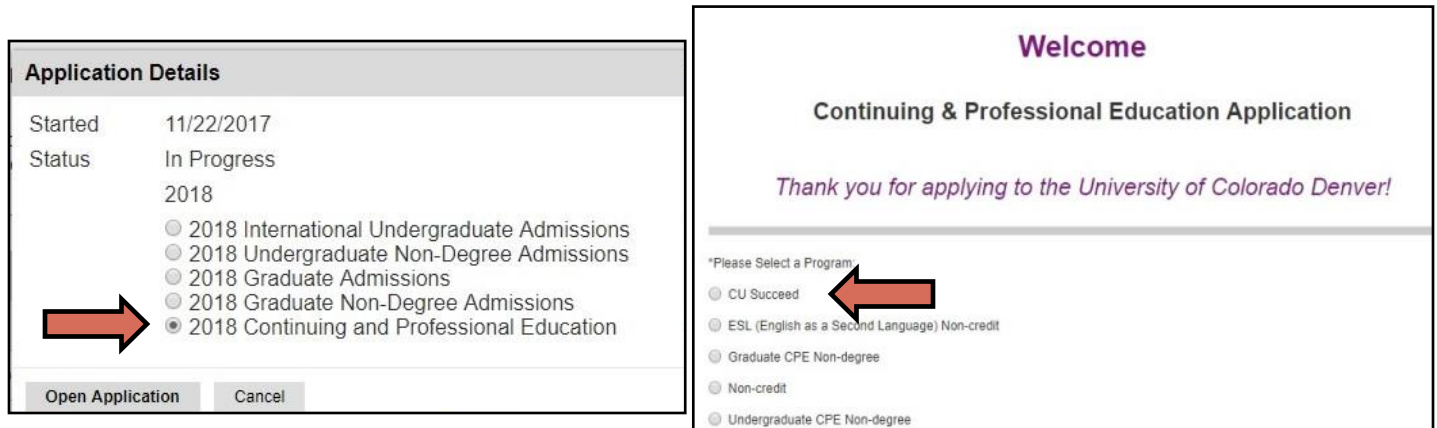
STUDENT PORTAL INFORMATION

USER NAME: _____

PASSWORD: _____

3: Select “Start a New Application” link at the bottom of the page.

- The application type is “2018 Continuing and Professional Education” and click “Create Application”.
- Select “2018 Continuing and Professional Education” and “Open Application”.
- Select “CU Succeed” as the program; hit “Continue”.



The left screenshot shows the 'Application Details' window. It displays the following information:

Started	11/22/2017
Status	In Progress
	2018
	<input type="radio"/> 2018 International Undergraduate Admissions
	<input type="radio"/> 2018 Undergraduate Non-Degree Admissions
	<input type="radio"/> 2018 Graduate Admissions
	<input type="radio"/> 2018 Graduate Non-Degree Admissions
	<input checked="" type="radio"/> 2018 Continuing and Professional Education

At the bottom, there are two buttons: 'Open Application' and 'Cancel'. A red arrow points to the '2018 Continuing and Professional Education' option.

The right screenshot shows a 'Welcome' message for the 'Continuing & Professional Education Application'. It says: 'Thank you for applying to the University of Colorado Denver!'. Below this is a section titled '*Please Select a Program' with a dropdown menu. The options are:

- CU Succeed
- ESL (English as a Second Language) Non-credit
- Graduate CPE Non-degree
- Non-credit
- Undergraduate CPE Non-degree

A red arrow points to the 'CU Succeed' option.

- Fill in required fields in each screen
 - **Tips:**
 - Use your full legal name, not a nick name
 - Leave your Social Security Number blank if you do not know it
 - When entering your high school, type the name and city of your high school to find it on the drop down list.
- Electronically sign and your name, “Confirm”
- Select “Submit Application”

4. Check your email for your **Username and Password** if you have not yet done so. Your CU Student ID Number will be emailed separately.

If you don't receive an e-mail within 10 minutes of completing your application and you have checked your **Junk Mail, call CU Succeed at 303-315-7030.**




You are not yet registered for your class!
You must complete step #2.



Step 2: Register For Your Class

Before you register, find your Class Number:

- Go to clas.ucdenver.edu/cusucceed/students click 
- Select the appropriate course list (Spring 2018)
- Find your high school and your class, write down your **5-digit class number**

Class Number _____

Class Number _____

Class Number _____

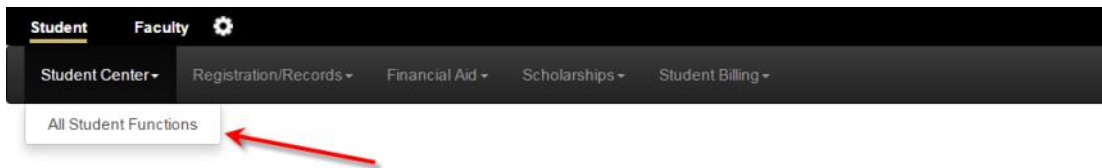
You must register by February 12, 2018 to earn credit

How to Register For Classes:

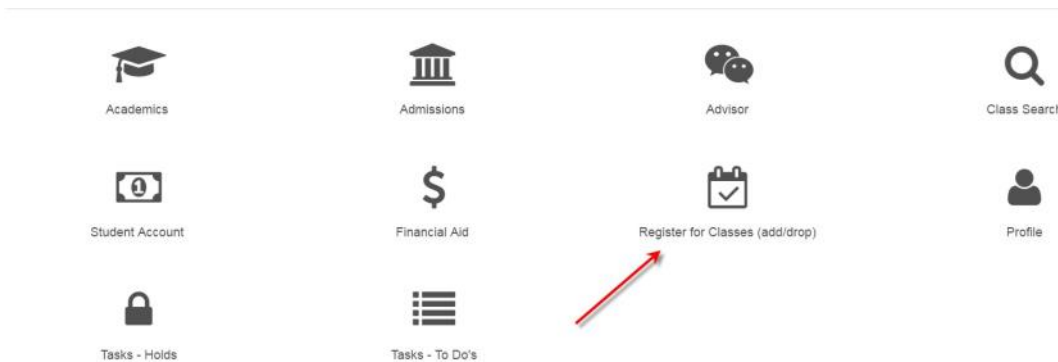
- Go to the Student Portal (PassportID portal) and log in www.ucdenver.edu/ucdaccess

**Forgot your password/password not working? Reset it here www.ucdenver.edu/passwordreset*

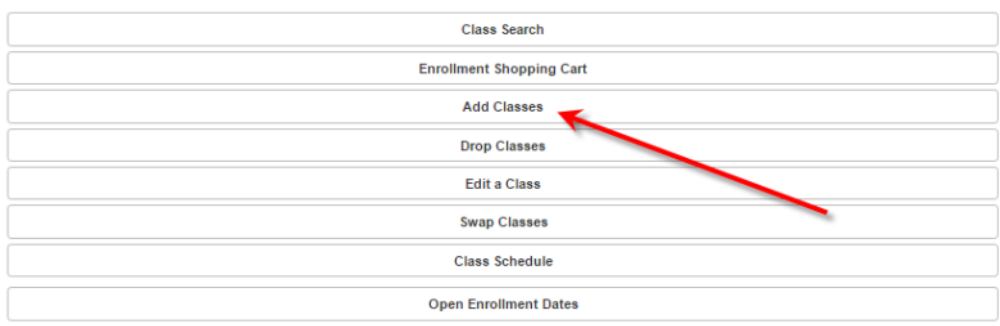
Navigate to Student Center>All Student Functions on the left hand side of the screen:



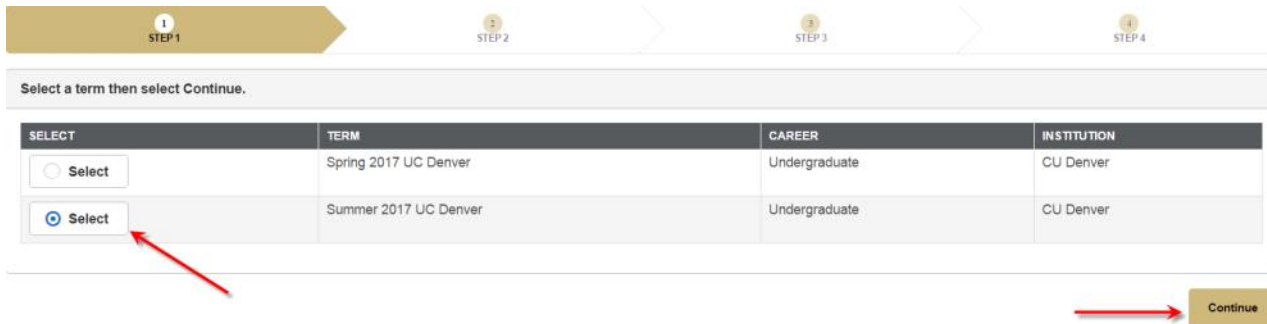
- Navigate to Register for Classes (add/drop):



- To Add classes, navigate to "Add Classes":

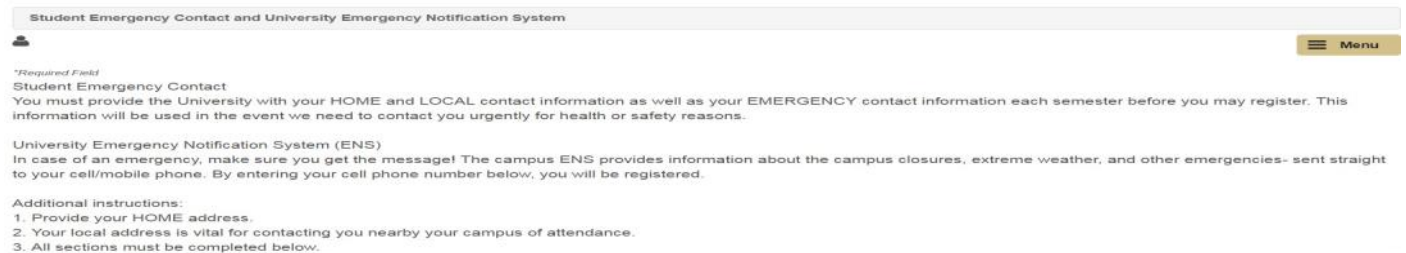


4. Select your term, and select the “Continue” button:



SELECT	TERM	CAREER	INSTITUTION
<input type="radio"/> Select	Spring 2017 UC Denver	Undergraduate	CU Denver
<input checked="" type="radio"/> Select	Summer 2017 UC Denver	Undergraduate	CU Denver

5. Before proceeding to registration, and once every term, you will be asked to verify your home and local addresses, provide your phone number, and verify your emergency contact:



Student Emergency Contact and University Emergency Notification System

**Required Field*
Student Emergency Contact
 You must provide the University with your HOME and LOCAL contact information as well as your EMERGENCY contact information each semester before you may register. This information will be used in the event we need to contact you urgently for health or safety reasons.

University Emergency Notification System (ENS)
 In case of an emergency, make sure you get the message! The campus ENS provides information about the campus closures, extreme weather, and other emergencies- sent straight to your cell/mobile phone. By entering your cell phone number below, you will be registered.

Additional instructions:
 1. Provide your HOME address.
 2. Your local address is vital for contacting you nearby your campus of attendance.
 3. All sections must be completed below.

5a. You will not be able to proceed to registration until you enter a **home** and **local** address type.



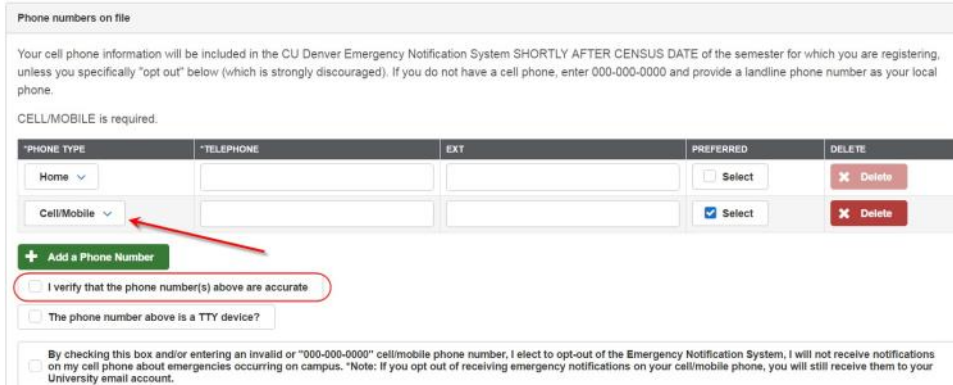
Addresses on file

HOME and LOCAL are required.

ADDRESS TYPE	ADDRESS	EDIT
Home		<input type="button" value="Edit"/>
Mail		<input type="button" value="Edit"/>
Local		<input type="button" value="Edit"/>

I verify that the address(es) above are accurate and up to date

5b. Verify that your phone number is accurate. A cell phone number is required to proceed.



Phone numbers on file

Your cell phone information will be included in the CU Denver Emergency Notification System SHORTLY AFTER CENSUS DATE of the semester for which you are registering, unless you specifically "opt out" below (which is strongly discouraged). If you do not have a cell phone, enter 000-000-0000 and provide a landline phone number as your local phone.

CELL/MOBILE is required.

PHONE TYPE	TELEPHONE	EXT	PREFERRED	DELETE
Home			<input type="checkbox"/> Select	<input type="button" value="Delete"/>
Cell/Mobile			<input checked="" type="checkbox"/> Select	<input type="button" value="Delete"/>

I verify that the phone number(s) above are accurate

The phone number above is a TTY device?

By checking this box and/or entering an invalid or "000-000-0000" cell/mobile phone number, I elect to opt-out of the Emergency Notification System, I will not receive notifications on my cell phone about emergencies occurring on campus. *Note: If you opt out of receiving emergency notifications on your cell/mobile phone, you will still receive them to your University email account.

5c. Verify your emergency contact. You must list at least one person as an emergency contact before proceeding.

Emergency contacts on file

Emergency Contact Information – in the event the University needs to contact someone on your behalf should you be involved in or experience a health or safety emergency. This information will not be included in our Emergency Notification System. You must provide contact name, relationship, address and phone.

PRIMARY CONTACT	*CONTACT NAME	*RELATIONSHIP	*PHONE	EXTENSION	EMAIL ADDRESS	EDIT	DELETE
<input checked="" type="checkbox"/> Select		Parent					
<input type="checkbox"/> Select		Parent					

[+ Add an Emergency Contact](#)

I verify that the emergency contact information is accurate and up to date

5d. Once you have verified this information, select “Continue” on the bottom right side of the page:



6. If you have not taken classes at the University of Colorado Denver before, you will be asked to electronically sign a Tuition Payment Disclosure Statement. If you agree, press "I Agree" at the bottom of the page.

7. Search by your Class Number:

Don't have it? Find it at www.clas.ucdenver.edu/cusucceed/student-information; on the right side of the page select the button for “Spring 2018 Course Offerings” **DO NOT SEARCH BY SUBJECT**

Select Class

- Search By Class Number
- Search by Subject and Catalog Number
- Advanced Search

[Search](#)

Enter your five digit class number and press “Submit Class Number”:

Search By Class Number

Enter Class Number [Submit Class Number](#)

- Search by Subject and Catalog Number
- Advanced Search

Your selected class should appear, and you can press “Next” to proceed:

1 STEP 1

2 STEP 2

3 STEP 3

4 STEP 4

ENGL 1020 - Core Composition I

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
001	Lecture	TuTh 10:30AM - 1:00PM	TBA		06/05/2017 - 07/29/2017

Class Preferences

[Cancel](#) [Next](#)

8. Once you have your class/classes in your shopping cart, you are ready to proceed with enrollment. Select class/classes you wish to enroll in and press "Add Selected Classes":

Summer 2017 UC Denver Shopping Cart 1

● OPEN
 🔒 CLOSED
 ⌚ CLOSED WAIT LIST AVAILABLE
 ⚠️ SCHEDULE CONFLICT
 ❌ ERROR

<input checked="" type="checkbox"/>	ENROLLMENT ORDER	STATUS	ENROLL STATUS	CLASS	DAYS/TIMES	ROOM
<input checked="" type="checkbox"/>	<input type="text"/>	●		ENGL 1020-001 (17235)	TuTh 10:30AM - 1:00PM	TBA

✖ Delete Selected

➕ Add Selected Classes ←

To finish the process, select "Finish Enrolling":

STATUS	ENROLL STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
●		ENGL 1020-001 (17235)	Core Composition I (Lecture)	TuTh 10:30AM - 1:00PM	TBA		3.00

Cancel
 Previous
 Finish Enrolling

If your request is successful, you will receive a message of "Success". If you receive an error message you are not enrolled, follow the prompts to resolve errors if necessary.

View the following status report for enrollment confirmations and errors:

⌚ SUCCESS: WAIT LISTED
 ✔️ SUCCESS: ENROLLED
 ❌ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
ENGL 1020	Success: This class has been added to your schedule.	✔️

Resolve Errors
 My Class Schedule
 Add Another Class

Congratulations, you are enrolled!

Don't forget to submit your **Parent/Guardian Financial Responsibility Form** to your Instructor by **February 12, 2018**

How to Pay Tuition

Pay Tuition by March 30, 2018

Online:

1. Go to the Student Portal (Passport ID portal) and log in www.ucdenver.edu/ucdaccess
2. Select the “Student Billing” drop down menu on the left side of the screen.
3. Select “Pay Your Bill” to view your balance and make a payment.

By Mail:

Check payable to CU Denver

CU Denver Bursar’s Office

13120 E. 19th Ave.

Campus Box A098

Aurora, CO 80045

****Please include the Student name and Student ID number on the check.**

By Phone:

Call the Bursar’s Office at **303-315-1800**.

****Have your Student ID number ready.**

****SPECIAL NOTE: CU Denver Email Account**

All CU Succeed students and faculty are automatically given a CU Denver student email account. CU Succeed will use the email you provide in your application for all non-sensitive communications. All official CU Denver communications will be sent to your CU Denver student email account, please check this account frequently at www.ucdenver.edu/email (Click the login button at top right)

Alternatively, you can forward CU Denver email to an account you check regularly. **Be aware that your personal account may not be secure**, and some sensitive information may be forwarded from your CU Denver account if you choose this option. We have included instructions on how to forward messages from your CU student email address to a different account. Call 303-724-4357, option 6, for help.

Be sure to add cusucceed@ucdenver.edu to your contacts so our emails won't be classified as junk mail.

How to forward your CU Denver email to your personal email address:

1. Go to <http://www.ucdenver.edu/email/Pages/login.aspx> and log in at top right of page. The username and password are the same for your Student Portal (Passport ID Portal.) (See pg. 1)
2. At the top right, click the settings gear icon- select "Options"
3. On the left side of the screen expand "Mail", expand "Automatic Processes" and select "Inbox rules"
 - i. Click on the + symbol to add a new rule
 - ii. Give the rule a name such as "Forward"
 - iii. Select "Apply to all messages" in the first drop down
 - iv. Select "Redirect" in the second drop down
 - v. Enter desired email at the top next to **TO:**
 - vi. Click ok
4. Click ok/save

Only messages sent after this rule is created will be forwarded.

Be aware that not all personal email accounts will be secure and some sensitive information may be forwarded.

How to Order a Transcript

Please be aware that your high school transcript won't include your credits for CU Succeed classes. In order to transfer these CU credits, you'll need to order an official transcript from CU Denver to be sent directly to your future college.

1. Go to www.ucdenver.edu/transcripts
2. Click on the "Request Official Transcripts" button
3. Click "Create Account" (or, if you have previously ordered a transcript or created an account, log in)
 - Use a personal email address that will not expire
 - Dates do not need to be exact
 - Enter "0000" for your Social Security number
 - Input your Student ID#.

***If you need your ID#, call the Registrar's Office at 303-315-2600**
5. Once your account is created, type in the name of the college where the transcript should be sent, then click on the Search button. This will bring up a list; click on the most appropriate choice. If you are unsure where to send your transcript, call the admissions office of the school you will be attending.

[You can also click on "Send to Yourself, Another Individual, or Third Party" below the box.]
6. Click on "Product Type" you want (electronic or paper):
 - The campus you attended was Denver
 - Electronic transcripts cost \$10 and will be sent to your designated email address in 1-3 hours
 - Standard paper transcripts cost \$12 and will arrive by mail in 7-10 days.
7. Provide consent and payment

Frequently Asked Questions

I don't know my student ID number (SID).

You will receive an **email containing your SID** within 5 minutes of submitting your application. Be sure to check your Junk Mail folder if you don't see it in your Inbox. If you have lost the email or it doesn't arrive in 24 hours, call CU Succeed at 303-315-7030 or the Registrar's Office at 303-315-2600.

My username and password for the Passport ID Portal are not working.

Your Password might be expired. Retrieve your username and password at <https://myaccount.ucdenver.edu>. Enter your information and you will be directed to a page with your username and a link to reset your password. ***After 90 days, you will need to reset your password.**

I forgot my security questions or I am locked out of my account.

Call the IT help desk at 303-724-4357. They can unlock your account or reset your questions.

I do not know my class number, or my class is not found.

Your **5-digit class number** is at www.clas.ucdenver.edu/cusucceed/student-information Click on the "Get Your Class Number" button, select the Spring 2018 Course List, and find your high school and your course.

I keep getting the error message, "You do not have access to register at this time."

Click on the Menu button and select "**term information**". Then select "**activate a new term for enrollment.**" Follow the prompts and click the **Add** tab once the term is activated. If you continue to receive the error, contact the Registrar's Office (303-315-2600). If you do not have the "activate new term for enrollment" option, you will need to reapply.

What is the drop deadline?

February 23, 2018 You **MUST drop the course online** (*not just with your high school*) or you will still be financially responsible. Find instructions at www.ucdenver.edu/cusucceed. Click the "Register Here" button and choose "Dropping a Course" on the left side of the screen.

How much is the credit and how do I pay?

Tuition is usually \$77 per credit hour. Check the Course Offerings on our website for specific course amounts. You can pay through your Passport ID portal, online or by mail. See your registration packet for payment instructions.

Can I use COF (Colorado Opportunity Fund) towards my CU Succeed Tuition?

Unfortunately, COF cannot be applied to your CU Succeed tuition.

Will the college I attend accept CU Succeed credit?

We cannot guarantee that any college will accept CU credit. We encourage you to research this further by contacting the institutions you are interested in attending.