

## UCD Registration and Course Completion Procedures

Outlined below are the steps required for students to enroll and complete a course at UCD.

Steps	UCD
<b>1. Course Identification</b>	Student identifies course/s at <a href="http://winexus.org">winexus.org</a>
<b>2. Communicate with HOME Faculty Advisor</b>	Course selections should be approved by the student's advisor.
<b>3. Contact HOME Institution</b>	The Campus Faculty Coordinator (CFC) and the Campus Staff Coordinator (CSC) at the student's institution need to be contacted about the student's plan to enroll in a NEXus course.
<b>4. NEXus Enrollment</b>	Download and submit a completed NEXus Student Enrollment Tracking form ( <a href="http://www.winexus.org/forms.asp">http://www.winexus.org/forms.asp</a> ) to HOME Campus Staff Coordinator.
<b>5. HOME Institution Consortium Agreement form</b>	If you are receiving financial aid, complete and route your HOME Institution Consortium Agreement Form to have funds applied towards NEXus courses. (see consortium agreement for routing information)
<b>6. Contact TEACHING Institution</b>	Student contacts Campus Staff Coordinator (CSC), Jennifer Smith  Office Phone: 303-724-1372  Email: <a href="mailto:jennifer.m.smith@ucdenver.edu">jennifer.m.smith@ucdenver.edu</a>
<b>7. Registration Deadlines</b>	Summer 2010: May 31, 2010  Fall 2010: August 23, 2010
<b>8. Apply to TEACHING Institution</b>	Submit the UCD registration form to Jennifer Smith, CSC at the Office of Professional Development and Extended Studies.  The registration form is at the following link: <a href="http://www.nursing.ucdenver.edu/pdf/NEXus_Registration_Form.pdf">http://www.nursing.ucdenver.edu/pdf/NEXus_Registration_Form.pdf</a> . Print out the form, and return it by mail or fax to Jennifer Smith, CSC 303-724-4729.
<b>9. Student Account</b>	Jennifer Smith, CSC will email student id and pin in a confirmation letter.
<b>10. Student Notification</b>	Jennifer Smith, CSC will email registration confirmation and steps for setting up campus account.
<b>11. Course Enrollment</b>	Jennifer Smith, CSC registers student via a contact within the Registrar's Office.
<b>12. Platform</b>	BLACKBOARD: If you are taking any online course, familiarize yourself with our e-platform, Blackboard (Bb).  If you have questions or concerns regarding the use of Bb, please contact cu-online by phone at 303-315-3700 or via email at

Steps	UCD
	<p><a href="mailto:help@cuonline.edu">help@cuonline.edu</a>. To access the “online course” website, please click on the <a href="http://blackboard.cuonline.edu/webapps/portal/frameset.jsp">http://blackboard.cuonline.edu/webapps/portal/frameset.jsp</a> link and follow the login instructions.</p>
<b>13. Payment</b>	<p>Student is billed by the Bursars office once registered for a course. Currently must pay by check. Moving to electronic option next term.</p>
<b>14. Teaching Faculty Contact</b>	<p>The student logs on to Blackboard the first day of class. Jennifer Smith, CSC notifies the instructor(s) once a student is enrolled and the instructor may/may not contact the student directly prior to classes beginning.</p>
<b>15. Course materials/ Library access</b>	<p>Students are given info within their confirmation letters to contact our bookstore (303-724-2665, M-F 7:30-4:30 MST) with the course number and they can tell you the required text for that course. Then student may purchase the book wherever he/she pleases.</p>
<b>16. Course</b>	<p>Student completes course.</p>
<b>17. Add/Drop</b>	<p>Students must complete a drop/add form within the designated drop/add period for said term. The form is emailed to them as part of their confirmation letter/email. Form can also be found at: <a href="http://www.nursing.ucdenver.edu/pdf/DropAdd.doc">http://www.nursing.ucdenver.edu/pdf/DropAdd.doc</a></p>
<b>18. Transcript</b>	<p>Student requests transcripts at <a href="http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx">http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx</a> .</p> <p>Select AMC campus. Standard transcripts are free.</p> <p>Rush transcript request includes fees.</p>
<b>19. Other</b>	<p>HIPAA/OSHA: Non-degree seeking students enrolled in <u>clinical courses</u> are <u>required</u> to complete our HIPAA Training course once. OSHA Training is <u>required each year</u> of being enrolled in a <u>clinical course</u>.  Access course  (<a href="https://www.healthstream.com/HLC/Login/Login.aspx?organizationID=4b355d2b-6206-11dc-aad7-0015171c1a75">https://www.healthstream.com/HLC/Login/Login.aspx?organizationID=4b355d2b-6206-11dc-aad7-0015171c1a75</a>). Your SID, without dashes, is your USER ID <u>and</u> your PASSWORD. Non-degree seeking students in all other courses are <u>NOT</u> required to complete HIPAA/OSHA Training.</p> <p>Each term a student enrolls in a course or multiple courses, the student must submit a registration form.</p>

### **Glossary of terms**

**CSC** – Campus Staff Coordinator

**CFC** – Campus Faculty Coordinator

**HOME** – Institution student will obtain degree from

**TEACHING** – Institution student is taking course from