

## **INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS**

To be eligible to participate in the Inter-Institutional program between CU Denver and the Community College of Denver (CCD), there are restrictions that will apply.

**When submitting this form, please include the authority/advisor approval along with your CCD summer schedule.**

**BEFORE APPLYING YOU MUST READ AND UNDERSTAND THE DEADLINES, POLICY, AND PROCEDURES.**

**(Allow 5 - 7 Business Days for Processing)**

**CU Denver students follow Community College of Denver Deadlines below for the summer 2024 term.**

**May 15, 2024**

Last day to add a class and participation in Inter-Institutional Program for summer 2024.

**May 17, 2024**

Last day for CU Denver to submit Inter-Institutional requests to CCD for summer.

**May 28, 2024**

Last day to drop a class without penalty.

**UNIVERSITY OF COLORADO OFFICE OF THE REGISTRAR**

Student Commons Building | 1201 Larimer St. -Room 5005 | Campus Box 116 |  
Denver, CO 80204

Phone 303 315 5969 | Fax 303 315 2550 | registrar@ucdenver.edu | [www.ucdenver.edu](http://www.ucdenver.edu)



## **INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS**

### **POLICIES:**

- 1) You must be a degree seeking student at CU Denver.
- 2) You will need to consult your department chair, Dean, or advisor, for an approval signature on the Inter-Institutional Application and Registration form, and to verify that the CCD courses will apply toward your degree requirements.
- 3) Students must follow the CCD academic calendar concerning all deadlines and dates. Courses must be added by the last date to register for a full semester class or dropped by Census date. Verify all CCD deadlines as they are different than CU Denver's Academic Calendar deadlines.
- 4) You must be enrolled in classes at CU Denver during the same term as requested enrollment at CCD. Requested CCD credit hour total must be equal to or less than the amount of credit hours taken at CU Denver for that semester, and may not exceed 9 credit hours or two full term classes (which ever may be higher) for Spring and Fall semesters, and may not exceed six for the Summer semester.
- 5) Online, hybrid, and extended campus classes do not qualify for the Inter-Institutional Agreement.
- 6) CU Denver students will not be waitlisted for any CCD classes that are full.
- 7) CU Denver students are required to meet all CCD course prerequisites prior to registration. If necessary, you must submit an unofficial transcript to the CCD Testing Center.
- 8) Developmental Mathematics classes are searchable through the Student Portal under subject code CCDM. Developmental education classes do not qualify for Inter-Institutional enrollment.
- 9) Tuition fees for all classes will be billed through CU Denver and payment is due according to the published deadlines.
- 10) Courses take thru Inter-institutional are not included in determining full-time status for financial aid.
- 11) Any registration modifications must be submitted to both CCD and CU Denver. If classes are not dropped by both institutions, you may receive an "F" as a letter grade on your transcripts.
- 12) Inter-institutional courses are accepted as transfer credit only, and will not appear as CU Denver courses on your CU Denver transcript, or apply to your CU Denver GPA. At the end of the term, CU Denver students must obtain an official transcript from CCD and submit it to CU Denver Admissions for transfer credit.
- 13)** It is the responsibility of the student to ensure proper registration and transfer credits for inter-institutional courses.

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## **INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS**

### **PROCEDURES:**

- 1) \_\_\_Apply online at CCD (the application is free) and obtain a CCD student ID number. When applying, match your major as closely as possible to your CU major.
- 2) \_\_\_Obtain the Inter-Institutional Application and Registration form from the CU Denver Registrar's Office. The form is also available on the Registrar website at [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar).
- 3) \_\_\_Consult your department chair, Dean, or advisor, for an approval signature on the Inter-Institutional Application and Registration form, and verify that the CCD courses will apply toward your degree requirements.
- 4) \_\_\_Enroll in classes at CCD by the published deadline, and according to the policies listed above in the "Policies" section.
- 5) \_\_\_Submit the completed Inter-Institutional Application and Registration form along with a copy of your CCD class schedule to the Registrar's Office at CU Denver (5<sup>th</sup> floor Student Commons Building) for verification and Registrar's Office signature.\*  
  
\*If this step is missed, you will be billed for the class as a CCD student and will also be billed for the class at CU Denver.
- 6) \_\_\_The CU Denver Registrar's Office will email you at your University email address with confirmation of your Inter-Institutional enrollment. The class will appear on your CU Denver schedule as CCDI 1999 or CCDI 2999.
- 7) \_\_\_Pay your CU Denver tuition bill according to the published deadlines.
- 8) \_\_\_If making any registration modifications, submit the request to both CCD and CU Denver. If classes are not dropped by both institutions, you may receive an "F" as a letter grade on your transcripts.
- 9) \_\_\_At the end of the term, obtain an official transcript from CCD and submit it to the CU Denver Admissions Office for transfer credit.

University of Colorado Denver  
Office of Admissions  
Campus Box 167  
PO Box 173364  
Denver, CO 80217-3364

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# INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS

## REGISTRATION

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Last Name	First Name	MI
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CU Denver Student ID Number

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CCD Student ID Number

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Number of enrolled CU Denver  
credit hours for this term

## CCD COURSES

Course Title	Subject/Course#/Section	CRN	Credits	Academic Advisor Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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## INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS

### STUDENT AUTHORIZATION

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**By signing this form, I understand that I am academically and financially responsible for the courses I have requested.**

Last Name	First Name	MI
CU Denver Student ID Number	CCD Student ID Number	
Student Signature	Date	

### APPROVAL SIGNATURES: FOR OFFICE USE ONLY

Office of the Registrar, CU Denver	Date
Date Approved: _____ Date Denied: _____	
Reason for Denial: _____	



Office of the Registrar, Community College of Denver	Date
Date Approved: _____ Date Denied: _____	
Reason for Denial: _____	

- EMAILED STUDENT (CU DENVER)
- EMAILED STUDENT (CCD)

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