University College New Student Guide

2024/2025

Student Support Center

2211 S. Josephine Street
Denver, CO 80208
Monday-Friday, 8:30 to 4:30

Email: ucolsupport@du.edu
Website: universitycollege.du.edu
Phone: 303-871-2291
or 800-347-2042
Fax: 303-871-3305

Please check hours and availability for resources listed in this guide on their websites.

The University of Denver recognizes the importance of protecting personal privacy. Read our Privacy Policy, including notifications for the Family Educational Rights andPrivacy Act (FERPA) and the EU General Data Protection Regulation (GDPR).

University College
UNIVERSITY OF DENVER

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REGISTRATION AND RESOURCES

REGISTRATION
To ensure course availability, students are encouraged to register by the suggested registration dates posted in the Important Dates section. Students who fail to register by the posted deadline run the risk that courses may be full or cancelled.

Following their initial enrollment through the Student Support Center, students may register and make registration changes (add/drop courses) online on My4D. Instructions are available online. In addition to registering online, students may register by phone through the Student Support Center at 303-871-2291 or 800-347-2042.

Students using employer reimbursement or direct bill payment options should fax the paperwork to 303-871-4401 at the time of registration.

WELCOME & WRITING RESOURCES OVERVIEW
New students are invited to attend the Welcome and Writing Resources Overview held online each quarter. Learn about University College and your academic team, key policies and procedures, and student resources. An overview of academic writing expectations and resources, facilitated by a University College instructor, will address overcoming apprehensions about academic writing, grammar and mechanics, and an introduction to formal writing, including the use of A Manual for Writers of Research Papers, Theses, and Dissertations. Chicago Style for Students and Researchers. 9th ed. (Turabian 2018).

Students may also participate in a structured, self-paced, online version of the Writing Resource Guide on Canvas at any time.

The campus Welcome and Writing Resource Overview is typically held the week before the quarter begins. Please check the University College website for the next session and register online.

STUDENT SUCCESS COURSE
All new University College students must complete the University College Student Success Course during their first

quarter (no tuition or fees associated with this required course). You will have access to this course via Canvas, the learning management system used at University College, a few days after you have been registered. Want to get started early? You may start viewing content via Canvas, though please note access to uploading content such as assignments and quizzes will not be available until after registration in the enrolled course.

WRITING RESOURCE GUIDE
Students looking for academic writing and grammar tips to help with coursework at University College can access the Writing Resource Guide online via Canvas at any time. Students will find four main areas in the guide, including: academic writing basics, grammar basics, formatting and references, and additional resources. This online guide can be accessed at any time while you're a student at University College.

OPEN WRITE NIGHTS
University College offers Open Write Nights throughout the quarter to provide drop-in writing support entirely online. Students will be able to get one-on-one writing assistance from University College faculty.

Open Write Nights are typically held via Zoom between 4:00pm and 5:30pm (MST) during week three and week seven each quarter. Look for upcoming Open Write Night dates and details on the University College homepage under the Events section or refer to the bi-weekly student newsletter for upcoming offerings. Register online.

STUDENT HANDBOOK
A full description of student policies and procedures can be viewed online on My4D on the University College page under Resources or on our website. Students should familiarize themselves with the handbook prior to the start of classes.

TECHNOLOGY

My4D

https://my.du.edu/

The University of Denver is committed to making electronic availability of resources efficient and easy to access. My4D, an easy-to-use and secure portal, provides access to tools that students will use to register, accept financial aid, and pay tuition. The Student Resources page, the University College page, Technology Support page, and DU information tailored specifically to each individual, are available on My4D.

Before logging into My4D, students must first activate their account using their DU email and one-time-password (OTP) (provided in an email from support@du.edu) on the activation page. Students will be prompted to change their password and select three security questions that can be used to reset a password if necessary. Students will also be prompted to complete enrollment in Duo multi-factor authentication to protect their account.

To log into My4D, students will use their DU email (firstname.lastname@du.edu) and their newly created password.

If students experience difficulties, they should contact the Student Support Center or the IT@DU Help Center at 303-871-4700, support@du.edu, or online.

Students may access information and links to important DU departments by reviewing the Pages section in the left column of My4D or by using the search bar at the top of the page.

STUDENT RESOURCES PAGE

The Student Resources page in My4D allows students to review their academic profile, view unofficial transcripts, change address and phone numbers, check account information and review bills, view financial aid requirements and awards, run Degree Audit reports, order official transcripts, request enrollment/degree verifications, and add/drop classes. New students will have access to make registration changes (add/drop courses) and to register for future courses online after their initial registration through the Student Support Center. My4D does not allow students to withdraw from their last class. Students must contact the Student Support Center to withdraw from all courses for a quarter.

Online registration instructions are available on the Registrar's website.

EMAIL

The University of Denver provides all students with a DU email address: firstname.lastname@du.edu. Newly admitted students will receive an email indicating that their DU email address has been created and that their firstname.lastname@du.edu email account is available on Office 365. The email includes a one-time-password (OTP) which will allow students to activate their account on https://login.du.edu/_layouts/pg/activate.aspx.

The DU email address is the official University of Denver means of communication and will be used in campus applications such as online tuition bills, Canvas, Portfolio, and the online student directory. Students should regularly check their Office365 email mailbox to ensure that important information from University offices, faculty, and colleagues is received. Students may elect to forward email from the Office 365 email account to a personal email address.

Students must activate their account and change their password before logging into Office 365 for the first time. Students can log into Office 365 with their DU email address and My4D passcode. The first time students log into Office 365, they should select "OneDrive" and follow the prompts to setup their OneDrive for Business folder. When finished, students can choose "Outlook" from the App Selector to start using their email account.

DU email is also accessible on the My4D dashboard.

To forward DU email to a personal account, or to change forwarding options, students should log into Office 365 and in Settings (click the gear icon in the top right corner) chose Mail and then Forwarding. More information about forwarding is available online.

For more information about Office 365 including instructions

for logging in, or for information concerning email and internet services, or for problems with DU email accounts, please visit the Office 365 help page or contact the Information Technology Services (IT) Help Center at 303-871-4700 or visit http://support.du.edu/.

OFFICE 365
http://office365.du.edu/

The University of Denver has selected Microsoft Office 365 to provide cloud-based storage and collaboration tools to students, staff, and faculty members. Office 365 is provided by Microsoft and offers several features to help students create and edit documents, store files, and work with other DU students on group projects. More information is available on the IT website. Office 365 features offered at the University of Denver include:

OneDrive for Business - With Office 365 students have One TeraByte (1,000 GigaBytes – that's a lot!) of storage in the cloud for files. When a PC, Mac, or phone are connected to the internet, students can open and edit files stored on OneDrive for Business.

Office 365 Pro Plus - When students log into Office 365, they can download up to five copies of the most recent version of Microsoft Office for their PC or Mac at no additional cost! Students can also get Microsoft Office for their iPhone, iPad, and Android devices from the Apple and Google app stores. Office for your phone or tablet does not count against the five free copies for Mac and PC.

Office Online – When students log into Office 365, they can create and edit documents using online versions of Word, Excel, or PowerPoint in a web browser. This works even if students don't have Microsoft Office installed on their computer!

Skype for Business - Available to all DU students, Skype for Business is a collaboration tool that combines Instant Messaging, audio chat, video conferencing, document and screen-sharing and other features into one package. More information is available online.

Zoom – Zoom is a cloud based video communications service. Students can create high-quality online meetings, classes, and events that leverage Instant Messaging, video conferencing, breakout rooms, screen-sharing and whiteboards on a unified platform. More information is available online.

Outlook for Email - The University of Denver provides all students with a DU email address: firstname.lastname@du.edu (typically) and an Office 365 email mailbox. Your DU email may be forwarded to a personal account if you prefer.

Students must activate their account and change their password before logging into Office 365 for the first time. Students can log into Office 365 with their DU email address and My4D passcode. The first time students log into Office 365, they should select "OneDrive" and follow the prompts to setup their OneDrive for Business folder. For more information about Office 365 including instructions for logging in, please visit http://go.du.edu/office365 or contact the IT Help Center at 303-871-4700 or visit http://support.du.edu. Information about training resources, student email accounts, frequently asked questions and "how-to" articles for some of the more commonly used features can be found at http://go.du.edu/office365.

UNIVERSITY COLLEGE PAGE
Students can find information regarding student resources, capstones, and our most frequently used forms on the University College page in My4D. Students can easily make an appointment with their academic advisor in the Advisors section. University College student resources such as the new student guide, the student handbook, honor code, and student policies, are located in the Resources section. The Forms and Applications section contains our most frequently used forms such as, the application for an incomplete grade form, the withdrawal form, as well as others. A Capstone timeline, Capstone guidelines, and the Capstone Registration form are available in the Capstone section.

CANVAS
https://canvas.du.edu

Canvas is the learning management system utilized by University College for online courses, classes with an online component, and communication for on campus classes. All students, including those in on campus courses, must log into their Canvas course container during the first week of the quarter. Should the University of Denver campus close for a

prolonged period of time, all classes will be held on Canvas. We want to ensure that in the event of a campus closure, all students can successfully access their courses online.

Canvas creates a dynamic virtual classroom experience that provides course content ranging from text and graphics to audio and video. This web-based learning management system includes easy to use discussion boards, communication tools which facilitate meaningful exchange with other students and instructors, video conference capabilities, online assessment tools, and helpful technical support to accommodate student needs.

Registered students will be able to access their Canvas course container approximately one week before the start date of class, however, students will have access to the Canvas student orientation tutorial, and Student Success Course shortly after registration. Upon dropping a class, students will be removed from the course container.

Students access their Canvas courses at https://canvas.du.edu or by clicking on the Canvas link in My4D located in the dashboard.

Login – Students log in using their DU email (firstname.lastname@du.edu) and the passcode they use to access My4D. Students will also be required to use Duo multi-factor authentication to protect their account. If students do not remember their My4D passcode, they should contact the Student Support Center at 303-871-2291 or 1-800-347- 2042. Students can also reset their passcode at My4D using the Forgot your Passcode? link. Changing a My4D passcode will change a student's Canvas passcode.

Notification Preferences - Canvas has a helpful notification system that updates students on the course activities taking place in their Canvas courses. Students can decide how they want to be notified; through email, text message, or even Facebook! After logging into Canvas, students should set-up their notification preferences by following the steps outlined in this Canvas guide. If students need additional guidance, they should contact the Student Support Center.

Tutorial - Students are encouraged to watch the Canvas overview video. For more Canvas resources, review the Canvas Student Video Library and the Canvas Student Guide. We also encourage students to review the Student Success Course and Writing Resource Guide on Canvas.

Canvas Apps - Courses on Canvas may also be accessed on the Canvas app for iPhones, iPads, and Android devices. Students can visit the app store via their smartphone and search "Canvas Instructure" to download the Canvas app. After downloading and opening the app, students should enter the University of Denver's Canvas URL (https://canvas.du.edu), and log in using their Canvas credentials to start exploring the app. Learn more about using the Android app through the Android App Guide. The iOSApp Guide will walk students through using the app on an iPhone or iPad.

Help Desk - If students encounter difficulties logging into Canvas with their DU ID and My4D passcode, they should contact the Student Support Center at ucolsupport@du.edu, 303-871-2291, or 1-800-347-2042. For other technical difficulties, students should contact the Canvas Help Desk by phone at 855-712-9770 or can access the live chat feature or submit a ticket by clicking on the Help icon in the far-left column on the Canvas page or below the login credentials box on the login page. The Canvas Help Desk is available 24 hours a day, 7 days a week, with live support from online staff trained to assist University College students.

ONLINE LEARNING
For more information concerning online learning please visit our website and watch this video.

SOCIAL MEDIA
Students can connect with the University College fan page on Facebook by clicking "Like" at the top of the page while logged into their personal Facebook account. Follow us on Twitter, on LinkedIn, and on our blog. Ask questions, get industry news, receive tips and resources, and be reminded of upcoming deadlines through our social media sites.

PRIVACY POLICY
The University of Denver recognizes the importance of protecting personal privacy. Read our Privacy Policy, including notifications for the Family Educational Rights and Privacy Act

(FERPA) and the EU General Data Protection Regulation (GDPR).

APPS

The University of Denver offers My4D Mobile, a useful mobile app allowing DU students access to essential DU information and services, on both Apple and Android devices (available on the Apple App Store and on Google Play). My4D Mobile allows users to access the DU directory, follow the latest DU news, link to campus maps, view athletic event schedules, register for classes, pay account balances, and check grades.

Students can join the growing number of DU app users by navigating to their device's app store and searching "University of Denver" to download the free app.

Courses on Canvas may also be accessed on the Canvas app for iPhones, iPads, and Android devices. Students can visit the app store via their smartphone and search "Canvas Instructure" to download the Canvas app. After downloading and opening the app, students should enter the University of Denver's Canvas URL (https://canvas.du.edu), and log in using their Canvas credentials to start exploring the app. Learn more about using the Android app through the Android App Guide. The iOS App Guide will walk students through using the app on an iOS device.

UNIVERSITY COLLEGE BLOG

Visit the University College blog to read stories of impact about our community, including student and alumni feature stories, instructor interviews, and the latest news from the University of Denver and University College

COMPUTER LAB INFORMATION

DU has a number of labs on campus. Labs are staffed and open to the entire student population. Students receive print credit of 25 dollars per quarter that can be used at any time during the duration of the quarter. Once this credit is depleted, students can print on public printers for a fee. Pricing information is available on this link. Please note that students must have a valid DU student ID card in order to use this benefit. Read how to print on DUnet Printers on the IT website.

Information regarding lab locations and schedules is available at https://www.du.edu/it/labs/.

Review the New Student Help Guide: Discovering Technology at the University of Denver for quick instructions for printing with DU public printers, downloading anti-virus software, and the DUWifi.

COMPUTER REQUIREMENTS

Regular consistent access to a computer and internet with the following specifications is required: at minimum, students should have Windows 8, Windows 8.1, or Windows 10 Home or Pro (recommended) and Apple users should have a Mac OS 10.10.5 or above. While Canvas has been carefully crafted to accommodate low bandwidth environments, the minimum of 512kbps is required. Audio and video computer capabilities are needed for most classes.

PORTFOLIO

The University of Denver supports electronic portfolios for students, faculty, and staff. The portfolios provide a mechanism for sharing within the DU community as well as with the world beyond the campus.

Digication is a web repository provided free to DU students to create an ePortfolio. All students can post assignments and create a showcase of their best work, allowing people outside of the DU community to view their electronic portfolios. Students in the Professional Creative Writing, Communication Management, Instructional Design and Technology, and Nonprofit Leadership programs are required to create, maintain, and submit assignments on their DU Portfolio

Students can access the ePortfolio tool, Digication, through My4D by searching "Digication" or directly at du.digication.com. Assistance and further information is available at the Digication Help Desk or on DU's IT website.

TUITION AND FINANCIAL AID

TUITION PAYMENT

Use the DU payment portal DUPay to view statements and account details, and to make tuition payments. The University of Denver's Office of Student Billing will send an email to students' DU email address (which can be accessed on the Office365 account) indicating that a bill is ready to be viewed and paid on DUPay. To access DUPay, log into My4D, and then choose DUPay under the Financial Account Management section on the Student Resources page. Students can elect to have a copy of their bill automatically sent to an additional email address through DUPay on the authorized user tab.
Instructions for setting up authorized users on DUPay are available on the Office of Student Billing website.

Current billing information is also available at any time through My4D under the Financial Account Management section on the Student Resources page.

Students should check billing information on My4D and submit payment by the due date listed on the Office of Student Billing website.

Payment options include:
- Cash, check, money order, wire transfer
- Employer reimbursed deferral
- Employer direct billing
- Financial aid
- Payment Plans

Students may make payments directly to the University of Denver by check, cash, money order, or wire transfer.

To make an online payment by initiating either a one-time withdrawal from a checking or savings account, please click on the Online Payment link on the University of Denver Office of Student Billing website. Certain restrictions and deadlines may apply for all payment options.

To have a student support specialist review available payment options, please call 303-871-2291 or 800-347-2042. More information on employer reimbursement or direct bill payments, as well as the employer reimbursement paperwork, can be found on the University College website.

EMPLOYER REIMBURSED DEFERRAL

Students who will be reimbursed by their employers are eligible to defer the reimbursed portion of their tuition each quarter. At the time of registration, students must provide the Employer Reimbursement Payment Agreement form stating the terms of reimbursement. The Employer Reimbursement Payment Agreement form is available on My4D on the University College page under Forms and Applications or can be found on the Office of Student Billing website. This documentation must be updated each fall.

Upon registration, students are required to pay a non-refundable processing fee of $45 plus any tuition and fees that are not reimbursed by the employer. Deferred tuition is due several weeks after the end of each quarter to allow time for students to obtain reimbursement from their employers.

Tuition must be paid in full by the due date, regardless of the assigned grade (including incompletes).

Grade letters, listing courses taken, final grades, and tuition costs, are available for students who are reimbursed by their employers. Please request a grade letter at the time of registration.

EMPLOYER DIRECT BILLING

The University of Denver will bill employers who pay University College directly for employee tuition and fees upon request by the student. Each quarter, at the time of registration, students must provide a letter or form from their company authorizing billing, including the name and address of the person to whom the bill is to be sent. Please contact the Office of Student Billing at 303-871-4944 for direct bill options and requirements.

Direct billing will not be initiated if company policy states that payment is contingent upon a particular grade received. Students who fall under this provision are considered to be employer reimbursed.

The student is responsible for payment of all charges not covered by the third party by the billing due date. If for any reason the third party does not pay the invoiced charges, the

student is responsible for paying the outstanding balance. Tuition and fees will remain on the student account until paid by the employer.

PAYMENT PLANS

Students may enroll in a flexible tuition payment plan through the University of Denver's Office of Student Billing. The yearly or term plans allow participants to spread the tuition and fee expense over equal monthly payments. There is an enrollment fee of $20 per payment plan. For more information about the University of Denver payment plans and the enrollment deadlines, please visit the Office of Student Billing website.

FINANCIAL AID

Eligibility for financial aid is contingent upon compliance with various federal, state, and institutional policies and regulations that govern the awards.

Federal direct loan programs may be available for University College students who are admitted to a degree or certificate program. Non-degree students are not eligible for financial aid. Each quarter, admitted students must be enrolled at least half-time (half-time status is considered four credit hours for master's degree and certificate program students and six credit hours for undergraduate degree students) to be eligible to receive financial aid funds. Please contact the Office of Financial Aid for information concerning existing student loan deferral requirements.

Students must complete the FAFSA (Free Application for Federal Student Aid) online at https://studentaid.gov/h/apply-for-aid/fafsa. Some students may be requested to submit the Institutional Verification form, and signed copies of federal tax returns. First time borrowers will also need to complete the Entrance Counseling and Promissory Note at studentaid.gov using the same PIN as their FAFSA. Students may check their financial aid award offer, view requirements for their account, and see the status of their loans on My4D under the Financial Aid Information section on the Student Resources page.

Please note that financial aid funds are normally dispersed for three quarters (fall, winter, spring). If students wish to use financial aid to pay for summer quarter classes, they must contact the Office of Financial Aid at 303-871-4020 and complete the Summer Financial Aid Application, which is available during the summer quarter in My4D. More information is available on the Office of Financial Aid website.

The Office of Financial Aid will automatically reverse financial aid funds for students who are not registered in sufficient credit hours by the first week of the quarter. More financial aid information is available on our website in the Tuition and Aid section under Admissions.

Additional sources of financial aid for graduate students can be investigated in the DU Graduate Financial Aid pages or call 303-871-4020. Undergraduate students may find additional information about scholarships and financial aid on the DU Undergraduate Financial Aid website.

REFUND & WITHDRAWAL POLICY

The refund on a dropped course is dependent on the time in which the course is officially dropped with the Student Support Center or on the Web.

Refund Conditions and Results:

100%	Withdrawal during 1st week of quarter (Mon-Fri); Class will not appear on transcript.
75%	Withdrawal during 2nd week of quarter (Mon-Fri); Grade is recorded as a withdrawal (W) on transcript.
50%	Withdrawal during 3rd week of quarter; Grade is recorded as a withdrawal (W) on transcript.
0%	Withdrawal beginning the 4th week of quarter; Grade is recorded as a withdrawal (W) on transcript.

Class withdrawal is permitted through Friday week six. The grade is recorded as a withdrawal (W). This is the last day to drop via My4D.

Course withdrawal during week 7 and 8 requires instructor permission. Approval should be emailed to ucolsupport@du.edu. The grade is recorded as a withdrawal (W).

Class withdrawal is not permitted after the 8th week of the quarter. In extenuating circumstances students may petition

the Assistant Dean of Admissions & Student Services and must provide supporting documentation.

Anyone withdrawing from their last class cannot withdraw online. Students withdrawing from all classes for the quarter must contact the Student Support Center to withdraw and must also fill out the Withdrawal Form available on the University of Denver Registrar's Office website under Forms for Students.

Students should not assume that they have been withdrawn from a course for missing the payment deadline, telling the instructor they are dropping, or for not attending. The refund schedule applies regardless of the date of registration or class participation. Please note that while a withdrawal (W) appears on the transcript, it simply indicates that a student withdrew from a course and is not calculated into the GPA.

Withdrawal and refund policies for classes not falling in the ten-week format differ and may be found on the University College page on My4D under the Withdrawals and Refunds page on the Resources section.

FINANCIAL RESPONSIBILITY AGREEMENT/BILLING AGREEMENT

The University of Denver requires that all students complete a Financial Responsibility Agreement/Billing Agreement each year. In addition to communicating financial expectations, the agreement provides links regarding course drop/withdrawal deadlines, refund schedules, and how to easily access student account information online.

Students may complete the agreement online by logging into My4D. Once logged in, navigate to the Student Resources page and click on the Billing Agreement link under the Financial Account Management section.

Please note student accounts will be on hold until the agreement is completed, and students will be prevented from making any registration updates or changes until the form is submitted.

ACADEMICS

CODE OF STUDENT CONDUCT & HONOR CODE

https://studentaffairs.du.edu/student-rights-responsibilities
University College, in alignment with the University of Denver's Code of Student Conduct and Honor Code, is committed to creating a campus environment conducive to education, work, study, and personal development. By enrolling at University College, students are to observe the standards of conduct. Violation of these standards may result in the immediate removal from a course and/or dismissal from an academic program. University College students should review the Code of Student Conduct and the Honor Code, including information on classroom conduct and plagiarism.

ACADEMIC ADVISORS

Academic advisors are available to all University College students to provide assistance in developing certificate and degree programs to fit individual needs and objectives. They also provide general academic and administrative information. Prior to applying for admission, certificate and degree students must speak with an academic advisor to develop their academic plans.

Advisors are happy to meet with students in person, or to conduct an appointment by phone or virtually using Zoom. To arrange an appointment with an advisor, click on their schedule link in their email signature, find their appointment schedule link on our website or in My4D, or call the Student Support Center at 303- 871-2291 or 800-347-2042.

To schedule an advising appointment on My4D:

- Log into My4D
- Select the University College page
- Click on the Advisors link
- Select a program
- Click on the Schedule an appointment link

Please note that career advising should be conducted through the Career Center at 303-871-2150.

NON-DEGREE STATUS

Students may enroll as a non-degree student for two quarters (may be non-consecutive quarters) and complete a maximum of three courses (12 quarter hours). To ensure that students receive appropriate advising at the beginning of their program, and to establish degree and certificate requirements, all students who have not been admitted to a University College program will need to register through their academic advisor after their initial quarter of enrollment as non-degree. If interested in a certificate or degree program, students must submit a completed application prior to finishing their second quarter or third course.

APPLYING FOR A GRADUATE DEGREE OR CERTIFICATE

Admission information, requirements, and deadlines are available on the University College website in the Admission section. Applications, application fees, and supplemental materials may be submitted online. A $75 non-refundable application fee for master's degree admission and a $50 non-refundable application fee for certificate admission are required with the application. The admission application fee is currently being waived for all applicants.

Applications for graduate degree or certificate admission may be submitted at any time and are reviewed on a quarterly basis. Students are notified of an admission decision within one to two weeks after the admission review.

Students accepted after the posted deadline for a specific quarter will have a student record reflecting full acceptance in the degree or certificate program for the subsequent quarter. Please note that in order to be eligible for financial aid, students must be admitted to a degree or certificate program prior to the start of the quarter. Please check the University College website under Important Dates for current deadlines.

For questions concerning admission procedures, please contact the admission counselors at 303-871-6148 (undergraduate and international students) 303-871-6077 (graduate students), or by email at ucoladm@du.edu. (graduate students) ucolba@du.edu (undergraduate students) or ucolintl@du.edu (international students).

BULLETIN

University of Denver academic policies and program requirements are available in the University of Denver Bulletin. Program requirements for previous academic years can be found in the archived bulletins.

CLASS FORMATS

University College offers courses in several formats: online, on campus, hybrid, and hyflex. Students should review the day/time, location, and course details information on the course schedule carefully to ensure that they are registered in the correct delivery method for their course.

Online Asynchronous courses do not require participation during a specific day or time. Online Synchronous courses require attendance at a regularly scheduled weeknight Zoom session from 6-8pm.

Hybrid classes are a combination of online and on campus meetings. Attendance is required for on campus sessions. If offered as hybrid online course, students meet synchronously and asynchronously during the quarter. Attendance at synchronous zoom sessions is required for hybrid online.

A hyflex course is an on campus and online course which are linked. Students enrolled in the on-campus section meet on campus during regularly scheduled days and times and interact with online classmates virtually in real-time (synchronous) during the class meetings as well as throughout the quarter on Canvas. Students enrolled in the online section of a hyflex course meet in real-time (synchronous) during regularly scheduled days and times and interact with on-campus classmates virtually during class meeting times as well as throughout the quarter on Canvas. Students in a hyflex course must participate in whichever manner they signed up for: on campus or online the entire ten weeks. Students can review the meeting schedule for hybrid and hyflex classes in the Details area by clicking the course title in the courses & schedule area on our website.

NON-CREDIT OPTION

Students taking classes for non-credit will not receive a letter grade, and instructors are not obliged to evaluate written work. Courses are listed on an official transcript with a grade of NC (non-credit). University College cannot certify attendance in a non-credit course. Most 4000 level University

College classes may be taken for non-credit on a space-available basis. In the event that a class has reached the enrollment limit, non-credit students will be given the option to change to credit status or be placed on a waitlist. To register for a course as non-credit, students must contact the Student Support Center.

WAITLISTS

If a class is full, students may either request to be placed on a waitlist by the Student Support Center or, if using Web registration, select "waitlist" on the action dropdown box. If a seat opens in the class, students will be notified via email in the order of their position on the waitlist. After notification of an open position, students must register within 24 hours (including weekends) or lose their place on the waitlist.

FIRST CLASS ASSIGNMENTS AND TEXTBOOKS

Due to the intensive nature of the quarter system, many University College courses require completion of an assignment by the first night of class. First class assignment information is available in Canvas approximately a week prior to the start of class.

Required textbook information for courses is available approximately three weeks before the quarter begins on the DU Bookstore website. Please enter the program (DU), the term, and then the department area of the course or search by Course ID (CRN of the course) on the right-hand side of the page. If there is more than one section of the course, please search by CRN for the most efficient results.

Textbooks are available onsite at the DU Bookstore. Textbooks may also be ordered online through the DU Bookstore website, or may be ordered at one of the many online bookstores: amazon.com, half.com etc… The DU Bookstore also has a textbook rental program designed to lower the cost of textbooks for students. Students simply chose to rent textbooks when available, use them all quarter and return them by the posted due date near the end of finals exam week. Not all textbooks are available for rental. More information about textbook rental is available on the DU Bookstore website. The bookstore also offers digital books through multiple vendor partnerships.

Please note that the DU Bookstore makes every effort to carry textbooks for University College classes. We

recommend checking the availability of textbooks with the DU Bookstore prior to coming to campus.

SYLLABUS LIBRARY
Students may access archived syllabi from previous terms as well as the syllabi for the upcoming term on our syllabus library. Students can search by subject, program, course number or instructor and can see instructor information, course description, weekly topics, assignments overview, and grading criteria for each course.   This powerful library of archived syllabi should be a valuable decision-making tool when it comes to course planning and selection.

CLASS LOCATIONS
Registered students may access classroom locations under Courses & Schedule on our website. By clicking on the building abbreviation, students can view maps and addresses for the building locations. Students may also access their schedule and classroom locations by logging into My4D or by calling the Student Support Center. Students will be notified through their DU email account or by telephone of any last minute classroom changes.

FACULTY
University College utilizes a combination of practitioner faculty, who are professionally active in their fields, as well as full-time University of Denver faculty. This model provides our students with the most relevant practice-based programs and academically rigorous experience. Most University College faculty members are happy to communicate by phone or email. Please reference the course syllabus for each instructor's preferred contact information. Instructors' biographies and email addresses can be found online and in the Courses & Schedule area or by calling the Student Support Center.

GRADES
Grades are available on My4D as soon as they are validated by the Office of the Registrar (approximately ten days after the end of the term). Privacy regulations do not permit the release of grades over the telephone.

Transcripts, which list classes taken, grades earned, and non-credit classes, may be obtained through the Office of the Registrar or online on My4D. Current students can submit transcript requests and pay by credit card in the Records and Request area on the Student Resources page of My4D. Transcripts may also be requested by submitting a Transcript Order Form. To download a request form for official transcripts, visit the Registrar's Office website or call 303-871-4095 for more information.

Official paper transcripts take 1-2 business days to process and cost $12.00 per copy. Official electronic PDF transcripts take a day to process and cost $10 per electronic PDF. Unofficial transcripts cost $2.00 per copy. You may also print an unofficial transcript from My4D.

For students using the employer reimbursement option, grade letters are available listing courses taken, final grades, and tuition costs. Please request the grade letter at the time of registration from the Student Support Center.

GRADE REPLACEMENT POLICY
The University of Denver allows bachelor's degree and master's degree students to apply to replace the grade of a required course to meet the minimum grade requirement for the required course (note: graduate certificate students are not eligible for the grade replacement option). Students who pursue this option will have the grade from the latest attempt of that course replace the grade from the most recent prior attempt of the same course in the cumulative GPA.

Undergraduate students may request grade replacement for up to four courses, and graduate students may request grade replacement for up to two courses. The policy cannot be applied to courses retroactively.

Detailed information about the policy, eligibility for grade replacement, and the Application for Grade Replacement is available on the Office of the Registrar website.

INCOMPLETE GRADES
If a student has attended and successfully completed at least 80% of the course and course work, but extenuating circumstances prevent completion of the course by the end of the quarter, then the student may request an incomplete grade. An incomplete grade is not a substitute for a failing grade or a means of raising a grade by doing additional work after the quarter ends. An incomplete grade should not be

assigned if a student must attend additional class meetings. Students should request an incomplete grade from the instructor prior to the last day of the quarter. The student and instructor must fill out the Application for an Incomplete Grade form, which is available on My4D on the University College page under Forms and Applications and submit this to the Student Support Center. Both the instructor and student should retain a copy of the incomplete form for their records.

The amount of time to make up an incomplete grade should not exceed one quarter. Once the student has completed the required work for the course, the instructor awards a grade and indicates a date completed through an electronic grade change process on My4D. An Incomplete grade must be satisfied by the assigned completion date, which cannot exceed one year and typically should not exceed one quarter. Incomplete grades must be removed before graduation. If not removed, an incomplete grade will convert to an "F", which will affect GPA. Incomplete grades may not be considered passing for purposes of determining academic standing or federal financial aid eligibility.

COURSE CANCELLATION

Courses may be cancelled when enrollment is insufficient to provide appropriate instruction. If a course is cancelled, students will be notified by telephone or email from the Student Support Center and/or the department's advisor and automatically refunded for the course. Advisors are available to assist students in selecting alternative courses.

If University College classes are cancelled due to inclement weather, closure information for the University of Denver will be available on the DU website and on local media. Closures will also be relayed to students via email/phone/text using the Emergency Notification System. Students should sign up for the Emergency Notification System on My4D. Access notification preferences on the Student Resource page under Records and Requests. A make-up class will be scheduled.

COURSE EVALUATIONS

At the end of each course, students are asked to complete a faculty and course evaluation. Please take the time to complete these evaluations thoughtfully. The student responses from each evaluated course provide essential feedback concerning instructors and courses and assist in

determining improvements for subsequent quarters. To review previous evaluations, please log on to My4D and choose Access Course Evaluation Results on the Academic Resources section of the Student Resources page.

COURSE SCHEDULE

The University College online course schedule is available approximately two weeks prior to the start of each quarter's registration period. Please refer to our website for the most up-to-date listings for course offerings, course format definitions, program notes, room locations, current information, registration dates and deadlines, and first class assignments and books.

An annual course schedule is available on our website for each program area to assist students in planning when to take their courses. Please note that while University College makes every effort to offer classes as indicated on the annual course schedule, course offerings on the annual schedule can be subject to change. Annual schedules are available at the bottom of the University College website.

WRITING REQUIREMENTS

University College upholds high writing standards for all courses. Students should use *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 9th ed. (Turabian 2018) as their writing and style guide for all papers.

Find multiple examples of Turabian citation format in action using the quick guide for author-date style of citations in the Turabian Citation Quick Guide.

Students needing assistance with writing can take advantage of free tutoring at the Writing Center located in the Anderson Academic Commons. For more information or to schedule an appointment, call 303-871-7456 or visit the website.

Students may also use the Research Center, located in the Anderson Academic Commons, for guidance through the research process. They can ask a research question via email, phone, or by one-on-one research consultation. To schedule a consultation or ask a research question, call 303-871-2905 or visit the Research Center website.

University College offers Open Write Nights throughout the quarter to provide drop-in writing support for both on campus and online students. Students will be able to get one on one writing assistance from University College faculty.

Open Write Nights are typically held via Zoom between 4:00 and 5:30pm (MST) during week three and week seven of the quarter. Look for upcoming Open Write Night dates and details on the University College homepage under the Events section or refer to the bi-weekly student newsletter for upcoming offerings.

University College also offers a Welcome and Writing Resources Overview for students each quarter. An overview of academic writing expectations and resources, and grammar, mechanics, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 9th ed. (Turabian 2018), writing guidelines, and an overview of academic writing.

Please check the University College website, the University College page under the Resources section on My4D, or call the Student Support Center for session details. You may register online for the Welcome and Writing Resources Overview.

The Writing Resource Guide can be accessed online at any time while you're a student at University College. It is an online resource featuring academic writing basics, grammar fundamentals, formatting and reference tips, and additional writing resources.

RESOURCES

ADVISING APPOINTMENTS

https://my.du.edu/

303-871-2291

Students may schedule an appointment with their academic advisor on My4D, on our website, or by calling the Student Support Center at 303-871-2291, or 1-800-347-2042. To schedule an advising appointment log into My4D and select the University College page. Choose the Advisors link, select a program and then click on the Schedule an appointment link. Students can choose if they would prefer an in-office, virtual (Zoom), or phone appointment and then check for availability by day and time.

ANDERSON ACADEMIC COMMONS/LIBRARY

http://library.du.edu/

303-871-2905

The Anderson Academic Commons houses the main library consisting of the Penrose Collection, traditional library services and the Research Center. It also houses academic support services such as the Writing Center, Math Center, and Technology Help Center. The Academic Commons includes a café with patio seating, exhibit spaces, small and large group study rooms, and spaces for individual quiet study. More information about the resources available at the Anderson Academic Commons is available on their website.

CAREER@DU

https://career.du.edu/

303-871-2150

The University of Denver's Career@DU is open to all University College students as well as alumni (up to one year after graduation). Career advisors are available to help with career assessment, job research, and self-marketing techniques. The center offers a library of employers, job listings, DU alumni and community mentors, as well as résumé catalogs and internship opportunities. University College students are also encouraged to attend workshops sponsored by the University of Denver's Career@DU. Topics include networking, résumé writing, interviewing skills, time management and many others.

THE CENTER FOR ADVOCACY, PREVENTION, & EMPOWERMENT (CAPE)

https://studentaffairs.du.edu/health-counseling-center/survivor-advocacy

303-871-3853

303-871-2205 (after hours counselor on call)

The Center for Advocacy, Prevention, & Empowerment (CAPE) supports survivor healing by providing advocacy and support for victims of sexual assault, relationship violence, stalking, and sexual harassment. Services from this office can be accessed for free and are confidential.

THE CULTURAL CENTER

https://studentaffairs.du.edu/cultural-center

303-871-2942

The Cultural Center challenges the University of Denver community to create a campus climate that ensures all of its members are valued, supported and thrive by embracing and engaging our social identities.

This work occurs in alignment with the University's Inclusive Excellence framework, in support of the University's vision to be a great private university dedicated to the public good.

Opportunities, programs, and resources are available on the Cultural Center website.

CAMPUS SHUTTLE

https://www.du.edu/parking/mobility/campus-shuttle

DU has contracted with MV Transportation to provide a Campus Shuttle service. The service hours are 7AM to 7PM, Monday through Friday. This shuttle operates during Autumn, Winter and Spring quarters, with two, 12 (+ 2 wheelchair) passenger buses on two fixed routes and with an on-demand service. The shuttle will continue operating with reduced vehicles and hours outside the quarter period. Please check the website for details. View the route maps and the on-demand stops on the Parking and Mobility Services Website.

Please check the shuttle website for further information on times and availability. To ride the shuttle users will need to download the Tripshot rider app to their mobile device, using their DU email, ending with "@du.edu" or "@law.du.edu". The app will allow students access of the ETA of the bus to the pickup stop as well as to the destination stop. It also will allow students to book on-demand service that will take them to additional stops both on campus and off campus. More information about downloading the app and how to steps for riding the shuttle are available on the Parking and Mobility Service website.

View shuttle information and a live shuttle location map on the Parking and Mobility website.

DISABILITY SERVICES PROGRAM

https://studentaffairs.du.edu/disability-services-program
303-871-3241

The Disability Services Program (DSP) is dedicated to giving students with disabilities an equal opportunity to participate in the University's programs, courses and activities. DSP provides accommodations at no cost to any student who has a documented disability as required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Accommodations afford students equal opportunity to participate in the University's programs, courses, and activities.

Students who wish to request accommodations should contact the Disability Services Program (DSP) and submit a request for accommodation prior to the beginning of the quarter. Documentation of disability is required.

DU BOOKSTORE

www.bkstr.com/denverstore/home
303-871-3251

HOURS

Monday - Thursday	8:30 a.m. – 5:00 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 3:00 p.m.

Books and materials for most University College classes can be obtained in the University of Denver Bookstore located in the south end of the Driscoll Center at 2050 East Evans. Please note that the DU Bookstore makes every effort to carry textbooks for University College classes. We recommend that students check the availability of their textbook with the DU bookstore prior to coming to campus.

The DU Bookstore also sells clothing, snacks, computers, software, notebooks, and gift items. A student discount is available on many items with a valid Pioneer ID card.

Books can be ordered and shipped by calling 303-871-3251, 800-289-3848 or online on the bookstore website. A small shipping fee will be charged. To order books online, students must create a user account by clicking on My Account at the top of the page or by proceeding to the checkout where they will be prompted to create an account.

The DU Bookstore also offers an innovative textbook rental program designed to lower the cost of textbooks for students. Renting textbooks from the DU Bookstore is as straightforward as Rent, Use, and Return. Students simply choose to rent textbooks when available, use them all quarter, and return them by the posted due date near the end of final exam week. All that is required for renting textbooks is a DU ID and a valid credit card. Not all textbooks are available to rent through this program, however, hundreds of the most popular textbook titles are available for rental.

The DU Bookstore also offers digital books through multiple vendor partnerships.

DU WALKING ESCORT SERVICE

http://www.du.edu/campussafety/
303-871-2334

University of Denver Department of Campus Safety offers a walking escort service for students' convenience and safety. Students may request an escort by calling 303-871-2334.

ENROLLMENT, DEGREE, GPA VERIFICATIONS

Students may request enrollment, degree, or GPA verifications in My4D in the Records and Requests section on the Student Resources page. Examples of the three

verification types are available by clicking on the links. Students must indicate the term and verification type they are requesting. The verification document will be emailed as an attachment within two business days. Students may then forward the verification document to a third party if necessary.

EQUAL OPPORTUNITY & TITLE IX, OFFICE

www.du.edu/equalopportunity

303-871-3931

The Office of Equal Opportunity, in collaboration with University partners, fosters an environment of equal opportunity for students, faculty, and staff in all aspects of educational programming and employment. The Office of Equal Opportunity is responsible for ensuring compliance with the University's anti-discrimination policies and promoting full compliance with all federal, state and local discrimination laws.

HEALTH SERVICES

https://studentaffairs.du.edu/health-counseling-center

303-871-2205

Health insurance is not required for University College students but is available to those who are degree-seeking, enrolled in at least one credit hour per quarter, and are taking courses on campus. Open enrollment dates apply.

MENTAL HEALTH SUPPORT

The following supports are available to our students:

Colorado Crisis Line at 844.493.TALK (8255) or by texting TALK to 38255

The US National Suicide and Crisis Lifeline by calling or texting 988 (English and Spanish)

COLLEGIATE RECOVERY COMMUNITY (CRC)

https://studentaffairs.du.edu/health-counseling-center/recovery

303-871-3699

The CRC offers a community lounge, alcohol and drug-free social events, support meetings, peer mentoring, and educational seminars and events. The CRC is a supportive environment within the campus culture that reinforces the decision to pursue sobriety. It is designed to provide academic excellence alongside recovery support to ensure that students do not have to sacrifice one for the other.

For more information, please feel free to contact CRC at recovery@du.edu or (303) 871-3699.

INTERNATIONAL STUDENT & SCHOLAR SERVICES

https://internationalization.du.edu/isss

303- 871-4912

International Student and Scholar Services (ISSS) assists international students and scholars succeed academically, personally, and professionally during their time at DU, and provides advice and support to help them remain in legal immigration status. ISSS provides immigration and cultural adjustment advising, issues immigration documents, advocates for international students, conducts orientation, employment and travel workshops and sponsors cultural and social activities.

Read about the free International Student Support Program offered by Morneau Shepell and the University of Denver here. Students can connect with an International Student Counselor who speaks their language, understands their culture and can help students address unique challenges they face when studying in another country.

MILITARY/VETERAN SERVICES

https://studentaffairs.du.edu/veterans

303-871-2074

For more information about military or veteran services, resources, and benefits at the University of Denver, please visit the Veteran Services website, or contact the Veteran Services Coordinator at 303-871-2074 or veterans@du.edu.

Information about the Student Veterans Association is available online.

For questions specifically about military/veteran benefits or certification questions, please contact VACertify@du.edu or call 303- 871-4878 and review the Military Services website. For any military/veteran related issues or concerns, please contact the Veteran Services Office at 303-871-2074 or veterans@du.edu.

PARKING/CAMPUS SAFETY

www.du.edu/parking/

303-871-3210

One-hour parking restrictions impact on-street parking in the DU area. The restrictions are in effect daily from 8:00 a.m. to 10:00 p.m.

Students should review the Parking and Mobility website for information and prices for parking permits. A night/weekend permit for commuter students allows access to most general and restricted lots from 4 pm to 6 am, Monday – Friday and at all times on weekends. Several parking options are available for night/weekend permits. Please review the available types of permits here. All parking permits must be purchased online through the Parking and Mobility Services Website. Please note for night/weekend basic permits that deadlines do not apply and students are not entered into a lottery system. However, students need to complete the online application, at which point the permits are sent in the mail.

A valid Pioneer ID Card is required for access to some classroom buildings and some parking lots.

There are several lots around campus which are hourly parking/visitor lots. Parking fees in these lots are $2.00 an hour. Please review the parking map information for paid hourly parking.

Campus Safety encourages students to walk in groups after classes, or to call 303-871-2334 for an escort.
For transportation options to and around campus, such as,

Light Rail and bus service, visit the Parking and Mobility website or call 303-871-3210 for more information.

PIONEER ID CARDS

www.du.edu/pioneercard

303-871-4545

Hours

Monday-Wednesday: 8am-1pm & 2pm-4:30pm

Thursday: 9am-1pm & 2pm-4:30pm

Friday: 8pm-1pm & 2pm-4:30pm

(please see website for current hours)

An ID card is free to all current students who are registered for classes at DU. To obtain an ID card, students must present a current state or government ID. In order to receive a card you must present a photo ID, have paid your admissions deposit, and be within 30 days from the beginning of your accepted term. Students must be registered for a program or course lasting at least five weeks in duration.

Online and distance learning students must submit a Pioneer ID request form, which is located on their website under Get a New Pioneer ID Card.

The Pioneer ID is a student's official identification while at the University of Denver. The ID card gives students access to the Anderson Academic Commons/Penrose Collection and discounts for athletic facilities membership. It also allows students to purchase DU sporting event tickets and selected items at the bookstore, at discounted prices. A valid ID card is required for access to some parking lots where a parking permit has been purchased. The ID office is located in the south wing of the Driscoll Center (2050 East Evans).

RITCHIE CENTER

http://ritchiecenter.du.edu/

303-871-3845

The Ritchie Center for Sports and Wellness houses the premier fitness center in the region. The 14,500 square foot Coors Fitness Center provides students, faculty, staff, alumni, and community members with the very best in fitness technology. Graduate students registered in 8 credit hours

per quarter, and undergraduate students registered in 12 credit hours per quarter have unlimited access to the facility at no charge. Students registered in less than the required number of credit hours are eligible to purchase a Fitness Center membership at a discounted rate. Please call 303-871-3845 for more information pertaining to membership rates and eligibility or view the Ritchie Center website.

TRANSCRIPTS

https://www.du.edu/registrar/transcripts-grades-records/transcripts

303-871-4095

Transcripts, which list classes taken, grades earned, and non-credit classes, may be obtained through the Office of the Registrar or online on My4D. Current students can submit transcript requests and pay with a credit card on the Records and Requests section of the Student Resources page. Review transcript ordering information online, or download a request form for official transcripts. Official paper transcripts take two to three business days to process and cost $12.00 per paper copy.

Official electronic PDF transcripts take a few hours to process and cost $10 per electronic PDF. Unofficial transcripts cost $2.00 per copy. You may also print an unofficial transcript from My4D.

NEWS & EVENTS

University College hosts several events each quarter. Students are encouraged to attend these free sessions to learn about and discuss current topics and trends in the master's and certificate programs. To view the topics and register for events, go to http://universitycollege.du.edu and look at the latest news at the bottom of the homepage.

PHONE NUMBERS/RESOURCES

General Information	800-347-2042	
Advising appointments	303-871-2291	https://my.du.edu/pages/ucol-advisors
Address changes	303-871-2291	https://my.du.edu/
Admission (Bachelor's &Intl)	303-871-6148	https://universitycollege.du.edu/bachelors/
Admission (Master's)	303-871-6077	https://universitycollege.du.edu/admission/
Admission (Certificate)	303-871-6077	https://universitycollege.du.edu/certificate/
Bookstore	303-871-3251	https://www.bkstr.com/denverstore/home
Office Of Student Billing	303-871-4944	https://www.du.edu/student-billing
Campus Events	303-871-3111	https://www.du.edu/calendar
Campus Safety	303-871-2334	https://www.du.edu/campussafety
Canvas Help Desk	855-712-9770	https://canvas.du.edu
Career@DU	303-871-2150	https://career.du.edu/
Center for Advocacy, Prevention & Empowerment	303-871-3853	https://studentaffairs.du.edu/health-counseling-center/survivor-advocacy
Classroom Locations	303-871-2291	https://www.du.edu/site-utilities/maps
Cultural Center	303-871-3111	https://studentaffairs.du.edu/cultural-center
Disability Services Program	303-871-3241	https://studentaffairs.du.edu/disability-services-program
Emergency	303-871-3000	
Equal Opportunity & Title IX	303-871-7016	https://www.du.edu/equalopportunity
Financial Aid (DU)	303-871-4020	https://www.du.edu/admission-aid/financial-aid
Graduation	303-871-3945	https://www.du.edu/registrar/other-student-services/graduation
Health & Counseling	303-871-2205	https://studentaffairs.du.edu/health-counseling-center
International Student Scholar	303-871-4912	https://internationalization.du.edu/isss
ID Card Office	303-871-4545	https://www.du.edu/pioneercard
Library	303-871-2905	http://library.du.edu/
Operator	303-871-2000	
Parking & Mobility Services	303-871-3210	https://www.du.edu/parking
Research Center	303-871-2905	https://library.du.edu/research-services
Ritchie Center Sports & Wellness	303-871-3845	http://ritchiecenter.du.edu/
Security/Escort Service	303-871-2334	https://www.du.edu/campussafety
Student Support/Registration	303-871-2291	
Transcripts	303-871-4095	https://www.du.edu/registrar/transcripts-grades-records/transcripts
IT Help Desk	303-871-4700	https://www.du.edu/it/contact
Veteran Services	303-871-5350	https://studentaffairs.du.edu/veterans
Using VA/Military Benefits	303-871-4878	https://www.du.edu/registrar/other-student-services/military-education-programs/gi-bill
Writing Center	303-871-7456	https://academicaffairs.du.edu/writing/writing-center

For a complete description of University College policies and procedures, please review the graduate or undergraduate student handbook located on My4D on the University College page under Resources. You can also view these handbooks on our website.

IMPORTANT DATES

Fall Quarter 2024

Graduation Application deadline	Monday, June 17
Intl Admission Application	Monday, May 6
Admission Application deadline	Friday, July 26
Priority Registration begins	Monday, July 15
Open Registration begins	Monday, July 22
Registration deadline	Friday, August 30
Labor Day	Monday, September 2
Welcome & Writing Overview	Wednesday, September 4
Classes begin week of	Monday, September 9
Last day for 100% refund	Friday, September 13
Last day for 75% refund	Friday, September 20
Last day for 50% refund	Friday, September 27
0% refund begins	Monday, September 30
Last day to withdraw w/o approval	Friday, October 18
Last day to withdraw w/approval	Friday, November 1
Classes end	Friday, November 15
Grades available to students	Wednesday, November 27

Spring Quarter 2025

Graduation Application deadline	Monday, January 13
Intl Admission Application	Monday, December 9
Admission Application deadline	Friday, February 14
Priority Registration begins	Monday, February 3
Open Registration begins	Monday, February 10
Registration deadline	Friday, March 21
Welcome & Writing Overview	Wednesday, March 26
Classes begin week of	Monday, March 31
Last day for 100% refund	Friday, April 4
Last day for 75% refund	Friday, April 11
Last day for 50% refund	Friday, April 18
0% refund begins	Monday, April 21
Last day to withdraw w/o approval	Friday, May 9
Last day to withdraw w/approval	Friday, May 23
Classes end	Friday, June 6
Graduate Commencement	Friday, June 13
Undergraduate Commencement	Saturday, June 14
Grades available to students	Wednesday, June 18

Winter Quarter 2025

Graduation Application deadline	Monday, September 16
Intl Admission Application	Friday, September 9
Admission Application deadline	Friday, November 22
Priority Registration begins	Monday, October 7
Open Registration begins	Monday, October 14
Registration deadline	Friday, December 13
Welcome & Writing Overview	Thursday, January 2
Classes begin week of	Monday, January 6
Martin Luther King Jr. Holiday	Monday, January 20
Last day for 100% refund	Friday, January 10
Last day for 75% refund	Friday, January 17
Last day for 50% refund	Friday, January 24
0% refund begins	Monday, January 27
Last day to withdraw w/o approval	Friday, February 14
Last day to withdraw w/approval	Friday, February 28
Classes end	Friday, March 14
Grades available to students	Wednesday, March 26

Summer Quarter 2025

Graduation Application deadline	Monday, April 7
Intl Admission Application	Friday, February 24
Admission Application deadline	Friday, May 2
Priority Registration begins	Monday, April 28
Open Registration begins	Monday, May 5
Registration deadline	Friday, June 6
Welcome & Writing Overview	Wednesday, June 11
Classes begin week of	Monday, June 16
Last day for 100% refund	Friday, June 20
Last day for 75% refund	Friday, June 27
Last day for 50% refund	Friday, July 4
0% refund begins	Monday, July 7
Last day to withdraw w/o approval	Friday, July 25
Last day to withdraw w/approval	Friday, August 8
Classes end	Friday, August 22
Commencement	Saturday, August 23
Grades available to students	Thursday, September 4