Naropa University
Non-Degree Student Registration Instructions

● Read the attached guidelines on whether classes are available, have space, and how and when to register. See www.naropa.edu/registrar for complete details.

● Under **Printable Schedules**, check the “Courses Available to the Public” documents. Courses not on this list require departmental permission.

● Complete the following 2 forms:
  *Biographical Data Form* to enroll as a student at Naropa University
  *Non-Degree Student Registration Form*, including required instructor signatures and payment information.

● Contact the department to confirm that you have met any pre-requisite requirements.

● Confirm payment amount (tuition plus any applicable course fees) with the registration coordinator (see contact information below)

● Submit forms to the Non-Degree Registration Coordinator

● Attend classes through the add/drop period

● Await phone or email confirmation of registration on the *day after add/drop ends*
  
  ○ If registration is confirmed, continue to attend class; your payment will be processed
  
  ○ If registration is not available you must stop attending class; your initial payment will be returned by the Tuition Cashier

**Contact Information**

**Tuition and payment:** Tuition Cashier 303-546-3554 or tuition@naropa.edu

**Registration:** Registration Coordinator 303-546-3511 or lbenally@naropa.edu

**Address:** Physical & Mailing Naropa University
Student Administrative Services
2130 Arapahoe Ave
Boulder, CO 80304
Fax: 303-546-3536

REV 11/10/2011
Naropa University
Non-Degree Student Registration Form

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<tr>
<th>NAME</th>
<th>TELEPHONE</th>
<th>STUDENT ID</th>
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☐ I am a currently enrolled as a degree-seeking student at University of Colorado, Boulder

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Section</th>
<th># Hrs</th>
<th>Instr. Signature (if required)</th>
<th>Grd</th>
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Alternate Choices in priority order:

|          |              |         |       |                               |     |
|          |              |         |       |                               |     |
|          |              |         |       |                               |     |

Total Credit Hours

Pre-payment is required:

☐ Visa ☐ MasterCard

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<th>Card #</th>
<th>Exp date</th>
<th>3 digit secur code</th>
<th>Signature</th>
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☐ Check # ☐ Cash/Money Order

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<th>Tuition Cashier clearance</th>
<th>Received by</th>
<th>Processed by</th>
<th>Amount Due</th>
<th>Date</th>
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I accept full academic and financial responsibility for the policies and procedures in the current Catalog. I understand that if space is available I will be registered in course(s) as indicated above.

Student signature: ___________________________ Date: ____________

REV 11/10/2011
Non-Degree Student Registration
Information and Policies

To take an On-Campus (available at our Boulder campus)

Non-credit
Please see our Extended Studies Department page for extensive non-credit course offerings at www.naropa.edu/extend. The Summer Writing Program is also available for non-credit. See below for contact information.

For-credit
Non-Degree students seeking credit can register for some Naropa courses on a space available basis. For a full list of courses available to the public, go to https://my.naropa.edu/ICS/Printable_Schedules.jnz and click on “Courses Available to the Public.” For all other courses the student must obtain permission from the department administrator on the registration form. Contact academic departments by calling 303-444-0202; emailed signatures from administrators are accepted.

If a class has a pre-requisite or a special requirement (as indicated in the schedule, see above) the student must confirm with the instructor before the first day of class in order to ensure that they are properly prepared for the course. Students who fail to confirm with the instructor run the risk of being asked to leave the course if they do not meet the prerequisites. Students should get in contact with faculty through the department by contacting the department administrator. In some cases, the department administrator may contact the instructor on the student’s behalf.

Non-Degree students may take a maximum of 11 undergraduate credits or 8 graduate credits per semester. Students wishing to take more credits must apply as Visiting Students by contact the admissions department, www.naropa.edu/admissions.

Information about the Summer Writing Program may be obtained by contacting Julie Kazimer at 303-245-4600 or jkazimer@naropa.edu. Or by going to http://www.naropa.edu/swp.

Getting Registered In Your On-Campus Class

Registration:
Students must complete the attached two forms – Biographical Data Sheet and the Non-Degree Student Registration Form. Submit them with payment in full to Student Administrative Services, Naropa University, 2130 Arapahoe Ave, Boulder, CO 80302 (fax 303-546-3536). Offices are open Monday through Friday, 9am to 5pm.

Deadlines and Important Information
The last day of add/drop for a course is the deadline to submit forms and payment. However, we encourage our non-degree students to submit forms and payment as early as possible as they are registered on a first-come, first-served basis.

Important information is available at www.naropa.edu/registrar. You should consult the Academic Calendar and the Drop/Add Schedules (https://my.naropa.edu/ICS/Printable_Schedules.jnz) for semester dates and the standard add/drop deadlines and refund schedules. Please note that some courses have different add/drop
deadlines. The Web Based Course Schedule and Descriptions, [https://my.naropa.edu/ICS/Course_Search.jnz](https://my.naropa.edu/ICS/Course_Search.jnz), also provides up-to-date information on the specific course description and faculty teaching the course.

**Tuition and Fee Information:**
Please see: [http://www.naropa.edu/tuitionfees/grad_tuition.cfm](http://www.naropa.edu/tuitionfees/grad_tuition.cfm) for current tuition information. Some courses have specific fees associated with them. This information can be found in the course catalog.

Payment in full is due with the submission of the forms; although it will not be processed until admission in the class is confirmed. Payments are accepted in the form of cash, check and MasterCard/Visa. For questions about tuition and for credit card payments by phone, contact the tuition cashier at 303-546-3554 or email tuition@naropa.edu. Federal financial aid is not available for non-degree students, though some scholarships may be available through Naropa University. For full details on tuition and scholarships, see [www.naropa.edu/financialaid](http://www.naropa.edu/financialaid)

**Confirmation of Enrollment:**
All Non-Degree students can attend class from the first session, but formal entry into class will be determined on the first day after the course add/drop period (when space availability is finalized). Students will then be notified by email regarding their registration status. Tuition and fee payments will not be processed if there are no spaces available.

**Online Classes (Distance Learning)**

Naropa also has a diverse selection of classes available in a web based format. Courses are available for credit and non-credit. See the Distance Learning at Naropa site ([www.naropa.edu/distance](http://www.naropa.edu/distance)) for information including list of classes, FAQs, credit/non-credit options, tuition & fees, demonstration classes and directions on registering for online classes.

**Other Important Information**

**Prerequisite Classes**
Before enrolling in courses to meet Naropa Graduate Program prerequisites, please check with our Office of Admissions for confirmation of requirements and policies. Call 303-245-4848 for more information.

**CU Student Discounts**
University of Colorado degree-seeking students are eligible for a discount when taking campus-based Tibetan and Sanskrit courses for credit. Contact the Tuition Cashier for current tuition price by emailing tuition@naropa.edu.

**Private Music Lessons / Independent Studies**
These courses are only available to our degree-seeking students.

**Requesting a Transcript**
Naropa University subscribes to the National Student Clearinghouse for processing transcript requests. Go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org) for all transcript requests. For additional assistance call 703-742-7791.

**Grade Notification**
Grade reports are mailed to students’ home addresses approximately 4-6 weeks after the semester’s end.

**Questions?**
Contact Student Administrative Services at 303-546-3500 or the Registration Coordinator, 303-546-3511.

REV 11/10/2011
Biographical Data Sheet

Title: Ms. Mr. Dr. (circle one)

LAST NAME  FIRST  MIDDLE INITIAL  E-MAIL ADDRESS

STUDENT ID #  LAST 4-DIGITS OF SOCIAL SECURITY #

Local Address

ADDRESS  City  State  ZIP CODE

DAYTIME TELEPHONE  CELL PHONE

EVENING TELEPHONE  EMAIL

Birthdate:  Gender:  M  F  I choose not to respond

Marital Status:  Single  Married  Widowed  Divorced  I choose not to respond

Racial/Ethnic Survey
FOR US RESIDENTS ONLY
This information is used for government reports and Naropa's compliance with the 1964 Civil Rights Act

Hispanic or Chicano  Black or African-American  American Indian or Alaskan Native  Other

Asian or Pacific Islander  White or Euro-American  Multi-Racial  I choose not to respond

CONTACT & EMERGENCY INFORMATION

Contact 1:

DATE OF BIRTH  RELATIONSHIP TO STUDENT

LAST NAME  FIRST NAME  AREA CODE  TELEPHONE

ADDRESS  CITY  STATE  ZIP CODE

Contact 2:

DATE OF BIRTH  RELATIONSHIP TO STUDENT

LAST NAME  FIRST NAME  AREA CODE  TELEPHONE

ADDRESS  CITY  STATE  ZIP CODE