



## Information and forms packet

# Consortium agreement with CU-Boulder

Enclosed:

- Fact Sheet
- Procedure for Students
- Checklist for Students
- Procedure for Advisors
- Registration form
- “Approval to Register at CU” form

# Registering for classes at CU-Boulder Fact Sheet

## Information you need to know

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### The advantages of the consortium agreement with CU

- If you wish to have a course taken at CU count toward your degree, you must register through consortium agreement.
- You pay the in-state tuition rate at CU.
- You can use the total number of courses taken at CU and Naropa combined to apply for Federal Financial aid (whether or not you are taking classes at Naropa).
- Your place at Naropa is held – no need to take a leave of absence while you are taking classes at CU.

### Paying the bill

- You will only pay Naropa for courses you attend here. You will not be billed by Naropa for your CU courses even though you are registered for these as ISO (Individual Study Opportunity). Pay CU directly for your CU classes.
- Naropa will charge you the standard Registration Fee and an administrative processing fee of \$20 per credit. If you are taking a full time load of classes (12 credits) Naropa will also charge you for a bus pass and student health insurance.

### Financial Aid

- If you are receiving financial aid from Naropa, your financial aid will be based on the cost of attendance at Naropa (as long as you are taking at least 6 cr at Naropa) combined with the cost per credit for your CU classes.. If you drop Naropa classes and add CU classes, your financial aid might be reassessed. Speak with Financial Aid for questions regarding this.
- To be considered eligible for Perkins loans, Naropa grants and scholarships, and work-study, you must be enrolled in a fulltime courseload at Naropa. The courses for which you enroll at CU do not count toward fulltime status for this purpose.
- If you are taking at least a half-time course load either on campus or through consortium, you will be eligible to be considered for Federal Pell grants (undergrads only) and Federal Stafford and PLUS loans.

### Qualifying for consortium agreement.

- If you have already transferred you maximum transfer credits from another school, you cannot take consortium agreement classes.
- Courses taken at another school cannot count toward your major or minor but **must** count toward your degree at Naropa (graduate students: consortium agreement credits must count toward degree).
- You may only take courses that are not offered at Naropa.
- You must be in good standing at Naropa – students on academic probation or disciplinary probation or suspension may not take courses through consortium agreement.
- You must be a graduate student or Junior or Senior and have a cumulative GPA of 3.0 or above.

# The Process

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**Starting this process early increases your chances of getting into courses.** CU students have first pick of all classes and some classes tend to fill up quickly.

- **Initiate this process with your Naropa advisor.**
  - Your advisor will check the number of transfer credits you have available.
  - You and your advisor will fill out the “Approval to Register at CU” form.
  - You and your advisor will then fill out and sign a Naropa registration form and submit form to SAS with the original “Approval form.”
    - SAS evaluates your courses for core area requirements and will call you if there are any discrepancies or questions.
    - SAS approves and faxes the Approval Form to CU/Continuing Ed.
    - SAS registers you in special “ISO” (individual study opportunity) courses that will hold your place at Naropa and allow you to receive federal financial aid.
  
- Registering at CU
  - **You must apply for the CU-ACCESS program on the continuing education website:** <http://www.colorado.edu/conted/access.htm>. This webpage contains all the information you will need, including costs and a drop/add calendar. Scroll down to “Registration” and you can fill out the application online or print it out in PDF format to send in at a later date. There is no fee for this application. To reach the continuing education office for a live human being, call 303-492-5148.
  - **Start checking the online classes at [www.colorado.edu/plus](http://www.colorado.edu/plus).** Click on Schedule Planner and Course Availability under Online Tools (on the upper left side of the screen). Choose the term that you want to look up classes, click on “Go” which will bring you to a schedule planner. You can use this option, but if you want to just look at classes, click on the tab on the upper part of the screen that says “Search Courses”. This will bring you to a search screen where you can check out classes by departments and many other options.
  - After 2-6 weeks, you will receive an “Invitation to Register,” which gives you a PIN number, your *CU student ID* and the date on which you can register for classes. Generally, ACCESS students cannot register until the last day of the week before school starts. Do not lose this piece of paper.
  - When the date arrives to register, log on to [www.colorado.edu/plus](http://www.colorado.edu/plus)., click on **PLUS** under Online Tools and follow the log in process. The number for the Registrar is (303) 492-5148 if you lose your PIN number or have questions about registering for classes.
  - **If you are on the waitlist** you must attend the course from the beginning (just as you would at Naropa).
  
- **Pay your bill at CU.**
  
- ⇒ **If you drop any of your CU courses**, you must also drop the corresponding Naropa “ISO” courses through Web Reg. You must add courses through your advisor at Naropa. Failure to change those courses through Naropa will result in an F for that class.
  
- ⇒ **At the end of the semester, it is your responsibility to request a transcript with your completed grades** be sent to: Registration, Naropa University, 2130 Arapahoe Ave, Boulder, CO 80302. The grade you receive at CU will appear on your Naropa transcript! If you do not submit a transcript to Naropa by the end of the next semester, you will be assigned an F for your CU classes.

# Checklist

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- Meet with your advisor to confirm your eligibility to take courses through consortium and to obtain your advisor's signature.
  
- Hand in your approval to register and Naropa Consortium Agreement Registration forms to Student Administrative Services before the last day of drop/add.
  
- Check web registration to confirm that your consortium agreement classes have been added to your Naropa Schedule (they will appear with the designator ISO as in "ISO379").
  
- Register for your classes at CU.
  
- If you decide to drop a CU course, you must also drop the corresponding class at Naropa through Web Reg before Naropa's drop/add deadline. If you wish to add, you must contact your advisor so that your Naropa registration reflects what you are taking.
  
- After completion of the course(es) you must submit an *official* transcript to the Naropa office of Student Administrative Services within one semester. The transcript must be sent directly from the host school, or in an envelope sealed by the host school's office of the registrar.

# CU Consortium program: Advisors' Process

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- **Qualifying:**
  - **A large number of students who take courses through consortium agreement drop their courses or receive grades of F due to failure to submit transcript or failing of courses at the host school. Screen students carefully to ensure that they are fully capable of success in taking courses through another school.**
  - Check to make sure the student will not exceed their maximum transfer credits. Consortium agreement courses apply the same as transfer credit, even though the student is registered as ISO at Naropa.
  - Student must be a graduate student or Junior or Senior and have a cumulative GPA of 3.0 or above.
  - ISO courses do not count towards a student's major or minor (undergrads only) but *must* count toward the degree.
  - Student may not take courses at CU that are offered at Naropa.
  - Student must not be on academic or disciplinary probation or suspension.
  - Financial Aid will be based on cost of attendance at the host school. Students cannot use scholarships to take consortium agreement classes
  
- Sign CU Approval to Register Form agreement
  
- Fill out a Naropa Registration form with Course Title and number of credits. Please indicate which core area the student would like each course evaluated for (see form). Registration will call student if there are any discrepancies.
  
- Send student with registration form and Approval to Register form to Student Administrative Services. SAS will evaluate the courses for core area requirements, register the student in the courses and fax Approval to Register form to CU.
  
- Students will be charged the regular \$250 registration fee and \$20 per credit hour of consortium agreement credits. If she is taking a full time course load (12 credits) she will be charged for a bus pass and student health insurance.
  
- Students cannot use Naropa scholarships, grants or other campus-based aid to pay for CU classes
  
- Remind students that if they decide to drop one of the courses at CU, they must also drop their corresponding Naropa class through web registration. If they wish to add a course they must contact you so that you can inform registration and have the student's schedule amended.
  
- Remind students that after completion of the course(es) they must submit an *official* transcript to the Naropa office of Student Administrative Services within one semester. The transcript must be sent directly from the host school, or in an envelope sealed by the host school's office of the registrar.



# Consortium Agreement Registration Form

*Please submit to SAS with "Naropa/CU approval to register form".*

LAST NAME	FIRST NAME	MI	STUDENT ID #	LOCAL TELEPHONE #	SEM/YEAR
				University of Colorado -- Boulder	
FIRST MAJOR		Cumulative GPA (Must be 3.0 or higher)		HOST SCHOOL	

ISO Number (Registration Staff Only)	Course Title	Cr. Hrs.	To have course evaluated for a core area, list area here. Otherwise, course will be entered as elective
ISO			
ISO			
ISO			
ISO			
ISO			
ISO			
ISO			
ISO			
<b>TOTAL Cr. Hrs.</b>			

I have read and understand the policies and procedures regarding consortium agreement. I understand that it is my responsibility to abide by Naropa's drop/add schedule and that I must submit an official transcript to Naropa's registration office within one semester after finishing the consortium classes. Failure to abide by *any* of these policies will result in grade(s) of F.

STUDENT SIGNATURE

DATE

I have determined that this student meets the qualifications for taking courses through consortium agreement

ADVISOR SIGNATURE

DATE



Date: \_\_\_\_\_

Term:  Fall  Spring  Summer Year \_\_\_\_\_

Program:  Access  Boulder Evening  Summer Session

**Student**

**Student Number:** \_\_\_\_\_

**Name (last, first):** \_\_\_\_\_

**Local Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Course No.: \_\_\_\_\_ Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course No.: \_\_\_\_\_ Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course No.: \_\_\_\_\_ Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course No.: \_\_\_\_\_ Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Effective Summer 2003, the Division of Continuing Education will allow qualified Naropa University students to enroll in coursework at CU-Boulder at resident tuition rates. In order to qualify for this exemption from non-resident rates, the Naropa University students will need to be accepted in a Naropa degree program and currently enrolled.

**TO BE COMPLETED BY STUDENT'S ACADEMIC ADVISOR**

Student degree program at Naropa University: \_\_\_\_\_

This student is subject to the following restrictions:

\_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY NAROPA UNIVERSITY REGISTRAR**

I certify the above student is currently enrolled in a degree program at Naropa University.

**Registrar Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name/Title** \_\_\_\_\_