



## 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](http://www.naropa.edu/registrar) for complete details.
- Under **Course Schedules**, check the “*Courses open to the public*” documents. Courses not on this list require department permission.
- Select **Attend Naropa as a Nondegree Student**, and at the bottom of this page, click on **Complete instructions on how to register as an on-campus non-degree student**.
- 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](mailto:tuition@naropa.edu)

**Registration:** Registration Coordinator 303-546-3511 or [nsolorsano@naropa.edu](mailto:nsolorsano@naropa.edu)

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



## Naropa University Non-Degree Student Registration Form

NAME

TELEPHONE

STUDENT ID

I am a currently enrolled as a degree-seeking student at University of Colorado, Boulder

Course #	Course Title	Section	# Hrs	Instr. Signature (if required)	Grd

Alternate Choices in priority order:


<i>Total Credit Hours</i>	
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**Pre-payment is required except for Visiting Students who have applied to and been accepted by Naropa office of Admissions.  
Method of payment:**

Visa     MasterCard   

Name on card

<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
Card #	Exp date	Signature

Check #         Cash/Money Order    Receipt #   

<b>Tuition Cashier clearance</b> <input type="checkbox"/>	\$ <input style="width: 100px; height: 30px;" type="text"/>	Received by	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
	Amount Due	Processed by	<input style="width: 95%; height: 30px;" type="text"/>	Date
				<input style="width: 95%; height: 30px;" type="text"/>
				Date

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

# Non-Degree Student Registration Information and Policies

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

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### **Non-credit**

Please see our Extended Studies Department page for extensive non-credit course offerings at [www.naropa.edu/extend](http://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 [www.naropa.edu/registrar/schedule.cfm](http://www.naropa.edu/registrar/schedule.cfm) and click on “Courses Open 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](http://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](mailto: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](http://www.naropa.edu/registrar). You should consult the **Academic Calendar** and the **Registration Deadlines** 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, <http://webreg.naropa.edu>, also provides up-to-date information on the number of students already registered for a class, the class limit, and the waitlist.

**Tuition and Fee Information:**

For the 2009-2010 academic year, non-degree tuition is \$760.00 per credit hour for undergraduate credit and \$775.00 per credit hour for graduate credit. 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](mailto: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)**

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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**

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**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](mailto: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, Nelly Solorsano at 303-546-3511, [nsolorsano@naropa.edu](mailto:nsolorsano@naropa.edu).