INTER-INSTITUTIONAL INFORMATION/ INSTRUCTIONS FOR CU DENVER STUDENTS

University of Colorado Denver

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

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

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

(Allow 5 - 7 Business Days for Processing)

CU Denver students follow Community College of Denver Deadlines below for the Summer 2025 term.

May 30, 2025	**June 5, 2025**
Last day to add a class	Last day to drop a class without penalty

POLICIES:

1) You must be a degree seeking student at CU Denver.

2) You will need to consult your department chair, Dean, or advisor, for an approval signature on the Inter-Institutional Application and Registration form, and to verify that the CCD courses will apply toward your degree requirements.

3) Students must follow the CCD academic calendar concerning all deadlines and dates. Courses must be added by the last date to register for a full semester class or dropped by Census date. Verify all CCD deadlines as they are different than CU Denver's Academic Calendar deadlines.

4) You must be enrolled in classes at CU Denver during the same term as requested enrollment at CCD. Requested CCD credit hour total must be equal to or less than the amount of credit hours taken at CU Denver for that semester, and may not exceed 9 credit hours or two full term classes (which ever may be higher) for Spring and Fall semesters, and may not exceed six for the Summer semester.

5) Online, hybrid, and extended campus classes do not qualify for the Inter-Institutional Agreement.

6) CU Denver students will not be waitlisted for any CCD classes that are full.

7) CU Denver students are required to meet all CCD course prerequisites prior to registration. If necessary, you must submit an unofficial transcript to the CCD Testing Center.

8) Developmental Mathematics classes are searchable through the Student Portal under subject code CCDM. Developmental education classes do not qualify for Inter-Institutional enrollment.

9) Tuition fees for all classes will be billed through CU Denver and payment is due according to the published deadlines.

10) Courses take thru Inter-institutional are not included in determining full-time status for financial aid.

11) Any registration modifications must be submitted to both CCD and CU Denver. If classes are not dropped by both institutions, you may receive an "F" as a letter grade on your transcripts.

12) Inter-institutional courses are accepted as transfer credit only, and will not appear as CU Denver courses on your CU Denver transcript, or apply to your CU Denver GPA. At the end of the term, CU Denver students must obtain an official transcript from CCD and submit it to CU Denver Admissions for transfer credit.

13) It is the responsibility of the student to ensure proper registration and transfer credits for inter-institutional courses.

PROCEDURES:

1) ____Apply online at CCD (the application is free) and obtain a CCD student ID number. When applying, match your major as closely as possible to your CU major.

2) ____Obtain the Inter-Institutional Application and Registration form from the CU Denver Registrar's Office. The form is also available on the Registrar website at www.ucdenver.edu/registrar.

3) ____Consult your department chair, Dean, or advisor, for an approval signature on the Inter-Institutional Application and Registration form, and verify that the CCD courses will apply toward your degree requirements.

4) ____Enroll in classes at CCD by the published deadline, and according to the policies listed above in the "Policies" section.

5) ____Submit the completed Inter-Institutional Application and Registration form along with a copy of your CCD class schedule to the Registrar's Office at CU Denver (5th floor Student Commons Building) for verification and Registrar's Office signature.*

   *If this step is missed, you will be billed for the class as a CCD student and will also be billed for the class at CU Denver.

6) ____The CU Denver Registrar's Office will email you at your University email address with confirmation of your Inter-Institutional enrollment. The class will appear on your CU Denver schedule as CCDI 1999 or CCDI 2999.

7) ____Pay your CU Denver tuition bill according to the published deadlines.

8) ____If making any registration modifications, submit the request to both CCD and CU Denver. If classes are not dropped by both institutions, you may receive an "F" as a letter grade on your transcripts.

9) ____At the end of the term, obtain an official transcript from CCD and submit it to the CU Denver Admissions Office for transfer credit.

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

To be eligible to participate in the Inter-Institutional program between CU Denver and the Community College of Denver (CCD), complete this form according to the Inter-Institutional Information/Instructions document.

Have you completed courses at the Community College of Denver in the past?

☐ Yes   ☐ No

STUDENT INFORMATION

_____
Last Name   First Name   MI

_____   _____
CU Denver Student ID Number   CCD Student ID Number

_____
Birth Date   Gender

_____
Current Address   City   State   Zip

_____
Phone Number   Country of Citizenship

_____   _____
CU Denver Email Address   CCD Student Email Address

REGISTRATION

_____
Last Name   First Name   MI

_____   _____
CU Denver Student ID Number   CCD Student ID Number

_____
Number of enrolled CU Denver
credit hours for this term

CCD COURSES

Course Title	Subject/Course#/Section	CRN	Credits	Authority Signature from your School and College Needed
_____	_____	_____	_____	Email Approval Needed
_____	_____	_____	_____	Email Approval Needed
_____	_____	_____	_____	Email Approval Needed
_____	_____	_____	_____	Email Approval Needed

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

_____
Last Name   First Name   MI

_____   _____
CU Denver Student ID Number   CCD Student ID Number

_____
Student Signature   Date

APPROVAL SIGNATURES: FOR OFFICE USE ONLY

_____

 Office of the Registrar, CU Denver   Date

Date Approved: _____   Date Denied: _____

Reason for Denial: _____

- -

_____

Office of the Registrar, Community College of Denver   Date

Date Approved: _____   Date Denied: _____

Reason for Denial: _____

☐ EMAILED STUDENT (CU DENVER)

☐ EMAILED STUDENT (CCD)