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This guide is updated annually or when needed. Please keep your copy as a reference. Policies in force at the time you enroll will be honored insofar as possible during the time allotted for you to complete your course work. Procedures and fees; however, may change from year to year, current procedures and fees will apply to your transactions.
What is an Independent Study course?
Independent Study courses are self-paced, online courses which allow you the flexibility to learn anytime, anywhere in order to fit with your schedule. Whether you are a current student looking to supplement your campus schedule, a student from another University looking to take a course to transfer back, or just want to take a class for personal interest, our course offerings could be right for you. We are privileged to have students enrolled from around the world. We are confident you will find your course a challenging and rewarding experience to the extent that you make your best efforts, ask questions and carefully observe procedures and policies governing Independent Study.

Contacting the Independent Studies staff
Extended Campus/Independent Study Program
Michener Library, Room L54
Mailing Address: Campus Box 21
University of Northern Colorado
Greeley, CO 80639
Phone: 970-351-2926 or 970-351-2594
Fax: 970-351-2519
email: indeps.desk@unco.edu
Office Hours: M-F 8 am – 5 pm

Registration
If you have not registered, please refer to instructions posted under the Register Tab on each IS course page: http://extended.unco.edu/courses-workshops/independent-study.asp

Student with Disabilities
Any student requesting disability accommodations for the Independent Study class must inform the instructor, giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

Ursa and Bearmail
Ursa is your online student portal to manage registration, view grades, order transcripts, view and pay student bills, complete forms and more: https://ursa.unco.edu/

Bearmail is your student email system. All correspondence from UNC is sent to your secure Bearmail account. Please check it often.

You can access your BearMail from within Ursa or by visiting http://bears.unco.edu.

- The first part of your BearMail address will be the same as your Ursa username [your first four characters of your last name and a randomly chosen 4-digit number (e.g. smit1234@bears.unco.edu or fox4321@bears.unco.edu)].
- Your password is the same as your Ursa password.
Email Policy
The University of Northern Colorado uses its campus email system (Bearmail) as its official mode of communication. Therefore, all students, staff and faculty are required to utilize their assigned campus email account. Students are expected to read and respond to messages in a timely, consistent fashion. Students are asked to communicate with their instructors from their UNC Bearmail account.

Bear Number
All students registered for courses at UNC are assigned a Bear Number. If you do not know your Bear number, it may be obtained through a link on the Ursa log in page or you may visit https://apps.unco.edu/BearNumberLookup/. If you did not provide UNC with your social security number, please contact the Office of the Registrar at (970) 351-2231 to obtain your Bear number.

Accessing Your Courses Online
Your course is hosted in Canvas (an online Learning Management System):
https://unco.instructure.com/login/saml

Canvas Student Support: https://www.unco.edu/canvas/canvas-support/

Technical Support
If you encounter any problems, please contact our Technical Support Center at https://help.unco.edu. You can also call 970-351-4357 or 800-545-2331.

Live Technical Support hours:
- Mon-Thurs: 7am to 10pm
- Fri: 7am to 7pm
- Sat-Sun: 10am to 7pm

You can still submit Technical Support requests for assistance outside the live support hours. A ticket will be created and a technician will follow up with your request.

Non-UNC Undergraduate Students Seeking to Take a UNC Extended Campus Graduate Course

Transcript Submission
Non-UNC undergraduate status refers to bachelor’s degree-seeking juniors and seniors who are not enrolled at the University of Northern Colorado, who have earned a cumulative GPA of 3.0 or higher and are interested in taking graduate-level classes. You will need to submit your official transcripts to UNC in order to verify your eligibility to enroll for graduate credits. This could take up to 4 weeks to evaluate, so plan accordingly. In order to do this, you need to:

1) Send an Official Transcript from your institution to:
   Sally Aleman
   Registrar’s Office
   Carter Hall, Room 3002
   Campus Box 50
   Greeley, CO 80639
2) Email Sally Aleman (sally.aleman@unco.edu) the course prefix and course number (e.g. ASLS 555-934) as the subject line. In the email, state your name and that an official transcript is on the way.

3) Once we have reviewed your transcript (this could take up to 4 weeks) and determined that you are eligible for graduate level coursework, Extended Campus staff will contact you with registration and payment information.

If you are not eligible, you will be notified as well.

Please note, as a non-degree seeking student, you are not eligible for Financial Aid.

UNC Degree Seeking Students
Register for Independent Study courses via Ursa.

- You will receive a registration confirmation with the drop and withdrawal deadlines at your UNC email address.
- Tuition for your Independent Study courses are over and above your regular campus tuition rates and schedule.
- Independent Study courses are not Colorado Opportunity Fund (COF) supported.

Residence Requirements for **UNC Degree Seeking** Students
A student must have earned a minimum of 30 semester credit hours in UNC courses. 20 of the last 30 semester credit hours of a degree program must be earned in UNC courses. Exceptions to this residency policy may be found in the requirements for individual programs as described in the UNC catalog. http://unco.smartcatalogiq.com/en/current/Undergraduate-Catalog

Course Duration
Unless otherwise noted in the course description, you may begin an Independent Study course at any time and study at a pace that fits your schedule. Unless your syllabus/study guide states otherwise, you are automatically allowed one year (12 months) from the date of enrollment to complete your course(s). If you fail to complete the course within the course time period, you will receive the appropriate grade for the work done during the entire course.

Tuition
Tuition for the Independent Study course is a flat per credit hour rate and is posted on the Extended Campus webpage. Course material costs (textbooks, CDs, etc.) are assessed and paid separately. UNC utilizes an eBill system. You may view and pay your bill by accessing the Financial tab in Ursa or you may pay over the phone by calling the Office of the Bursar at 970-351-2201.

Drop and Withdrawal Deadlines
- You may drop your course through 10% of the course duration and receive a full refund.
- You may withdraw from your course through 50% of the course duration. There is no tuition adjustment made.
- If this is the only course on your schedule, you will need to contact the Office of the Registrar at 970-351-2231 or registrar@unco.edu to drop or withdraw from the course.

Enrollment Verification
You can view enrollment verification through the Student tab on Ursa: choose Clearinghouse Enrollment Verification. Your enrollment will be reported to the National Clearinghouse during the semester of your
initial registration. Enrollment will not be re-reported for any subsequent semesters for which your course continues.

Payment
Tuition charges are assessed to your UNC account and they may be viewed and paid through the Financial tab in Ursa.

Textbook and Study Guide Purchase
You may purchase textbooks for Independent Study courses from any source or bookstore you wish to do business with. Please make sure you have the correct edition before finalizing your business.

The syllabus/study guide will be accessible from Canvas, your online learning management system (see the “Accessing your Courses Online” section above. You will be directed there after registering. Your syllabus will explain course requirements and procedures for submitting your written work and projects and for taking examinations. Note that you will pay postage on all lessons, exams and other correspondence you mail to the University and UNC will pay postage on lessons, exams, etc. returned to you.

Some courses may require the additional purchase of CD/DVDs in order to complete the work and payment is required at the time you purchase textbooks and other materials. For some courses, one copy of a CD or DVD will be available from the UNC Michener Library’s for checking out via their reserve section.

You are advised to order your textbook immediately after you register. Because textbooks and other items sometimes go out of print unexpectedly, we cannot guarantee the availability of these materials at a later time.

Contacting your Instructor
Although you will complete your course without attending class, your instructor is available by mail, phone, and by email. Information on reaching your instructor is in the course syllabus/study guide. Since most of our instructors teach Independent Study students in addition to their regular, on-campus courses, you may experience some delays in receiving graded papers, exams, and replies to your questions. This may be especially obvious during on-campus final examination periods and during the breaks between semesters. We have asked our Independent Study instructors to post within the announcements section of their online courses whether they have special rules for students to complete work at the end of semesters or during break when they might be on vacation.

Student Satisfaction (Course Services Evaluation)
Upon completing your Independent Study course(s), please take time to evaluate your experience for us. Your frank response will help us continue to improve our services. The Student Satisfaction form is located at the back of your study guide (or within your online course). Please do not fasten the evaluation to any of your lessons, projects or examinations. It is intended to be an anonymous communication.

Hints for Success in Independent Study
Taking a college-level course via Independent Study differs from taking the on-campus version of that course because you will not be bound to the traditional classroom experience. You will need to draw on self-discipline and focus on your educational goals.
We suggest you review the syllabus/study guide carefully and identify the course requirements. Try to determine how much time will be required to complete each section of the course. Use your best judgment, taking into consideration your own schedule and strengths, as you may read and work either faster or slower than the average student.

You determine how quickly you complete the course, but do allow at least 3-4 weeks per assignment for grading and mailing.

Most successful students have a special place where they study. They also have a set period of time designated each day for study. They know that this is the time and place to accomplish a certain task. Do whatever works best for you; however, an hour a day on average is an attainable goal for most students. As you progress through the course, occasionally go back and review what you have learned. This helps you to develop a comprehensive understanding and appreciation of the content and structure of the course. Occasionally look forward to future sections of the course to see where you are headed, for the same reason.

Library Services
Off-campus students residing within 50 miles of the UNC campus are required to come to the library and borrow materials in person. Students residing more than 50 miles from campus may request that materials be delivered to them. All requests must include complete citations. We will supply materials from the UNC Libraries, as well as materials from other libraries obtained via Interlibrary Loan. Articles will be delivered via email. Books will be mailed first class. Delivery time by U.S. postal service is approximately 1 week. It is the responsibility of the student to return books by the date due. UNC does not pay return postage on books. For more information, please visit http://library.unco.edu/services/distance.htm.

Deadlines
If you have a deadline related to an event such as admission, graduation, license renewal, hiring, etc., be sure to complete your last assignment and/or exam at least six weeks before your deadline to allow your instructor adequate time to complete the evaluation of your lessons, exams and projects.

Communication with your instructor is key. If you have a situation arise that may affect your ability to submit coursework, your instructor needs to be informed. Do not plan to submit all your lessons and exams at once. Independent Study instruction is nearly always done as an overload assignment and our instructors typically need two or three weeks to grade and return each lesson or exam.

We work with you to help you accomplish your goals and meet your deadlines, but your coordination of this effort and timely submission of course work is critical! Please allow 7-10 days for mail traveling by first class within the U.S.A. to reach us or return to you.

Examinations and Securing a Proctor
Independent Study examinations are completed in a variety of ways, depending upon the choice of the instructor who developed the course you are enrolled. While most courses require a supervised exam, some include self-administered, open-book examinations, and some may not have any traditional tests. Your course syllabus will indicate testing requirements and procedures that apply for your course(s).

If you see information indicating a test is to be “proctored”, it is your responsibility to identify an individual who will proctor your examinations. Make sure this person agrees to do so.

Select your exam proctor from one of the following categories, preferably number 1:
1. Assigned staff in an office of Independent Study, Continuing Education or extension division at a post-secondary institution (a college, university, or community college) or nursing administrator.
2. Assigned staff in a testing center or counseling services center at a college, university or community college.
3. A school district administrator.
4. A school building principal, assistant principal or counselor.
5. A member of the clergy.

The person you identify must currently hold the position described in the categories above, and **cannot** be your relative. **The test should be administered in a professional setting and not in a private home.** Please provide a work address, email address and telephone number for your proctor.

For those taking their tests online and if the Request for Exam form has been properly filled out and received by our office, we will forward the password to the person you have selected. An email will be sent to you at the same time. Please make arrangements to take the examination as soon as possible within a month of submitting this request.

Students who wish to take their exams online on the UNC Campus are directed to contact the UNC Testing Services coordinator at (970) 351-2790 to schedule exam appointments. The Testing Services Center provides a quiet, well-lit testing area in which distractions can be kept to a minimum.

**Ordering Transcripts for Your Completed Courses**

Official transcripts can be ordered online: [http://www.unco.edu/registrar/etranscripts.aspx](http://www.unco.edu/registrar/etranscripts.aspx)

If you have any questions or need assistance in ordering your transcript, please call 970-351-2231.

**Academic Conduct**

The Independent Study program subscribes and adheres to campus policies related to academic conduct as written in the current UNC Student Code of Conduct, accessible on the web at [http://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/](http://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/). All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

**Academic Approval of Credits**

Credit courses and instructors have been approved by the appropriate academic units, curriculum committees, and colleges of the University of Northern Colorado. Independent Study course credits receive the same academic recognition as those earned in on-campus classes and are granted when you meet the same academic standards and expectations as your on-campus counterparts. Occasionally non-credit courses are approved by the professional staff of the Extended Campus. Courses that carry CEUs (Continuing Education Units) are approved following the guidelines of the International Association for Continuing Education and Training (IACET).
Colorado Online and Distance Education Code

UNC has been a member of the Colorado Statewide Extended Studies Program under the policies of the Colorado Commission on Higher Education since the early 1970s. To learn more about the program and the public colleges and universities that participate, visit the CDHE website at http://highered.colorado.gov/academics/extendedstudies/