UNC
UNIVERSITY OF NORTHERN COLORADO

Extended Campus

Student Guide
For Students in
Extended Campus Programs

Extended Campus Mission

Extended Campus is a self-supporting unit providing essential support services that extend the resources of the University of Northern Colorado to promote lifelong learning.

Welcome to Extended Campus at the University of Northern Colorado. This Student Guide is for students enrolled in Extended Degree programs to provide general information for your program and learning experience. If you have any questions, or need assistance at any time, please feel free to contact Extended Campus at 970-351-2944 or at our email address: Extended.campus@unco.edu .

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Extended Degree Program Student Guide

Table of Contents

You will want to bookmark the Extended Campus Current Programs webpage for your program, which you will find by visiting https://extended.unco.edu/current/ and choosing Undergraduate, Post-Bac, or Graduate programs (make sure to note your program and location). Your program-specific page is where you will find syllabi, schedules, book information and more.

1. Extended Campus Staff, Locations and Contact Information
Meet our Extended Campus Team
https://extended.unco.edu/current/staff-current/

The Extended Campus staff is available to answer your questions from 8am to 5pm, Mountain Standard Time, Monday through Friday.
Our Mailing Address Is:
Extended Campus
2915 Rocky Mtn Ave, Suite 100
Loveland, CO 80538
Web site: https://extended.unco.edu/

Loveland Center at Centerra	Phone: 970-351-2944 Fax: 970-667-2407 Hours: 8am – 5pm, M-F Evenings and weekends when classes are in session. lovelandcenter@unco.edu	UNC Loveland Center at Centerra 2915 Rocky Mountain Ave Loveland, CO 80538
Denver Center at Lowry	Phone: 303-637-4335 800-232-1749 (toll free) Fax: 303-340-7229 Hours: Mon - Sun, but vary depending on class schedule. denvercenter@unco.edu	UNC Denver Center at Lowry 1059 Alton Way, Bldg. 758 Denver, CO 80230

Maps/Directions can be found at https://extended.unco.edu/current/centers/
Greeley students may buy a parking permit at https://www.unco.edu/parking/permits/
Parking is free at the Loveland and Denver Centers.

UNC Student Policies and Procedures:

https://unco.smartcatalogiq.com/en/Current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures

2. Ursa

Ursa is the university's online single point of access to secure information and tools for students, faculty, and staff. Ursa is located at https://ursa.unco.edu/.
With Ursa, you'll be able to:

- View and search the catalog and schedule of classes
- Register for courses
- Check your BearMail (university email)
- See campus announcements
- Accept or decline financial aid awards
- Check financial aid status
- View and pay account balances
- View grades, student records and progress toward graduation
- View textbook information for registered classes
- View and order transcripts

New Students – Activating Your Ursa Account

As a first-time student, you will need to activate your Ursa account. This can take anywhere from 15-30 minutes and only needs to be done once.

Directions are available at https://apps.unco.edu/aboutursa/ (click "Account Activation Instructions").

- You will learn your Ursa Username/PDID during the activation process. It will be the first four characters of your last name and a randomly chosen 4-digit number (e.g. smit1234 or fox4321).
- You will set up your password during account activation.

Additional tips/notes:

- You will need to input your Bear number (you will receive this with your admissions information) for this process.
- If you have a pop-up blocker installed on your computer, you will need to follow the instructions on the screen to remove the pop-up blocker in order to access Ursa.
- If you still have problems after that, please contact the Technical Support Center at 970-351-4357 or 800-545-2331.

Accessing Ursa

Once your account is activated (this may take up to 30 minutes) you can log onto Ursa: https://ursa.unco.edu/

3. Student Email Account (BearMail)

BearMail is the official email for UNC students and your BearMail address is how you will be contacted for any information concerning your classes, status, changes in scheduling, etc. Your BearMail account information is provided with your admission information.

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 (the 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.

4. Transferring Credit from Other Institutions

Undergraduate Students

You will likely have had an analysis of your transfer credits as part of your initial admission process, but if you take additional courses while already admitted to or enrolled at UNC, you can transfer those credits in as well. Common scenarios for this include taking additional LAC or general education courses toward the total credits required for graduation. We recommend checking with your advisor and/or the Office of the Registrar while choosing any non-UNC coursework that is intended for transfer. Please visit the Transfer of Credits section (https://www.unco.edu/registrar/transfer/) of the UNC Office of the Registrar website for information.

Graduate Students

You can review applicable transfer credit policies on the "future student" pages for your program (https://extended.unco.edu/programs/) and can also review the Graduate Transfer Credit Policy (https://unco.smartcatalogiq.com/en/current/graduate-catalog/general-information/policies-and-procedures/transfer-credit/). To request credit for transfer coursework, students should first send course syllabi for the applicable courses to their program advisor for review. Student and advisor then complete a Transfer of Credit form (https://onbase.unco.edu/GraduateSchool/TransferCreditForm). The graduate school requires a copy/copies of your official transcript(s) in order to process transfer credit. It is likely that they will have this as part of your original application packet, but you can contact the Graduate School at graduate.school@unco.edu or 970-351-2831 to verify whether they have the necessary transcript(s) prior to submitting the Transfer of Credit Form.

5. Locating the Schedule of Classes and Course Registration Number

You can access your class schedule through the Extended Campus website Current Students area: https://extended.unco.edu/current/ – choose Undergraduate, Post-Baccalaureate, or Graduate Programs and then scroll down to find your program. The Course Registration Number (CRN) for each course can be found on the schedule of classes for your program. It is

the five-digit number that appears under the course prefix and number. You will use this number to register for the class in the Ursa system (see "Class Registration").

6. Registration Dates

As a student you can view the dates for registering at:
https://www.unco.edu/registrar/registration/preregistration-schedule.aspx#reg-dates
*Please note that when you are first admitted, it may take up to 72 hours before all setup and permissions are enacted to allow you to register for your first program courses.

7. Class Registration

Logging in to Ursa and Registering

First you will want to find the correct 5-digit course registration numbers (CRNs) for the courses available in your Extended Campus program. Locate the by navigating to your Current Students webpage: https://extended.unco.edu/current/ (choose Undergraduate, Post-Bac or Graduate Programs)

Log into Ursa (https://ursa.unco.edu) with your Username (which is the same as the portion of your BearMail address that is before the @ symbol) and Password. Once you are logged in please follow the instructions and help guides:
https://www.unco.edu/registrar/registration/ready-set-register.aspx

Common Registration Error Messages

For common registration errors and solutions, please click here:
https://www.unco.edu/registrar/registration/holds-error-messages.aspx

Registration Troubleshooting

If you have problems registering for your classes, please contact Extended Campus at 970-351-2944 or the Registrar's Office at 970-351-4862. If the classes are closed, or if it is requiring a prerequisite, please contact the instructor or your program coordinator.

8. Class Syllabus

Please check Canvas for course syllabus prior to course start date or contact instructor directly for course syllabus. **You are responsible for any assignments due prior to the first day of class.**

9. Book and Material Requirements

Books for each course are listed in the syllabus. If the syllabus is not yet available, you can retrieve textbook information through your URSA account or the UNC's Bookstore (the service provider for all required texts and supplemental materials) for your official textbook list, order books, and view up-to-date bookstore hours. There are two sources to help you find the textbooks for your classes.
Through Ursa:
1. Navigate to Student tab in Ursa.
2. Under Student applications, My Textbooks

3. Enter Term
4. If textbook information is available, this will pull all textbook information for all registered courses for the term you selected.

Through the UNC Bookstore:
1. Navigate to the UNC Bookstore and Fan Shop website: https://www.bkstr.com/northerncoloradostore/shop/textbooks-and-course-materials
2. You can shop by Course (using the course prefix, number and section number) or by Course ID (CRN).
3. Repeat the steps in step 3 for all your classes and then click View Textbook List.
4. You can then review the materials, save for later, make changes, and add materials to your cart.

Note: If book information has not yet been ordered by the faculty, no books may appear for that course. You will want to check back later for that course. Sometimes a course may not have a book, but you can contact the instructor to verify. You can also contact the bookstore by telephone at 970-351-2135. Be prepared to provide the textbook information along with the CRN and location (which site or if online) of your class.

Books can also be bought or rented online through other companies such as Amazon - https://www.amazon.com/New-Used Textbooks%20Books/b/ref=nav_shopall_tb?ie=UTF8&node=465600 or Chegg https://www.chegg.com/books#rentbuy .

You are responsible for having your books prior to class. The course syllabus contains detailed textbook information, in addition to the UNC Bookstore list for the course. You may purchase your books through any vendor you wish, however you are responsible for any costs incurred if you purchase the wrong edition, outdated materials, etc. Books are not available through Extended Campus.

10. Dropping or Withdrawing from a Course

To drop a course, go into Ursa and click on your schedule. Use the drop-down menu next to the class to choose "Drop Web" and then click Submit. If you decide to drop your course you must do so before the drop deadline. If dropped on or before the drop deadline tuition will be fully refunded. Please refer to the Course Drop Procedures: https://www.unco.edu/registrar/current-students/course-add-drop.aspx

If you need to withdraw from one or more courses, but not your entire schedule, you may do so on Ursa through the individual course withdrawal deadline.
- No tuition adjustment is made. You will be charged tuition and fees, and it may affect your financial aid award.

- Individual course withdrawals will not be allowed after the deadline. See the Special Term/Short Course Calendar at https://www.unco.edu/registrar/calendars/ for courses that do not meet the entire semester.
- If you are unable to withdraw through Ursa, please contact the Registrar's Office at 970-351-4862 prior to the withdrawal deadline.

A dropped course does not appear on your UNC transcript. If you withdraw however, a mark of "W" will be entered on your UNC transcript. The "W" carries no academic penalty, as it does not affect your grade point average. Please refer to the Registration appeals page: https://www.unco.edu/registrar/registration/appeals.aspx

11. UNC Library Usage

If your assignments require library services to which you do not have access locally, contact the UNC Michener Library at 970-351-2526 for assistance or visit https://www.unco.edu/library/services/distance_students.aspx .

Special access is provided for individuals living more than 50 miles from UNC. Your syllabus/study guide may have more specific information concerning use of the library, items on reserve, reference resources, etc.

Students who live within the 50-mile radius are expected to visit the UNC Michener Library in person. To borrow materials from the Michener Library in person, bring photo identification and your bear number.

You are also encouraged to use your local area libraries as a primary resource. When there is a choice, an academic library is more likely to have the indexes and other resources you will need to college-level research. Because many libraries provide remote access, you can search various library databases at your own convenience if you have access via the Internet. You can also search library databases from the UNC Libraries website and get online access to many journal articles. Start at https://www.unco.edu/library/databases/index.aspx

If the materials you need are not available through your local area libraries or if you need additional assistance, contact the UNC Michener Library. When placing requests, please remember to include the complete citation information. You can check the UNC Libraries online catalog at https://source.unco.edu to find out of the materials you need are available at Michener Library. If they aren't, library personnel will order them from another library for your use.

You may request materials 24/7 by:
- Online: https://www.unco.edu/library/services/distance_request_form.aspx
- Email: Library.ocp@unco.edu

- Phone: 970-351-1446 Fax: 970-351-2540

12. Printing

Students taking classes at Centerra, Lowry, or the Greeley campus can use the BearPrint printing system to print in the computer labs. Once you click the print button you will be prompted to enter your username and password (same username and password you use for Ursa). The charges for printing will be applied to your student bill. At some locations, you can use the scanner and print system to copy papers or information for class.

13. Accessing Online Classes through Canvas

Note: While you may sometimes be able to access your course in advance, you won't be able to interact in the course until the first day of class. In some instances, your professors will not open the course until the first day of class. If you have registered for the class within the past 24 hours, you may need to wait for the system to update and grant you access.

Canvas Login
https://www.unco.edu/canvas/

- Click Student LOGIN
- Username: You will log into Canvas with your full BearMail address (_____@bears.unco.edu).
- Password: The same password you use to access Ursa and your BearMail account.
- Emails sent by others from within the Canvas system will go to your BearMail address.

New to Canvas help guides:

- Basic tips for new Canvas users are available in the Quick Start Guide for Students: https://extended.unco.edu/docs/current/guides/canvas-quick-start-guide-students.pdf
- We highly recommend going through the modules in the Online Course Tutorial which will help you learn even more features of Canvas and how to use them: https://unco.instructure.com/courses/46

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

- There are tutorials that will help you better understand online instruction to enhance your learning.
- Please contact the instructor concerning specific software or hardware that may be required for the course.

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-Fri: 8am 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.

14. Antivirus Software

Antivirus software is highly recommended for students and required for instructors. This is for your own protection and the protection of others. Online courses involve file sharing which increases your risk of computer virus infection. Antivirus software will help protect your computer in case of exposure to a computer virus and you can download it in the "Antivirus Software Download" section of the Student Tab in Ursa (https://ursa.unco.edu).

15. Updating Personal Information

To update your personal information (name, address, etc.) fill out the Individual Data Change Request form located at: https://www.unco.edu/registrar/forms.aspx
Please note that documentation is required.

16. Tuition and Fees

Tuition rates are set each academic year; which begins each Fall semester. For courses offered through Extended Campus the tuition is a flat per-credit rate for all students in the program. There are no student fees. Certain courses may carry specific course fees for additional services and materials. To find the current tuition rate, go to the Current Program Students pages at https://extended.unco.edu/current/ and select your program.

17. Paying Your Bill

UNC uses a secure electronic billing (e-billing) system. You will receive notification of an available electronic bill via an email sent to your BearMail address. eBill notifications will be sent only to the student unless the student has added an authorized payer to their student account and the authorized payer has submitted a valid email address for receipt of e-bill notifications. Please pay your bill by the due date listed on your eBill. Failure by you or your authorized payer to check eBill availability will not constitute valid grounds for waiving service charges or holds on registration, grades, or diplomas. You can pay your bill in Ursa, by phone at 970-351-4862, mail, or email at bursar@unco.edu. The Bursar's Office accepts credit cards (Visa, MasterCard, Discover/Other Novus Card) cash, or checks. For more detailed information on how to pay a bill, visit the Bursar's webpage: https://www.unco.edu/bursar/

Bear Pay

UNC's monthly payment plan allows you to pay your bill in easy monthly installments rather than in one lump sum. You can apply for Bear Pay once charges are placed on your account. To apply, log into Ursa at: https://ursa.unco.edu then click on the Financial Tab and follow the payment plan instructions. There is a non-refundable application fee of $50.00.

Delinquent Account Status

It is recommended that you stay current on any financial loan payments. However, if you were to become delinquent with your payments, a hold could be placed on your academic records and diploma, collection processing could be started, and it could affect your credit score. For more information please visit https://www.unco.edu/bursar/your-account/ or contact the Bursar's Office at 970-351-4862.

18. Checking Your Grades

Students may check grades for a current or recent term in Ursa or Canvas. In the Student tab, grades for a recent term will show in the Student Grades box by selecting the correct term. For past terms, students may click on the Unofficial Transcript link under Important Links and then choose the level (Graduate or Undergraduate) and Submit. This will show all classes taken toward your degree along with grades earned.

19. Requesting Transcripts

Students can obtain Unofficial Transcripts in Ursa as described in the "Checking My Grades" section. Official Transcripts can be ordered online through the Office of the Registrar website: https://www.unco.edu/registrar/etranscripts.aspx

20. Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion or to an accurate assessment of your achievement (e.g. time-limited exams, inaccessible web content, use of videos without captions), please communicate this with your professor and contact the Disability Resource Center (DRC) to request accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more about the accommodation process at https://www.unco.edu/disability-resource-center/

21. Dropping Out of a Program

If you are dropping out of a program you will need to contact your Program Coordinator as well as the Registrar's Office at 970-351-4862 Bear Central to drop/withdraw from your registered courses.

22. Academic Conduct Policies

Honor Code

Members of the UNC 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. (https://www.unco.edu/dean-of-students/offices-resources/student-rights-responsibilities/academic-integrity.aspx)

Student Code of Conduct

Students and recognized student organizations at the University of Northern Colorado possess certain rights and responsibilities designed to promote a safe and respectful living and learning environment. The University values freedom of expression and the respectful exchange of diverse viewpoints. By choosing to attend the University of Northern Colorado, students agree to uphold standards of conduct that have been developed to guarantee students freedom to learn and to protect the fundamental rights of others. In an effort to foster tolerance, civility, and accountability, the student conduct process aims to serve as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university communist and the greater community. (For the complete Student Code of Conduct, please go to https://www.unco.edu/dos/assets/pdf/StudentCodeofConduct.pdf).

23. Applying for Graduation

Undergraduate Students

Students who intend to graduate must apply for graduation through the Office of the Registrar. A $50.00 graduation application fee will only be charged one time per degree and is applied to your student account.
Please go to https://www.unco.edu/registrar/graduation/ for full Graduation instructions.

Graduate Students

At the beginning of your last semester of coursework, you will need to apply for graduation with the Graduate School. The application must be complete and signed by both the student and the program advisor. You can find specific deadline dates and a Graduation Checklist on the Graduate School's website: https://www.unco.edu/graduate-school/student-resources/preparing-for-graduation/.

24. Instructor Evaluations

Students will be asked to evaluate the course for instructor's knowledge, interest, and enthusiasm as well as providing additional information on classes or topics which you would

like to see developed as a future offering from UNC. Course evaluations and feedback for each course will be sent out via Evaluation Kit and you will be notified by BearMail.

25. Financial Aid

Students must be enrolled in a degree seeking program (e.g. B.A. or M.A.) to be eligible for financial aid. Students may be eligible for student loans. **Please note that COF does not apply to off-campus program tuition if you are an in-state student.**

For more information about financial aid, contact:
Office of Financial Aid
https://www.unco.edu/financial-aid/
Telephone: 970-351-4862; Email: OFA.Extended@unco.edu

26. UNC Student ID Card

If you are an off-campus Extended Campus student, you have the option of obtaining your student I.D. Card via email/electronic photo submission rather than coming into the Card Office on the Greeley Campus. Please send your email to: UNC Card Office. **Please be sure to use a computer or mobile device with Outlook or other email software installed.** For more information, please visit their website at: https://www.unco.edu/card-office/off-campus-student-card/

27. Parking

Parking at the Denver and Loveland Centers is free. However, if you should have to go to the Greeley campus, parking is not free and is closely monitored year-round on weekdays (Monday-Friday) from 8 a.m. to 5 p.m. Lots are not monitored for permits on nights and weekends. Signs at parking entrances indicate hours of enforcement and types of permits required for that lot. Visitors will need to use the metered spaced and pay the meter. There are also various hourly and daily permit dispensers if you need to remain parked for longer than an hour. For more information about parking on the Greeley campus please visit https://www.unco.edu/parking/.

28. Extended Campus UNC Student Responsibilities

For additional UNC policies, please access UNC's website at https://www.unco.edu/. As an off-campus student taking courses from UNC, you should familiarize yourself with the academic regulations and procedures contained in the current UNC catalog: http://unco.smartcatalogiq.com/.

29. Severe Weather Conditions & Closures

You can view the current severe weather policies and resource lists at https://extended.unco.edu/current/need-know/severe-weather-policy/