

Transcript Submission for Non-UNC Undergraduate Students Seeking to Take a Graduate Course Through UNC Extended Campus

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 2 weeks to evaluate, so please plan accordingly.*** In order to do this, you need to:

1) Send an *Official Transcript* from your institution to:

UNC Extended Campus

Attn: Aimee Rogers

Campus Box 21

Greeley, CO 80639

2) Email Aimee Rogers (aimee.rogers@unco.edu) using the course prefix and course number as the subject line (for example: ART 508-643, but use YOUR intended course information instead). 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.