

INDEPENDENT STUDY STUDENT GUIDE

Extended Campus

Updated June 2019

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 you can transfer to your home university, or just want to take a class for personal interest, our course offerings may 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 you make your best efforts, ask questions and carefully observe procedures and policies governing Independent Study.

Registration

If you have not registered, please refer to instructions posted under the *Register* Tab on each IS course page: <https://extended.unco.edu/courses/independent-study/>.

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* eligible for the Colorado Opportunity Fund (COF).
- Independent Study courses are *not* counted in enrollment for financial aid eligibility.

*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>.

Non-UNC Undergraduates seeking to enroll in graduate-level courses

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.*** To do this:

1) Send an *Official Transcript* from your institution to:
UNC Extended Campus/IS
Campus Box 21
Greeley, CO 80639

2) Email Aimee Rogers at aimee.rogers@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 your transcript is reviewed (this could take up to 4 weeks) and it is determined you are eligible for graduate level coursework, the Faculty of record will contact you with registration information.

If you are not eligible, you will be notified.

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.

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. <http://bears.unco.edu/>.

Bear Number

All students registered for courses at UNC are assigned a Bear Number. If you do not know your Bear number, you can look it up 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 Bear Central-(970) 351-4862 to obtain your Bear number.

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 Bear Central-(970)-351-4862.

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 Bear Central-(970)-351-4862 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.

Contacting your Instructor

Although you will complete your course without attending class, your instructor is available by mail, phone, and/or 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.

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 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.

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://higher.ed.colorado.gov/academics/extendedstudies/>.