



Independent Study Course Registration Form

Email: extendedstudies@csupueblo.edu
Phone: 1-800-388-6154, or 719-549-2316
Fax: 719-549-2438
Pueblo, CO 81001-4901

Mail: Colorado State University-Pueblo
Extended Studies
2200 Bonforte Blvd.

Please check any that apply:

Financial Aid ☐

If checked, a signed Extended Studies Financial Aid Policies Statement page must accompany this registration form for processing.

Military Aid

If checked, a signed Extended Studies Military Aid Statement page must accompany this registration form for processing.

VA ☐ TA ☐

Scholarship ☐

If checked, scholarship information on the second page must be reviewed.

Military (If no Military background - please skip):

___ Active Duty ___ Reserve ___ Veteran ___ Dependent ___ Other: _____

**** Representative in the Military and Veteran Success Center must approve student's military funding**

If you would like this course(s) in print-based format please check this box: ☐

Term you are registering for: Fall Spring Summer, Year: **20** _____ Today's Date: _____

Major: _____ CSU-Pueblo Advisor: _____

PID(or) Social Security Number: _____ Birthday: _____ Gender: _____
Month/ Day/Year

Full Legal Name: _____
Last First Middle Suffix Maiden

Street: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address:(Please PRINT clearly) _____

Note: All information will be sent to this email address, please ensure the address is clearly legible to avoid delays

Educational History (Required)

Do you currently or have you previously attended Colorado State University-Pueblo? ☐ No ☐ Yes, When _____

Are you currently enrolled in high school? Yes ☐ No ☐

List the *current or last* high school attended: _____ City: _____ State: _____

Dates of attendance: _____ / _____ - _____ / _____ Graduation (mo/yr) _____
From (mo/yr) to (mo/yr) Highest grade completed

Have you earned a GED or equivalent ☐ No ☐ Yes Year: _____ City: _____ State: _____

Have you previously earned a Bachelor's degree or its equivalent? ☐ No ☐ Yes

If yes, Type of Degree: _____ Institution: _____ Year: _____

Demographics (Required for students without a PID)

Ethnicity (Select one):

___ Hispanic/Latino, Chicano, Cuban, Puerto Rican, Mexican American

___ Prefer not to answer

___ Non-Hispanic/Latino

Race (Regardless of your answer above, select all that apply):

___ American Indian or Alaska Native (Original Peoples)

___ Black or African American (including Africa and Caribbean)

___ Asian, Japanese, Chinese, Vietnamese, Korean, Filipino (including Indian subcontinent)

___ Native Hawaiian or Other Pacific Islander (Original Peoples)

___ White, Anglo, Caucasian (including Middle East, Persia)

- ** Students are required to provide payment at time of registration and must update the Independent Study program if there is a change
- ** Students using Financial Aid or Scholarships must abide by the University Term timelines.

Individuals in Independent Studies should read the following thoroughly:

By signing this, I certify that I am the individual who is listed on this registration form and the sole individual who will complete work towards the awarding of credit for the course for which I am registering. I attest that to the best of my knowledge, the information provided is true and complete. I understand that if the information is found to be otherwise, I may be subject to delay or rejection of registration, loss of credit or dismissal. **I understand that I am subject to all academic policies of the University as they relate to enrollment and completion of these courses including, but not limited to all Student Identity Verification and Academic Integrity Policies.** I acknowledge that some courses require proctored testing and that there may be additional fees associated with securing proctoring services and understand both the minimum and maximum timelines for the completion of the courses I am registering for. I certify that I am also aware of policies concerning Financial Aid, refunds, grading, drop/add procedures and payment of fees. **If I am using Financial Aid, I understand I must comply with Financial Aid policies and deadlines, including Pell Grant regulations and enrollment status. I will need to call 719-549-2753 for this information.**

Student's Signature _____

Date _____

If applicant is under 18 years of age, a parent or guardian's signature also is required.

Parent or Guardian Signature _____

Date _____

Please provide consent to release forms/ power of attorney

Note: Minimum course completion timeline for all courses is equal to two weeks (14 days) per credit hour (6 weeks for a 3 credit hour course). Grades will not be posted until the minimum course completion timeline requirement has been met.

Dept. Course No.	Title	Credits	Cost	Office use only Call No.

To be completed by Extended Studies Staff:

If using Military Aid, student has been approved by Military and Veteran Success Center _____

If using Scholarships, funds have been confirmed by scholarship provider _____

Term Enrolled in: _____ **Total Credit hours:** _____ **Total Tuition:** _____

Start Date: _____

Completion Date: _____

Drop Deadline: _____

Withdraw Deadline: _____

CSU-Pueblo Extended Studies Representative

Date

Student Initials for copy (optional)

Registration and E-mail Extended Studies Representative

Date



Academic Year 2019-2020

Financial Aid Policies Statement

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All students intending to use financial aid to pay for their Extended Studies Independent Study courses must READ and SIGN this statement in addition to the registration form.

No registration will be processed with financial aid as payment after the deadline date in accordance with Campus Dates.

Financial Aid Extended Studies Term Dates: Circle semester registering for below

	Fall 2019	Spring 2020	Summer 2020
Financial Aid Registration	August 26 – September 9, 2019	January 13 – January 27, 2020	May 11 – June 4, 2020
Course Dates	August 26 – December 13, 2019	January 13– May 1, 2020	May 11– July 30, 2020

If registration is submitted after the Financial Aid Registration deadline, students must self-pay for Extended Studies course(s)!

If students are using financial aid to pay for courses, they are required to enroll in the Learn by Term course option. These courses provide additional support for students to complete their courses within the traditional semester to be eligible to receive financial aid.

When Learn by Term options are not available, students using financial aid to pay for courses may enroll in Extended Learning courses.

- Coursework paid for with financial aid must be successfully completed by the last date of the on-campus term in which the student is enrolled to avoid adjustments to the student's financial aid. This means that all coursework must be submitted to the course instructor by the following dates:

Fall 2019

December 13, 2019

Spring 2020

May 1, 2020

Summer 2020

July 30, 2020

- If a student has been awarded Pell Grant funds:
 - The Pell Grant may be released for disbursement mid-semester if the student has completed **at least 50%** of all coursework for the term in which the student is enrolled.
 - If the student does not complete 100% of their coursework with a passing grade by the end of term in which the student is enrolled (see dates above) then the student is **no longer eligible** to receive the Pell Grant and the Pell Grant funds will not disburse or will be charged back to student's account.

Financial Aid award amounts are based on the enrollment status determined by the number of credits a student is enrolled in including correspondence and classroom/traditional courses (see chart below). If a student is enrolled solely in correspondence courses the cost of attendance and financial aid will be reduced to only include tuition and books.

Regular Work(classroom)	Correspondence Work	Adjusted Total Course Work	Enrollment Status
3	3	6	Half-Time
3	6	6	Half-Time
3	9	6	Half-Time
6	3	9	Three-quarter Time
6	6	12	Full-Time
2	6	6	Half-Time

By signing below, I understand ALL of the information provided on this form and agree to the financial aid policies. I understand that if financial aid is not available to cover the cost of the courses I am registering for, I will be billed for those courses and may be dropped for non-payment if the bill is not paid in full by the established due dates. If I have any questions regarding my financial aid and how it applies to Extended Studies courses, I should contact Student Financial Services at 719-549-2753 or email kynna.boughton@csupueblo.edu.

Printed Name

PID

Signature

Date