

2018-2019

Senior to Sophomore Program

CSU-Pueblo



Colorado State University-Pueblo

www.csupueblo.edu

extendedstudies@csupueblo.edu

(800) 388-6154 – Toll Free

(719) 549-2316 – Local

(719) 549-2438 - Fax

Welcome to the Pack!

Colorado State University-Pueblo (CSU-Pueblo) is committed to building the bridges to provide a seamless educational system. As part of this effort, the Senior to Sophomore (STS) Program provides opportunities for high school students to take college level course work delivered at the high school. The goal of the program is to provide exceptional learning experiences which serve to:

- increase student knowledge and skills;
- positively influence their college preparatory curriculum;
- motivate students to attend college;
- increase their likelihood of graduating from college;
- prepare them for the workplace



The Extended Studies Office is proud to be a part of Colorado State University – Pueblo. Our mission is to provide quality lifelong learning opportunities to all who wish to grow and learn.

As an instructor or liaison, you are an important part of our team. We consider you and the students enrolled in the STS Program part of the T-Wolf family.

University Contacts

Feel free to contact us at any time. We can answer questions or support you in creating an exceptional STS experience for our students.

Colorado State University-Pueblo
Extended Studies
Senior to Sophomore
2200 Bonforte Blvd.
Pueblo, CO 81001
719-549-2316 or 800-388-6154
extendedstudies@csupueblo.edu

HUB Program Staff

Lisa Vigil, M.S.
Program Specialist, 719-549-2734
Lisa.vigil@csupueblo.edu

Breanne Escobar
COS Program Coordinator, 719-442-2264
Breanne.escobar@csupueblo.edu

Extended Studies Office Staff

Director, 719-549-2304
Operations Manager, 719-549-2639

Other Resources

[Online Writing Lab \(OWL\)](#)

The Online Writing Lab (OWL) <http://www.csupueblo.edu/owl> offers free assistance with essays, research papers, creative writing, or any other type of writing. Students and faculty are encouraged to utilize the OWL at no charge to the student.

Library Services

The Colorado State University - Pueblo Library enables student success by providing a supportive and collaborative academic environment in which students learn to discover, access, and use information resources effectively; critically explore new ideas and concepts; and develop lifelong learning skills. The Library's suite of services and information resources enables high quality teaching, learning, and research for students, faculty, and staff. Special events and collections promote cultural appreciation and lifelong learning throughout the campus and community

Library Services Include:

- print and online course reserves
- borrowing materials from other libraries
- teaching research skills
- research consultations
- multimedia workstations
- laptops available for checkout
- printing and photocopying

Registration Process

Teacher Process

STS Instructors must contact the CSU-Pueblo STS Program Specialist to go through the official approval process. Teachers will need to turn in:

- ☐ Up to date resumes/ CVs
- ☐ Master's degree transcripts; inclusive of 18 graduate credit hours in content area taught
- ☐ Syllabus(i) for the class(es); templates available upon request
- ☐ Principal Signature Form (Attached)
- ☐ Demographics sheet (Attached)

The STS Program Specialist contacts the high school instructor or liaison to verify the course(s) is/are approved and to establish registration dates. **This is a yearly process.**

Getting students ready for registration

The HUB Program Specialist or Coordinator will either send registration packets in the mail or plan an in-person school visit. Course registration procedures are designed to create as little disruption as possible in the classroom, while also providing students with important information about their courses and the Senior to Sophomore program. Please note, Extended Studies is always looking for ways to improve the speed and efficiency of this process to further decrease classroom disruptions. For those high schools out of the daily travel range, Extended Studies may distribute registration materials to the school STS Instructors to present to students. Links to the registration page will be sent out once courses are approved, loaded and open for registration.

Please have students take home printed forms for parent/ legal guardian signature. Important things needed on registration form:

ALL INFORMATION MUST BE EXACT

- ✓ Full legal name, Date of Birth, Mailing Address, Phone number – this is how CSU-Pueblo will assign the student their PID (personal identification number)
- ✓ Call Number – this can be found by Instructor name.
- ✓ Department and Course Number
- ✓ Teacher signature, students signature, parent signature – CSU-Pueblo needs these signatures to register the students
- ✓ Payment – attach a credit card number (Visa, MasterCard, Discover), check or money order. **NO CASH.** For District payment, have student indicate in pay portion of the form.

Completed registrations will be due two weeks after students receive the registration packet. Priority registrations are due by the **2nd Monday of October for the Fall Semester** and the **3rd Monday of February for Full year and Spring Semester** courses. **Late Registrations will be accepted until the 2nd Monday of November and the 3rd Monday of March. \$25 late fee must be included to be registered.**

Students take the materials home to discuss with their parent/legal guardian(s) and have their parent/legal guardian(s) sign the registration form. PERMISSION is REQUIRED to register students. Students then return the registration form with payment attached, to their instructor. The instructors must initial the forms by their course to indicate that they approve the registration and then forward the student registrations and tuition to the high school Senior to Sophomore liaison.

The high school's Senior to Sophomore liaison should keep a list of students who register and checks forms for correct completion and payment. After the "registration packet" is complete, the liaison can mail the packets or contact Extended Studies to arrange a pickup.

As partners in the Senior to Sophomore program, we are proud to return 15% of revenue generated by Senior to Sophomore Registration to the participating high school at the end of the year. Policies on the assignment of those funds within a given school are determined by individual school/district policy and are not governed by CSU-Pueblo.

Additionally, in recognition of the vital role CSU-Pueblo academic departments play in the Senior to Sophomore program, Extended Studies returns 15% of revenue generated by courses supervised by an academic department to that department each year.

Student Registration Process

1. Be enrolled in an approved Senior to Sophomore course at their home high school
2. Receive approval from their instructor;
3. Complete the CSU-Pueblo STS registration form or the online form;
4. Get parent approval and signature on registration form;
5. Submit completed registration form with full payment to the instructor by the registration deadline. (Attached)

Please note: *Registration in Senior to Sophomore does not admit students to the university. Students desiring admission to CSU-Pueblo must complete the regular application process.*

Registration Cut Off & Tuition Payment Deadlines

Students are expected to return the completed registration forms, with payment attached, before the registration deadline. Priority registrations are due by the **2nd Monday of October for the Fall Semester** and the **3rd Monday of February for Full year and Spring Semester** courses. **Late Registrations will be accepted until the 2nd Monday of November and the 2nd Monday of March. \$25 late fee must be included to be registered. (Late Fee Form Attached)**

Tuition for STS courses is required at the time of registration. **Registration cannot be completed without payment.**

No student can be registered for any course after the registration window is closed. Academic policies prevent the addition of a student after the first 15% of the course. This percentage is based on the total number of weeks in which the course is scheduled to meet (semester or year-long).

Withdrawal from a class (appearing as a W on the student's transcript) is allowed in the first 60% of the course. Withdrawals do not result in a refund of paid tuition.

Student rosters will be sent out by the end of October for Fall, and end of March for Spring/Full year courses.

Tuition Policy

Current tuition for 2018/2019 Senior to Sophomore courses is \$58.00 per credit hour.

Payment can be made by: check/money order payable to "*Colorado State University - Pueblo*;" or by MasterCard, Visa or Discover.

CSU-Pueblo **does not offer** payment plans, nor do we bill students, we do however bill Districts. Payment is required at time of registration, and must be indicated at the bottom of each form.

Lab fees may be assessed by the high school instructor for selected courses.

Scholarships

If/when any funds become available, the Senior to Sophomore high school instructor and liaisons will be informed. Instructors can check with the STS Liaison for scholarships available for students in need. (Limited to Pueblo County students, some exemptions apply.)

Drop/Withdrawal/Refund Policies & Time Limits

To drop or withdraw officially from a Senior to Sophomore Course and Colorado State University - Pueblo, students must file a Drop Form or Withdrawal Form with Extended Studies. (Attached)

The period for students to drop courses is three weeks from the date of submission – to receive a full refund. After the third week, a "W" (withdrawal) is recorded on a CSU-Pueblo transcript and there is no refund. Full-year students have until the second and third week of Spring Semester to withdraw.

Students who fail to officially withdraw and do not complete the course may also suffer academic loss. Grade achieved or a grade of "F" may be assigned by instructors if students have not officially withdrawn or dropped their courses.

Please note: Counselors, instructors, liaisons and students must all remember CSU-Pueblo forms must be submitted for dropping or withdrawal from courses.

Preliminary Class List & Final Grade Report

At the end of the term, instructors will receive a separate CSU-Pueblo Official Final Grade Report listing only those students who have registered (with a copy for the instructor's records). The ORIGINAL grade sheets must be completed and signed by the instructor and returned to the high school liaison. The liaison will forward grade reports to the HUB Program Specialist or Coordinator.

Note: Timely submission of grades is vital to providing students with access to transcripts. Many students in the STS program are graduating high school seniors who need transcripts for college admissions and financial aid purposes. Ensuring grades are transmitted to the Extended Studies office within one week after the end of the term, allows us to provide timely access to transcripts for students.

Unofficial Transcripts

Once final grades have been posted, students will be able to access and print an unofficial transcript by logging on to the CSU-Pueblo Website at: <https://www.csupueblo.edu/>. There is no cost to the student. Students will need PID number issued to them by CSU-Pueblo.

On the CSU-Pueblo home page, continue to the following:

1. Click on “Current Students” at the top.
2. Click on “PAWS”
3. Enter your PID number. Be sure and leave the letters “PID” in the box.
4. For your first visit, enter your PIN number. It will be your 8-digit birthday (MMDDYYYY).
5. You’ll be asked to change your PIN. Follow the on-screen instructions.

It is important to remember transcripts requested before grades are posted will list courses as “IN” (incomplete). Because high school term end-dates often do not align with CSU-Pueblo term end-dates, it is important for students to check their unofficial transcript and confirm grades are posted before requesting official transcripts which require posted grades.

Official Transcripts

Colorado State University-Pueblo official electronic transcripts are \$10.00 each. Official paper transcripts are \$12.00 each, plus delivery. Transcripts typically take 3-5 business days for processing upon receipt of request and payment. Expedited delivery options are available on the request form. *Requests are not submitted electronically and must be faxed or mailed with payment.*

If you are a **current student or have a Personal Identification Number (PID) and PIN** please log into PAWS, <https://www.csupueblo.edu/current-students/index.html>.

If you **do not know your PID and/or PIN number**, please navigate here to access and complete the official online transcript request form, <https://secure.csupueblo.edu/records/transcripts/>.

Remember, once you complete either form above, you will need to print and fax to 719.549.2419 or mail to the following address:

Colorado State University-Pueblo - Registrar's Office
2200 Bonforte Boulevard
Pueblo, CO 81001

Forms & Important Docs



2200 BONFORTE BLVD, PUEBLO, CO 81001-4901

719-549-2734/ Toll free: 1-800-388-6154/ FAX: 719-549-2438

Senior to Sophomore Program High School Principal Signature Form

High School Name:

Name of Instructor:

Course(s) Offered by CSU-Pueblo:

☐ New Request

☐ Renewal

X _____

Principal

Date



DEMOGRAPHIC INFORMATION SHEET

LEGAL NAME AND ADDRESS:

Last

First

Middle

Street

City

State

Zip Code

Home Phone #

Contact e-mail _____

Date of Birth: _____

Gender:

☐ Male

☐ Female

Disclosure of ethnicity and race information is voluntary and responses will not be used in a discriminatory manner.

ETHNICITY (Select one):

Hispanic/Latino, Chicano, Cuban, Puerto Rican, Mexican American Non-Hispanic/Latino

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

- ☐ American Indian or Alaskan Native (Original Peoples)
- ☐ Asian, Japanese, Chinese, Vietnamese, Korean, Filipino (including Indian subcontinent)
- ☐ Black or African American (including Africa and Caribbean)
- ☐ Native Hawaiian or Other Pacific Islander (Original Peoples)
- ☐ White, Anglo, Caucasian (including Middle East, Persia)

EMERGENCY CONTACT DATA:

Name of Contact

Relationship

Phone Number

EDUCATION LEVEL:

- | | |
|--|--|
| <input type="checkbox"/> No Academic Credentials | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Bachelor's Degree _____ |
| <input type="checkbox"/> Trade Certificate | <input type="checkbox"/> Master's Degree — — — — — |
| <input type="checkbox"/> Some College | <input type="checkbox"/> Professional Degree _____ |

Exact type of highest degree, i.e. Master's of Business Administration

Year of completion of highest level of education, diploma, or degree: _____

Employee's Signature

Date

CSU-PUEBLO INFO 10/10



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STS Program Course Enrollment Change Request (Add/Drop/Withdrawal) Form

Student Name: _____ PID _____ Term/Year _____

School: _____ District: _____

Request For Course Drop (D) or Withdrawal (W)			Request for Course Addition		
Call Number	Department	Course Number	Call Number	Department	Course Number
			Student Signature:		
			Student Date:		

Instructor/Counselor Signature: _____ Date: _____

Contact information of signee: _____

Office use only:

☐ Student status updated ☐ Billing office notified ☐ Liaison/Counselor/Instructor notified of update



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Senior to Sophomore School Deadlines

School: _____ District: _____ Year: _____

	Fall	Spring – (Full year registered in Spring)
First day of class for students		
Date range for visit/distribution	Early-Mid September	Mid-Late January
Priority Registration Deadline	2 nd Monday of October	3 rd Monday of February
Late Registration Deadline (w/ \$25 fee)	2 nd Monday of November	2 nd Monday of March
Class list distributed		
Last day of class for students		
Grades posted at school		
Grade deadline to CSU-Pueblo (within one week)		

Teacher approval timeline –

September 15 - October 15 (Spring) & February 15 – March 31 (Fall)

Teacher approval paperwork will be processed during this time. All approvals to departments with responses expected by May 1. We will notify Principals/Instructors by May 15.

Course deadlines –

November 1 & April 1

Final list of courses will be created and distributed for the following semester.



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Senior to Sophomore - COF School Deadlines

School: _____ District: _____ Year: _____

	Fall	Spring – (Full year registered in Spring)
First day of class for students		
Date range for visit/distribution		
Registration Deadline		
Class list distributed (CSU-Pueblo)		
Corrected class lists due (from School)		
Final Grade Rosters (CSU-Pueblo)		
Invoicing sent to School		
Last day of class for students		
Grades posted at School		
Grade deadline to CSU-Pueblo (within one week)		
Payment due to CSU-Pueblo		

Teacher approval timeline – September 15 - October 15 (Spring) & February 15 – March 31 (Fall)

Teacher approval paperwork will be processed during this time. All approvals to departments with responses expected by May 1. We will notify Principals/Instructors by May 15.

Course deadlines – November 1 & April 1

Final list of courses will be created and distributed for the following semester.

COF deadlines – 4th Thursday of November & 4th Thursday of May (COF will not apply to students after these dates)



Senior-to-Sophomore

This form must be completed in its entirety and submitted by the ***second Monday of November for the Fall semester and the third Monday of March for full-year and Spring semester courses.*** Payment of a \$25.00 Late Add Fee is required.

Student Name: _____ PID: _____

Semester & Year: _____ High School: _____

Call Number	Department	Course Number

Student Signature: _____ Date: _____

Instructor: _____ Date: _____

Counselor Signature: _____ Date: _____

HUB Program Specialist or Coordinator Signature: _____ Date: _____

OFFICE USE ONLY: please date and initial on the lines below

_____ Form received	_____ Billing notified	_____ Liaison/instructor notified
_____ Student records updated	_____ Balance paid	_____ Student charges verified