



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: ExCInfo@unco.edu .

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Extended Degree Program Student Guide

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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

Staff Directory	Telephone
Dallas Everhart – Director, Extended Campus - Leadership of Extended Campus, whose primary mission is to provide quality education opportunities online and through our Centers across Colorado.	970-351-1931
Jeanette Miller – Budget Manager - Extended Campus financial management including faculty pay, instructor travel and reimbursement for program expenses.	970-351-2815
Ann O’Connor – Director of Program Operations - Oversight of UNC Centers, day-to-day operations & communications of programs offered within Extended Campus, oversee Degree Program processes.	970-351-3209
Shawna Watson – Extended Degree Program Services Coordinator - Student Services, course scheduling, current students website and grade assistance for all Extended Campus degree programs.	970-351-1189
Kathleen White – Lead Marketing Specialist - Promotion, planning and collateral development.	970-351-1726
Shane Mares – Market Research and Webmaster - Market research projects and web site development/editing.	970-351-1709
Susan Jewell-Klema – Marketing Specialist - Promotion, planning, and collateral development.	970-351-3915
Kara Murray - Enrollment Coach - Supporting incoming students through the interest, application and enrollment process.	970-351-3797
Patti Schwindt – Site Coordinator, UNC Center at Centerra - Facility, student services, and staff support for the Loveland Center at Centerra.	970-351-1693
Laurie Schmaus & Adrienne Johnson – Site Coordinators, UNC Denver Center at Lowry - Facility, student services, and staff support for the Denver Center	303-637-4332
David Wickert – Site Coordinator, UNC Colorado Springs Center - Facility, student services, and staff support for the Colorado Springs Center.	719-661-7947
Kathy Zellers – Lead Instructional Design and Developer -Course design, development & support	970-351-3701
Sherri Lancton – Instructional Designer - Course design, development, & support	970-351-2920
Catherine Wildman Zoerb – Instructional Designer- Course design, development, & support	970-351-3700

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

University of Northern Colorado, Campus Box 21

Greeley, CO 80639

Web site: <https://extended.unco.edu/>

Main UNC Campus	Phone: 970-351-2944 (800) 232-1749 (toll free) Fax: 970-351-2519 Hours: 8am – 5pm, M-F ExCInfo@unco.edu	UNC/Greeley Michener Library, Room L54 Greeley, CO 80639
Loveland Center at Centerra	Phone: 970-351-1693 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
Colorado Springs Center	Phone: 800-232-1749 (toll free) ExCInfo@unco.edu *Center is only staffed on weekends when class is in session	UNC Colorado Springs Center 12320 Oracle Blvd Colorado Springs, CO 80921

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, Denver, and Colorado Springs Centers.

2. Ursa

Ursa is the university's online single point of access to secure information and tools for students, faculty, and staff. Among the many options available to students through this portal are access to your student records, e-bill, and course registration. 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
- View your student records and progress toward graduation
- 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 how you will be contacted with any information concerning your classes, status, changes in scheduling, etc. Your BearMail email information is provided with your admission information and Ursa activation.

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. 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) 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”).

5. Registration Dates

As a student you can view the dates for registering at:

<https://www.unco.edu/registrar/registration/preregistration-schedule.aspx>

Urban Education students will need to contact their coordinator for registration dates.

6. Class Registration

Logging in to Ursa and Registering

In <https://ursa.unco.edu> you will enter your Username/PDID (the first eight characters of your BearMail) and Password (the same password for BearMail), then click the Login button. There will be several tabs across the top of the screen. To register, click on the Student tab and then follow these instructions:

1. Locate the correct 5-digit course registration number (CRN) on your schedule of classes by navigating to your Current Program Students webpage found at <https://extended.unco.edu/current/>
2. On the Student Tab navigate to the Registration Tools menu. Select Register, Add, or Drop classes.
3. Select the appropriate term and then click submit.
4. From this point you can register for classes on the Add Classes Worksheet:
 - a. Enter the CRNs in the boxes for the classes you want to register for.
 - b. Click the Accept/Submit button at the bottom of the page.
 - c. Read the instructions at the top of the page and scroll down to check for any registration errors.
 - d. Review your current schedule.
5. When you have finished registering go back to the Student tab.
6. To view your schedule, navigate to the Registration Tools menu. From there you can look at your Detail Schedule, Week at a Glance, or Registration History. Each of the three options will give you a different view of your schedule.
7. To logout, click the Logout icon at the top right corner of the screen.

Common Registration Error Messages

For common registration errors and solutions, please click here:

<https://www.unco.edu/registrar/registration/>

Registration Troubleshooting

If you have problems registering for your classes, please contact Extended Campus at 970-351-1693 or the Registrar's Office at 970-351-2231. If the classes are closed, or if it is requiring a prerequisite, please contact the instructor or your program coordinator.

7. Class Syllabus

Prior to the start of each course, the syllabus will be linked to the schedule of classes page for your program (<https://extended.unco.edu/current/>). The syllabus and any additional materials will be linked in red under the CRN. You will need Adobe Acrobat Reader installed on your computer in order to print off the syllabi and other supporting materials. A free download of the latest version of Adobe Acrobat is linked on your program page. **You are responsible for any assignments due prior to the first day of class.**

8. 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 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. The following directions will help you find the textbooks for the classes for which you have registered:

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.

9. 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.
- 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 970-351-2231 prior to the withdrawal deadline.
- Students cannot withdraw after 80% of the class is complete.

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.

10. Subscribing to the Listserv

The Love2Learn listserv for Extended Campus Students is a message system used to communicate upcoming events such as comprehensive exam dates, emergency notifications, scholarship information, and other essential information. All Extended Campus students are **strongly encouraged** to subscribe as the listserv is a great way to keep abreast of important information. *** Please do not use the listserv for personal communications amongst your classmates as we have hundreds of students at any one time getting these emails. Also, please do not “Reply” to the listserv emails as any response would be directed to every student.*

To Subscribe to the LOVE2LEARN listserv:

1. Send a message to: listserv@listserv.unco.edu
2. Leave the subject link blank
3. In the body of the message type: subscribe LOVE2LEARN
4. Remove your email signature if you are using one
5. Send the message

6. You will receive a message that you should print and keep.

To send a message to the LOVE2LEARN listserv:

1. Send a message to LOVE2LEARN@listserv.unco.edu
2. Type a subject in the subject line.
3. Type your message
4. Send the message

Please “signoff/unsubscribe” when the course/program is over.

To unsubscribe from the LOVE2LEARN listserv:

1. Send a message to: listserv@unco.edu
2. Leave the subject line blank
3. In the body of the message type: signoff LOVE2LEARN
4. Remove your signature if you are using one
5. Send the message

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 or confirmation/receipt from registration for an independent study course.

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 if 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
- Fax: 970-351-2540

12. Printing

Students taking classes at Centerra, Lowry, or the Greeley campus can use the Pharos 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: You will not be able to access your course until the first day of class and 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://unco.instructure.com/login/saml>

- 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.

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.

Technical Support & Computer Specifications

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-Thurs: 7am to 10pm
- Fri: 7am 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 beings 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. E-bill 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. Payment is due ON OR BEFORE the payment due date shown on the e-bill. Failure by you or your authorized payer to check e-bill availability will not constitute valid grounds for waiving late payment penalties or registrations, grade, diploma, or transcript holds. You can pay your bill in Ursa, by phone at 970-351-2201, 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 970-351-2201.

18. Checking Your Grades

Students may check grades for a current or recent term in Ursa. 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 Disability Support Services (DSS) 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-support-services/>

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 970-351-2231 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 community 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. On-site programs evaluate each course instructor on the last day. Online programs evaluate each course instructor via Evaluation Kit and will be notified by BearMail.

25. Financial Aid

Students must be enrolled in a degree seeking program (e.g. B.A. or M.A.) or a teacher licensure program 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 except the Center for Urban Education programs at Lowry.**

For more information about financial aid, contact:

Office of Financial Aid

<https://www.unco.edu/financial-aid/>

Telephone: 970-351-2502; Email: OFA.Extended@unco.edu

26. UNC Student ID Card

Extended Campus will help off campus students obtain a UNC Card. Site coordinators will take pictures of students in the face to face programs at the various centers and work with the UNC Card Office to get IDs for students. Online students will receive a logo card in the mail by request only shortly after beginning a new program. Logo cards may be exchanged for a photo ID free of charge if online students are ever on campus by visiting the UNC card office in the University Center. For more information, please visit their website at:

<https://www.unco.edu/card/>

27. Parking

Parking at Centerra, Lowry, and Colorado Springs is free to students. However, if you should have to go to the Greeley campus, parking is not free and is closely monitored year round. 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 sever weather policies and resource lists at

<https://extended.unco.edu/current/need-know/severe-weather-policy/>