

REGISTERING FOR CLASSES

You are encouraged to meet with your assigned academic advisor to ensure appropriate course placement and degree progress before registering for classes through Navigate. Registration instructions and deadlines are published each semester in various college publications. It is your responsibility to stay informed of all deadlines and policies.

Learning Options

To meet the diverse needs of our students, CCD offers a variety of classroom formats.

Face-to-Face Courses

CCD offers face-to-face courses in which you are required to attend class on specific days and times. Instruction may include lectures, small group discussions, labs, field trips, studio art or other in-person delivery methods. These courses may also include online exercises.

Hybrid Courses

Hybrid classes are online classes with a face-to-face component. They range from 30-70 percent online but have regularly scheduled face-to-face meeting times. Please be sure to read your schedule carefully to understand when your class meets.

Online Courses

CCD Online Courses
 CCD.edu/CCDOnline

These courses are developed and taught by CCD faculty using the same standards as our face-to-face classes. You generally have to go online four or five days a week to complete the work, but you can do that when it works for your schedule. You will be expected to do the same amount of work as in a traditional classroom.

Colorado Online @ CCD Courses

In addition to the online courses CCD offers, you can also take online courses taught by Colorado Community College Online by instructors at all 13 community colleges across the state. You will be able to apply these courses to your program here at CCD. To learn more about whether Colorado Online courses are right for you, contact the chair of your department or your academic advisor.

Note that math classes taken online may require proctoring for exams.

Evening & Weekend Courses

Evening and weekend courses are face-to-face and require attendance on specific days and times. Many evening and weekend courses may start late or may be accelerated.

Flex-Start Courses

Flex-start courses start later in the semester as indicated in the CCD schedule. Credit earned through flex-start courses is identical to credit earned through any other CCD course. Class duration, start dates and end dates vary; you should check the course schedule for complete details.

Accelerated Courses

Accelerated courses offer fast-paced, intensive learning options for motivated students and are ideal for those who can work independently. Check class requirements and class dates, as some accelerated courses are also late-start courses.

Experiential Learning

Experiential learning is an educational learning activity that provides you with personal experience in the field of your chosen career rather than learning from lectures, books and other second-hand sources. Experiential learning includes cooperative education, internships, clinicals and apprenticeships. For more information, contact your academic advisor.

Inter-Institutional Courses

CCD and neighboring institutions, Metropolitan State University of Denver (MSU Denver) and University of Colorado Denver (CU Denver), have an inter-institutional agreement that allows you to take select courses at MSU Denver or CU Denver if space is available. The tuition will be paid at CCD, excluding any fees that may be required. MSU Denver and CU Denver

students can also take select courses at CCD if space is available. CCD and Colorado School of Mines also have an inter-institutional agreement. For instructions on how to register for inter-institutional courses, please refer to Inter-Institutional Application at CCD.edu/docs/inter-institutional-application.

Helpful Information Add/Drop Classes

It is your responsibility to add or drop classes by the published deadline.

- You may add classes until the last day to register according to published deadlines.
- You may drop classes for a full refund by the published census date for each class.

Dates are published each semester at CCD.edu/Academic-Calendar. Census dates vary, so it is important to know if a class is a traditional 15-week class (fall and spring term) or a traditional 10-week class (summer term); all other census dates are specified in your student schedule. Census dates can be verified with the Office of Registration and Records.

If you do not attend by census date, you may be dropped for non-attendance, which may include any required corequisite course regardless of attendance in that course. Any student dropped after the last day to register will not be permitted back into the course.

Classes dropped before the census date will not appear on an official transcript. After the census date, you have the option to withdraw without a refund until the published last date to withdraw.

Check with the Financial Aid and Scholarships prior to dropping or withdrawing from any classes as this could affect your financial aid award and you may have to repay awards. Veterans should consult the VA Certifying Official prior to dropping a class, as it may impact your educational benefits.

Auditing Classes

By auditing a class, you may participate in class activities but you will not receive a formal transcript grade. You must indicate intent to audit a class at registration or by the census deadline listed on your student schedule. You must pay for the class in full before an audit request will be processed. Once the audit has been approved, the class cannot be changed to a credited class.

Audited classes are not eligible for the College Opportunity Fund stipend. You will be responsible for the full in-state or out-of-state tuition. Audited classes do not meet the credit-hour requirements for financial aid or veteran benefits and may not be applied to certificate or degree requirements. Class credits for which an AU (Audit) grade is earned will not count in attempted hours and earned hours. No quality points will be assigned and there will be no impact on either the term or cumulative GPA.

Developmental Students

Metropolitan State University of Denver

CCD's developmental education is available to Metropolitan State University of Denver (MSU Denver) students who require basic skills remediation. MSU Denver students must register for CCD courses at their home institution and adhere to MSU Denver's registration procedures and deadlines. Final grades will appear on both CCD and MSU Denver transcripts. If a student should transfer from MSU Denver to CCD, these courses will be included in the student's Satisfactory Academic Progress (SAP) calculation for financial aid at CCD.

University of Colorado Denver

CCD offers Algebraic Literacy to University of Colorado Denver (CU Denver) students who require remediation in mathematics. CU Denver students must register for Algebraic Literacy at their home institution and must adhere to registration procedures and deadlines set by CU Denver. Final grades will appear on both CCD and CU Denver transcripts. If a student should transfer from CU Denver to CCD, these courses will be included in the student's Satisfactory Academic Progress (SAP) calculation for financial aid at CCD.

Prerequisite Requirements

Prerequisites exist to help you be successful in your classes. They indicate knowledge you must have gained from a different class, or knowledge you can demonstrate on an exam, before you can enroll. Successful completion

of the prerequisite is required prior to enrolling in the course, (a grade of A, B, or C). It is your obligation to know and meet course prerequisites as stated in the course description section of the CCD Catalog. Prerequisites will be checked at registration and you may be dropped if prerequisites are not met.

If the prerequisite requirements are for college composition, math, or English-as-a-second-language courses, the Testing Center enters the basic skills test exemption on your student record to allow registration. This is required in order for the College to be in compliance with the Colorado Commission on Higher Education Statewide Remedial Education Policy, Section I, Part E.

If the prerequisite requirement is not for college composition or math, you may request that the College also review previous transcripts from a regionally accredited college or university to approve and enter a prerequisite waiver. All requests for prerequisite waivers must be submitted to the Office of Registration and Records or the Testing Center. Refer to the College online schedule or program requirements for specific requirements.

Biology Prerequisite Requirement

If you are intending to enroll in BIO 2104, you are required to complete BIO 1111 or BIO 2101 with a grade of C or better or pass the Biology Placement Test. Transfer students who have taken an equivalent college biology class should submit previous transcripts from a regionally accredited college or university to the Testing Center for approval of the prerequisite requirement. When submitting to the Testing Center, you must indicate that you would like a biology prerequisite override so that your assigned academic advisor and/or an academic advisor in the STEM advising pathway can be notified. Although the College can transfer in a BIO 1111 course that is up to 10-years old for prerequisite waivers, some Center for Health Sciences programs require that BIO 1111 must be completed no more than seven years prior to enrollment in BIO 2104.

Maximum Course Load

Eighteen (18) credit hours is the maximum course load for all students. You cannot register for more than 18 credits in any given semester without review and approval by the senior advisor for the advising pathway that contains your program or major. You should first connect with your assigned academic advisor to initiate this process.

Waitlist

You may place your name on a waitlist when a course is at maximum capacity and closed for registration. CCD honors the order of the waitlist and extends enrollment availability to you via a notification email sent to your CCD student email account in the order in which you appear on the list. It is your responsibility to register for the class via Navigate prior to the deadline indicated in the notification email. No exceptions will be allowed if you miss a notification. You may have less than 24 hours to register if the deadline allowed overlaps the last day to register. Payment must be made in accordance with the payment policy. Faculty must honor the waitlist if there are openings in the class and cannot sign any students into a closed course.

Withdrawals

Withdrawing from a class after census date will result in a grade of W. Withdrawal dates vary, so it is important to know if a class is a traditional 15-week class (fall and spring term) or a traditional 10-week class (summer term); all withdrawal dates are specified in the course schedule. Withdrawal dates can also be verified with an academic advisor or with the Office of Registration and Records. No academic credit is awarded for a withdrawal. A withdrawn course will count in attempted credits.

Check with Financial Aid and Scholarships prior to dropping or withdrawing from any classes as this could affect your financial aid award and you may have to repay awards. Veterans should consult with the VA Certifying Official prior to withdrawing from a course, as it may impact their educational benefits.

Inter-Institutional Registration

About the Auraria Campus Inter-Institutional Program CCD.edu/InterInstitutional

Under the inter-institutional registration program, CCD and its partners on the Auraria Campus, Metropolitan State University of Denver (MSU Denver) and University of Colorado Denver (CU Denver), allow you to take select

college-level courses at a host institution if space is available. You have the advantage of paying a lower tuition rate for courses offered by the host institution, while MSU Denver and CU Denver students have access to a diverse selection of electives and courses that may not be available at their home institutions.

Online, off-campus, wait-listed or extended campus classes are not covered under this agreement.

CCD Students

CCD certificate- or degree-seeking students who want to take classes at MSU Denver or CU Denver must submit both the Inter-Institutional Application and Registration forms for registration purposes, which may also be obtained at the Office of Registration and Records. You must adhere to the procedures and deadlines established by the home and host institutions. You are required to meet MSU Denver or CU Denver course prerequisites prior to registration and may not register for more credits at the host institution than what you are registered for at CCD. You may be subject to additional course fees at the host institutions and are responsible for paying these fees directly to MSU Denver or CU Denver.

In order to ensure that an inter-institutional course will transfer to CCD and apply towards your certificate or degree program, you must meet with your assigned academic advisor prior to registering for an inter-institutional course. Inter-institutional course registration does not alter certificate and degree requirements. You may be required to submit a Course Substitution form and an official transcript from the host institution in order to have inter-institutional courses apply to their program requirements for graduation.

MSU Denver & CU Denver Students

MSU Denver and CU Denver students are permitted to take classes at CCD through the inter-institutional registration process after obtaining an inter-institutional form from their home institutions. Forms must be completed with required approvals and signatures from the home institution prior to submission at CCD. Students must submit an online application for admission at CCD and must adhere to procedures and deadlines established by their home and host institutions. This includes meeting the required course prerequisites at CCD prior to registration. Students are not permitted to register for more credits at CCD than what they are registered for at their home institutions. Students may be subject to additional course fees and must pay them directly to CCD.