



# WELCOME

## Instructions for Extended Studies Students

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Thank you for registering for a Colorado Mesa University Extended Studies course. Courses offered through the Extended Studies program are designed to meet the educational and training needs of professionals and are flexibly-scheduled to accommodate busy and demanding lives.

### Course Registration

Each time you take an extended studies course, you'll complete the registration form. Please fill out the entire form and answer all questions. Leaving a question blank could delay your admission and enrollment in the course.

### Tuition Payment and Billing

Tuition for extended studies courses is structured to be affordable and accessible. Tuition is due at the time of registration and will be paid through the online registration/payment link.

### Grade Reports

Your instructor is responsible for entering your final grades once your course has completed. This course is graded Pass/Fail. Successful completion of the course will result in a grade of P on your transcript. Final grade reports are no longer sent to participants; you must access your grades online. Final grades will be available approximately one week after the end of the semester.

- Transcripts can be requested from the Office of the Registrar at CMU.
- Start by accessing CMU's Transcript Information webpage:
  - <https://www.coloradomesa.edu/registrar/transcripts.html>
- Decide whether you need to receive an official or unofficial transcript and select the correct option depending on your need.
- Follow directions as specified on the webpage.
- Please contact the Office of the Registrar (970.248.1555) should you have any questions or need information about your course registration.

### Assistance

Should you have questions about any aspect of your Extended Studies course, please contact the coordinating agency or the Colorado Mesa University Extended Studies office, 970.248.2031. Thank you for pursuing your professional development needs through Colorado Mesa University.