

## How to Register for Extended Studies Courses at UCDHSC

*Including Winter Term courses & Digital Animation Center Courses*

### **How to Search and Find Courses Offered through Extended Studies on the Course Search & Schedule Planner**

1. From [www.cudenver.edu](http://www.cudenver.edu), click on the "SMART-Registrar" link.
2. Click on "Course Search & Schedule Planner."
3. Submit for the appropriate semester (what semester are you wanting to register for).
4. Once the semester loads, click on "Extended Studies" along the top.
5. You can then search within Extended Studies for Fine Arts (FA) courses, by instructor name, or day/time.
6. Copy down the five digit Call Number, which is what you will use to register for the course through the SMART System.

### **How to Register for Courses Offered through Extended Studies on the SMART System**

1. From [www.cudenver.edu](http://www.cudenver.edu), click on the "SMART-Registrar" link.
2. Click on "SMART."
3. Enter your student ID & PIN numbers.
4. Click on "Registration."
5. Click on "Register."
6. Submit for the appropriate semester and for "extended studies."
7. If you have the call numbers, enter them here.
8. If you do not have the call numbers, use the course search function to find them. Once you have a list of the call numbers you need, click on "Register" and enter them.
9. Once you have submitted your registration, print out a copy of your schedule. These courses will not appear on the same schedule as your general education and other major courses.

### **How to Register for Applied Music (Private Lessons) through Extended Studies**

*This is appropriate for non Music Majors, and for Music students who have exceeded their Applied Music limit or wish to study a second instrument.*

1. Pick up Extended Studies Paperwork from Betsy Ackerman in ARTS 177. She can also give you the current rates for Applied Music Lessons.
2. Contact the instructor you wish to study with to see if they have room to accept you.
3. If they do, or if the person they refer you to does, complete the paperwork obtained in Step 1.
4. Return completed forms to Betsy. You can pay when they submit their paper to Betsy by check or credit card. If Financial Aid will cover the course, please let her know so that she can have you complete the appropriate form.

***Before taking extended studies courses:***

*consult with your academic advisor to ensure that they will fulfill a degree requirement and Financial Aid to discuss whether or not your aid amount will cover it.*