

WELCOME

Instructions for Extended Studies Students



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 will be available approximately one week after the end of the semester and can be requested online.

- Transcripts can be requested from the Office of the Registrar at CMU.
- Start by accessing CMU's Transcript and Grade Information webpage: <https://www.coloradomesa.edu/registrar/transcripts.html>
- Under the section titled **Former Students and Those Without MAVzone Access**, you will find a link to request your transcript online.
- Follow directions as specified.
- Please contact the Office of the Registrar (970.248.1555, registrar@coloradomesa.edu) should you have any questions about this process.

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 or distanceed@coloradomesa.edu.

Thank you for pursuing your professional development needs through Colorado Mesa University.