

Procedures for Ordering Transcripts from the University of Colorado Denver

Grades are normally posted to transcripts at the end of each UCD term.

If UCD receives your completed registration between:	Your course will be assigned to this term:	Transcripts will be available (specific dates vary each year):
April 1-July 1	Summer	August 11
July 1-November 1	Fall	December 23
November 1-April 1	Spring	May 25

Transcripts may be ordered from the UCD Registrar’s office at (303) 556-2389.

Early Grade Posting: If you would like your grade posted to your transcript before the end of the UCD term as listed above, please follow these steps.

1. Once you have completed the course, allow three weeks for your registration form to be processed.
2. After three weeks, call the UCD registrar at (303) 556-2389 to receive your student ID and PIN number, if you do not already have it.
3. Use your student ID and PIN to log into the UCD online registration system. Please find the link to the registration system (SMART) on the registrar’s home page at: <http://www.cudenver.edu/registrar>. Once you log into SMART, make sure to choose the “extended studies” rather than “main campus” option.
1. Check to see whether the courses you took through Colorado Consulting have appeared on your schedule yet.
2. **Once all your courses are listed on your schedule in SMART**, please call the Continuing and Professional Education Office at the UCD School of Education and Human Development at (303) 315-4985 or email cpe@ucdenver.edu to request early posting of your grades. Have your student ID number ready when you call and/or include it in your email.
3. Early grade posting takes one to two weeks once you have made this request. You can use the SMART system to see whether your grades have been posted. You should order your transcript through SMART.

SPECIAL NOTE: More than 18 credit hours cannot be posted to your transcript in the Spring or Fall Terms and more than 12 credit hours cannot be posted to your transcript in the Summer Term. A maximum of 48 credit hours can be earned in one year.

LETTERS OF COMPLETION: Between the end of one semester and the beginning of the next there are “dead zone” periods during which early grades cannot be posted to transcripts. In lieu of early grade posting letters of completion on UCD letterhead may be available upon request. Letters of completion may be requested for registrations received by the Continuing and Professional Education Office between November 1 and January 15, April 1 and May 20, and July 1 and August 1. If you complete a course during these “dead zone” periods, please wait until you see the course on your schedule in the SMART system. Then contact the Continuing and Professional Education Office at (303) 315-4985 or cpe@ucdenver.edu to request a letter of completion.