



COLORADO STATE UNIVERSITY PUEBLO  
**High School Programs**

Division of Extended Studies

# Senior to Sophomore Program



Colorado State University Pueblo  
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## Welcome to the Pack!

CSU Pueblo is committed to providing a seamless educational system for high school students transitioning to their undergraduate experience. As part of this effort, the CSU Pueblo Extended Studies Division Concurrent Enrollment Senior to Sophomore (STS) Program provides opportunities for high school students to take college-level coursework delivered at their high school. The goal of the program is to provide exceptional learning experiences which serve to:

- increase student knowledge and skills;
- positively influence their college preparatory curriculum;
- motivate students to attend college;
- increase their likelihood of graduating from college;
- prepare them for the workplace

The mission of the Division of Extended Studies is to provide quality lifelong learning opportunities to all who wish to grow and learn. STS Instructors and Liaisons are an essential part of our team toward our mission. We consider you and the students enrolled in the STS program part of the T-Wolf family!

## University Contacts

Feel free to contact us at any time. We can answer questions or support you in creating an exceptional STS experience for our students.

### High School Programs

2200 Bonforte Blvd.  
University Library Wing, Room 184  
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### Extended Studies Leadership

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### High School Programs Staff

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## Registration Process

### STS Instructors

STS Instructors must provide the following to the CSU Pueblo High School Program Specialist:

- Up-to-date resume
- Unofficial transcript indicating 12+ graduate level courses in their content area of teaching either completed or in progress
- Syllabus for each STS class (template provided)
- New STS Instructors must fill out a Demographics Form at
- <https://docimage.csupueblo.edu/portal/164> as follows:
  - Job assignment: Guest Extended Studies STS
  - Department: Extended Studies
  - Supervisor: Kathryn Starkey, [katherine.starkey@csupueblo.edu](mailto:katherine.starkey@csupueblo.edu)
  - Type of Employee: Guest

Within 48 hours of completion of the Demographic Form, STS Instructors will receive instructions to activate their NetID needed in order to access their class roster(s) and grading module in Banner.

STS Instructors and their syllabus must be approved by the CSU Pueblo academic Department Chair in order to offer the course for STS credit. Materials will be sent to the Department Chair by the High School Program Specialist. Instructors can be fully approved for two years or conditionally approved for one year. The STS Program Specialist will notify the STS Instructor to verify course approval and establish registration dates.

STS Instructors must also submit samples of graded student work each spring, with student names redacted from each sample. Samples should include three assignments per letter grade (three A's, B's, and C's). Samples will be evaluated by the Department Chair to ensure courses adhere to university accreditation requirements.

### Student Process

High School Programs staff will visit high schools each year to present the STS Program and assist students in the online registration process. Staff will review benefits of the program, cost, important semester dates, course information, and how to obtain transcripts upon completion of their course(s). Student Registration Link: <https://csupueblo-extendedstudies.formstack.com/forms/sts>

## Important Registration & Tuition Payment Deadlines

### Fall and Full-Year Dates

- Registration opens: August 1<sup>st</sup>
- October: STS Instructors verify class rosters and student enrollment for their course(s) in Banner.

- Any errors or corrections must be reported to the High School Program Specialist before November 1<sup>st</sup>.
- Fall and Full-Year student course registration(s) must be completed no later than: November 1<sup>st</sup>
  - Late registrations are not allowed. Full-Year registrations are only accepted in the Fall.
- STS Instructors must input student grades into Banner within five (5) business days after the school district term ends

### Spring Dates

- Registration opens: January 1<sup>st</sup>
- February: STS Instructors vary class rosters and student enrollment for their course(s) in Banner
  - Any errors or corrections must be reported to the High School Program Specialist before March 1<sup>st</sup>.
- Spring student registration(s) must be completed no later than: March 1<sup>st</sup>
  - Late registrations are not allowed. Full-Year registrations must have occurred in the Fall.
- STS Instructors must input student grades into Banner within five (5) business days after the school district term ends.

### Drop/Withdrawal/Refund Policies & Time Limits

Students must submit a Drop or Withdrawal Form to the High School Program Specialist by stated deadlines to officially drop or withdraw from an STS course. Students who do not drop or withdraw by the deadline will receive an F for the course on their CSU Pueblo transcript.

<https://www.csupueblo.edu/registrar/doc/forms/class-withdrawal.pdf>

### Semester Course

- Students must drop their course within three (3) weeks of the date of their registration confirmation email to be eligible for a full refund of paid tuition.
- After the third week and before the end of week 12 of class, students can withdraw from a course, resulting in a "W" (withdrawal) on their CSU Pueblo transcript. Withdrawals are not eligible for a refund.

### Full-Year Course

- Students must drop their full-year course within five (5) weeks of the date of their registration confirmation email to be eligible for a full refund of paid tuition.
- After the fifth week and the end of the 24th week of class, Full-Year students can withdraw from a course, resulting in a "W" (withdrawal) on their CSU Pueblo transcript. Withdrawals are not eligible for a refund.
- The latest possible date for a student to drop a Full-Year course is December 6<sup>th</sup>.

### Tuition

Tuition cost and responsible party varies by district.

SIPA link:

<https://secure.colorado.gov/payment/csu-highschool>

Districts whose students "self-pay" for their courses must submit payment at time of registration. CSU Pueblo does not offer payment plans for STS and students will not be sent a bill. The STS Instructor may assess additional lab fees for selected courses at their discretion, payable to the high school.

Student payments can be made by check/money order payable to "Colorado State University Pueblo" or via the online payment portal at <https://secure.colorado.gov/payment/csu-highschool>. A \$1.00 e- check fee or a 2.5% + \$0.75 transaction fee for credit card payments will be assessed at the time of payment on the payment portal.

## Preliminary Class List & Final Grade Report

An active NetID is required to access course rosters and input final grades. STS Instructors are responsible for verifying their course roster(s), reporting any errors or corrections to the High School Program Specialist, and inputting student grades by stated deadlines.

Access Banner at

<https://bannerxe.is.colostate.edu/FacultySelfService/ssb/facultyCommonDashboard?mepCode= CSUP>

Click on Colorado State University Pueblo

Enter your NetID and Password

### Class Rosters:

Click on Class Lists, then on the Term to view a class roster.

<https://docimageweb.csupueblo.edu/CSUPUEBLOFORMS/portal/162>

### Grade Entry:

Grades can be entered through the Class Roster page or from the Grade Entry tab on the first page

- Link for training for entering grades  
<https://youtu.be/v52GxhaZLME>
- [How To Enter Grades in Banner](#)

The grade entry window to input grades is strictly adhered to. If you miss the grade entry window XXXX.

**Note:** Timely submission of grades is vital to providing students access to transcripts. Many students in the STS program are graduating high school seniors who need transcripts for college admissions and Financial Aid purposes. Transcripts requested before final grades are posted will list an "NG" (No Grade) as the grade. NG grades roll to an F the following semester.

### Unofficial Transcripts:

STS Liaisons will have access to electronic copies of unofficial transcripts once final grades are posted and can provide them to students upon request.

Students who are registered for both Concurrent (on the CSU Pueblo campus) and STS courses can access their unofficial transcripts through their student PAWS account.

### Unofficial Transcripts:

Official transcripts can be ordered online through a third-party provider on the Registrar's Office website at <https://www.csupueblo.edu/registrar/transcripts.html>. There is a fee for each official transcript ordered. Students who owe money to CSU Pueblo will have a financial restriction on their record that may prevent their transcript from being released. Students should first check their unofficial transcript to ensure that final grades have been posted before ordering an official transcript.