Dear Student Name,

CU-Boulder and the Colorado Department of Higher Education are pleased to announce a state-wide undergraduate degree completion assistance service, CU Complete. CU Complete, administered by the Division of Continuing Education and Professional Studies, is designed to assist ready adult students complete their degrees. We have identified you as a former CU student who may benefit from this service.

We recognize that your needs as an adult student may be different from when you began your college program. Whether you want to complete your original degree or pursue a new academic area, CU Complete's advisors can:

- Review your transcripts and discuss with you your remaining coursework
- Identify colleges and universities in Colorado with degree programs that best meet your current needs
- Provide financial aid and career counseling

The CU Complete service is completely free of cost and you have no obligation to complete your degree. Our goal is simply to offer assistance to students who want to finish their degrees and aren't quite sure where to begin.

If you are interested in this service, please complete and mail the enclosed card (no postage required) or complete the intake form available at [http://cucomplete.colorado.edu](http://cucomplete.colorado.edu) to get started.

If you are not interested in the service, or not in need of it, please let us know that so we can remove you from our mailing list.

We look forward to assisting you complete your degree!

Sincerely,

Anne Heinz
Dean
Name ___________________________________________

Address (if changed) ______________________________________

Preferred contact phone number or email ______________________

☐ Yes, please contact me about getting started!
☐ Maybe, I'd like to speak with an advisor first.
☐ No, I am not interested in or not in need of CU Complete.

If you selected no, please explain: __________________________

______________________________________________________
CU Complete Degree Completion Service - Intake Form

CU Complete advisors will use the information you provide on this form to assess your best options for degree completion. If you do not know the answer to some questions, leave them blank for now. Please provide current contact information including mailing address, phone number and email.

General Information

Name: ___________________________ Birth date: _________________________

Mailing address: ___________________________ _____________________________

Email address: ___________________________ Phone #: _______________________

Preferred method of communication: email phone

How did you learn about CU Complete? ________________________________

Education outside of CU-Boulder

Have you attended any other colleges or universities since you last attended CU? Yes No

If yes, please list them: ______________________________________________________________________________________

If you attended another college or university after you left CU-Boulder, please include an unofficial copy of your non-CU transcript (if available) or answer the following:

When did you attend? i.e. 2004-2005 and 2007-2008 ________________________________

Approximately how many credits did you earn? ________________________________

Approximately what was your cumulative, non-CU GPA? ________________________________

Degree Completion

Academic areas of interest or, the degree you wish to complete: ________________________________

Is this a different degree than the one you initiated? Yes No

Circle all that apply:

Course delivery preference: classroom online/correspondence combo

Time/Day preference: weekday evening weekend flexible combo ok

When would you like to begin/re-enroll in courses? month__________ year__________
CU Complete Degree Completion Service - Intake Form

Reasons you were unable to complete degree initially:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Educational Preferences

Rank the following in terms of importance. Assign a 1 to the element that is most important, 2 to the next and so on thru 10 as the element least important to you.

______Geographical location of the college/university in proximity to your home

______Preferred course delivery method (online or classroom)

______Time/Day preference (evening, weekend, etc.)

______Reputation of college/university

______College/university offers degree in preferred academic area of interest

______Cost of tuition

______Support services such as advising, financial aid, and career counseling

______Ability to complete degree in the least amount of time possible

______Available financial assistance

______Receiving a degree from CU-Boulder specifically

What, if any, barriers exist now that might get in the way of your completing a degree?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Signature

Date
CU Complete Degree Completion Service - Intake Form

All done! Please send/email/fax the first two pages of this form to the Division of Continuing Education at CU-Boulder (see below). A CU Complete advisor will let you know that we have received your form. Next, we will compile a list of personalized recommendations and contact you about your next steps. The review process may take up to two weeks. If you have any questions in the meantime, please email us at ceadvisor@colorado.edu.

Mail: University of Colorado at Boulder
Division of Continuing Education
Attn: CU Complete
178 UCB
Boulder, CO 80309-0178

Fax: 303-492-3962

Email: ceadvisor@colorado.edu