



DSF SCHOLAR HANDBOOK 2012-13



DEAR DSF SCHOLAR:

Congratulations on making such an important personal commitment to your future by choosing to achieve a higher education. The Denver Scholarship Foundation (DSF) is honored to share this commitment with you. You have achieved much success in your life already or you would not be where you are today. DSF is investing in your education because we know that a higher education will expand your opportunities and create a greater future for you, your family, and everyone in the Denver community.



The Denver Scholarship Foundation was launched six years ago to inspire and empower Denver Public Schools (DPS) students like you. We provide the tools, knowledge and financial resources to help you achieve a college degree or technical certificate. DSF co-founders Tim and Bernadette Marquez and Gov. John Hickenlooper believe that investing in students and removing the financial barriers to higher education will make a difference in your lives and in the future of our city. We are proving them right. In addition to serving high school students from across the district in our Future Centers, DSF has awarded scholarships to over 2,600 DPS students, and 227 DSF Scholars have completed their degrees or certificates. With the assistance of DSF Advisors, DPS students were also offered more than \$47 million in additional scholarships this year.

Helping you adjust to college is part of DSF's commitment to support you throughout your collegiate career. We welcome you into this next phase of your life, and want you to know that the Denver Scholarship Foundation is with you all the way!

Sincerely,

Cindy Abramson
Executive Director

"BE THE CHANGE THAT YOU WANT TO SEE IN THE WORLD."
MAHATMA GANDHI

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PART I

YOUR DSF SCHOLARSHIP

Overview

The Denver Scholarship Foundation (DSF) offers need-based scholarships to qualified graduates from Denver Public Schools (DPS). The scholarships, which can be as much as \$3,400 a year, can be used at 39 DSF-eligible Colleges, including technical and community colleges or four-year colleges and universities. With a renewable DSF Scholarship, scholars can receive up to five years of scholarship support to earn a bachelor's degree.

How do I keep my scholarship?

To be considered for a DSF Scholarship for the upcoming academic year, Renewal Applicants must meet all criteria and deadlines listed here within the five-year scholarship eligibility period. Your DSF Scholarship eligibility period begins when you first meet the requirements to become a DSF Scholar and part of a DSF Cohort. For example, the DSF 2008 Cohort's first (1st) academic year of scholarship eligibility was 2008-09. The 2008 Cohort's fifth (5th) and final academic year of scholarship eligibility is 2012-13. See Years of Eligibility for the DSF Scholarship on page eight.

REQUIREMENTS FOR A SCHOLARSHIP AWARD

- Meet the DSF Student Success Requirements (SSR) for your college. Visit www.denverscholarship.org/colleges and select your school to view the specific requirement(s) you must meet at your college.
- Attend a DSF Transition to College Workshop (New DSF Scholars only). If you missed the workshops, go to www.denverscholarship.org/transitionworkshop to view the webinar and take a survey.
- Maintain a cumulative 2.0 grade point average (GPA) each term.
- Meet the Satisfactory Academic Progress (SAP) requirements defined by your school.
- Complete a College Choice Form at www.denverscholarship.org/CCF to notify DSF if you plan to transfer schools.
 - By July 15 for fall term
 - By November 1 for spring term
- Re-apply to DSF each year and meet all application deadlines as described on page five.





How do I renew my scholarship next year?

April 1 Submit DSF Renewal Application and FAFSA

- Renew your DSF Scholarship.** Complete and submit the DSF Scholarship application at www.denverscholarship.org
- Complete the FAFSA.** Complete and submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov

May 20 Provide FAFSA confirmation (if requested by DSF)

- DSF will ask your college to confirm that you completed your FAFSA by the April 1 deadline. If your college is unable to provide your FAFSA information, DSF will contact you to request that you submit a copy of your FAFSA Confirmation Page or Student Aid Report (SAR) to DSF directly by May 20. Visit www.denverscholarship.org/SAR for instructions on how to submit proof of FAFSA completion if necessary.

July 15 Complete all financial aid requirements at your college

- This requirement will help you finalize your financial aid at your college. After your FAFSA information is received by your college, you may need to submit additional information to the Office of Financial Aid to complete your financial aid requirements. Log into your college student portal or call the Office of Financial Aid to check the status of your financial aid. If additional information (i.e. verification forms, tax transcripts, etc.) is requested, you must submit it to the Office of Financial Aid as soon as possible. Every college has different requirements and processing times vary from 4 to 8 weeks. DSF will confirm with your college if you met this requirement, so you do not need to submit proof to DSF.

July 15 Notify DSF if you transfer

- If you are transferring to a different college, go to www.denverscholarship.org/CCF, and complete the College Choice Form (CCF) by July 15 for fall term or November 1 for spring term. You must also complete your financial aid requirements at your selected college by July 15 for the fall term or November 1 for the spring term.





How much scholarship money will I receive?

Your DSF Scholarship award amount depends on four factors: (1) whether your college is a partner with DSF, (2) the type of college you attend, (3) your Expected Family Contribution (EFC) and (4) your enrollment level.

DSF Partner Colleges are colleges that provide DSF Scholars with additional support on campus to help you be successful. The support includes such services as mentoring, tutoring and special workshops. New Scholars in 2012-13 who attend one of the DSF Partner Colleges also receive larger scholarship awards than those who attend non-partner schools. Returning scholars in 2012-13 who attend non-partner colleges will continue to receive scholarship awards at the higher award amounts for Partner Colleges until they graduate.

The 2012-13 scholarship amounts detailed in the following tables are annual flat rates for students who enroll full-time for the entire academic year (August – May or September – June). DSF Scholarship awards are prorated for students enrolled less than full-time. **DSF Scholarship award amounts may change annually.**

Annual Award Amounts New* Scholars for 2012-13			
College Type	DSF Partner College: EFC 0 → 4,995	DSF Partner College: EFC 4,996 → 9,990	Non-Partner College: EFC 0 → 9,990
4-year College/University	\$2,800	\$3,400	\$1,000
Community College	\$1,400	\$1,700	\$500
Technical College	\$1,100	\$1,400	\$250

*If you have never been a DSF Scholar before this year or have not been part of a DSF Cohort, you are a **New Scholar**.

Annual Award Amounts Renewal* Scholars for 2012-13		
College Type	All Eligible Colleges: EFC 0 → 4,995	All Eligible Colleges: EFC 4,996 → 9,990
4-year College/University	\$2,800	\$3,400
Community College	\$1,400	\$1,700
Technical College	\$1,100	\$1,400

*If you were part of a DSF Cohort or received a DSF Scholarship in a previous year, you are a **Renewal Scholar**.

Awards will be prorated for students enrolled less than full time but at least half time.

Examples:

- Full-time (12 credit hours or more), Metropolitan State University of Denver, EFC = 0 Annual Award Amount = \$2,800 (\$1,400 per semester)
- Half-time (6-8 credit hours), Arapahoe Community College, EFC = \$5,300 Annual Award Amount = \$1,700 (\$425 per semester, based on half-time enrollment)



How your scholarship is issued and what this means for you

After your college confirms that you are enrolled at least half-time, your financial aid file is complete, and all other eligibility requirements are met, DSF sends scholarship payments directly to your college. Payments for students at *Pikes Peak Community College*, *Red Rocks Community College* and *Community College of Denver* are made **after** the census date (i.e. after the add/drop period).

You should be aware of your school's tuition and payment plan deadlines. The DSF Scholarship may be issued after your school's tuition deadline. This means you may need to pay for your classes out of pocket and later be reimbursed by your school's financial aid office. Many schools offer payment plan options, which will break up your overall tuition bill into smaller installments. There are often deadlines to enroll in these payment plans. Be sure to inquire at your school's cashier's office if interested. This option can help make paying for classes less stressful as you wait for your DSF Scholarship to arrive at your school.

Once a payment is sent to your college (usually in late August or September), DSF will send you an award letter indicating the amount of your scholarship.

DSF Probation Policy

If you do not meet your school's Satisfactory Academic Progress (SAP) guidelines, or do not earn a cumulative 2.0 GPA, you are given a one-term grace period and placed on DSF probation. You may still receive your scholarship as long as you meet all other requirements while you are on probation with DSF. If you do not meet the academic requirements for two or more consecutive terms, you will be placed on DSF suspension and will not be awarded your scholarship. To reinstate your scholarship, you will need to raise your GPA to at least a 2.0, meet the SAP guidelines and be meeting all other DSF requirements.

If you have questions about your school's SAP guidelines, contact your college's Office of Financial Aid.

Terms that your scholarship is suspended will count against your remaining terms of eligibility.

What if I don't renew my scholarship next year? Can I re-apply the year after?

If you do not fully meet all the renewal requirements, or choose not to renew your scholarship, you will forfeit your eligibility for the scholarship for the following academic year.

You may choose NOT to enroll (i.e., stop out) for one or more academic terms after becoming a DSF Scholar. However, the time taken off from your college program will be deducted from your remaining years of eligibility. You may re-apply for the DSF Scholarship at any time within your remaining years of eligibility. However, you must meet all DSF application deadlines and scholarship requirements to receive a payment.



How long can I receive the DSF Scholarship?

DPS graduates can apply for the DSF Scholarship during senior year of high school or within one year of high school graduation. Once you become a DSF Scholar, you are eligible for scholarship consideration for up to five (5) consecutive years. Your DSF Scholarship eligibility period begins when you first meet the requirements to become a DSF Scholar and become part of a DSF Cohort. New Applicants who became DSF Scholars in 2012 are members of the DSF 2012 Cohort. The 2012 Cohort's first school year of eligibility is 2012-13. These students may continue to renew the DSF Scholarship through the 2016-17 school year.

Within your five-year period of DSF Scholarship eligibility, there are limits on how long you can renew the DSF Scholarship at certain types of colleges (see below).



Years remaining for DSF Eligibility 2012-13 Academic Year					
College Type	Cohort Year 1 2012-13	Cohort Year 2 2013-14	Cohort Year 3 2014-15	Cohort Year 4 2015-16	Cohort Year 5 2016-17
4-Year College/ University	\$	\$	\$	\$	\$
Community College	\$	\$	\$	No Award	No Award
Technical College	\$	\$	No Award	No Award	No Award
Not Enrolled/ Did Not Renew	No Award				

Contacting DSF

If you have any questions, you can contact DSF at:

Denver Scholarship Foundation
 303 E. 17th Avenue, Suite 200
 Denver, CO 80203
 303.640.6564
 FAX: 720.746.5139

Email: collegeinfo@denverscholarship.org





FREQUENTLY ASKED QUESTIONS

Will my DSF Scholarship pay for summer classes?

At this time DSF does not pay for summer terms. The scholarship is only dispersed for the following terms: For semester systems: fall and spring; for quarter systems: fall, winter, and spring.

What if I want to transfer?

You can retain scholarship eligibility when you transfer schools as long as you:

- Notify DSF of the transfer by submitting an updated College Choice Form at www.denverscholarship.org/CCF by July 15 for fall term or November 1 for spring term
- Complete all financial aid requirements at your new college by July 15 for fall term or November 1 for spring term
- Transfer to a DSF-eligible college listed at www.denverscholarship.org/colleges
- Continue to meet all other requirements
- Have remaining years of eligibility

When you transfer schools, each year of eligibility that has already been used will be counted in your eligibility timeframe at the new school. For example, if you enroll in a community college for two years and then transfer to a university, the time already used would be subtracted from the total possible years of eligibility (5 years) to determine the remaining years of eligibility (3 years). Visit www.denverscholarship.org/transfer for more information on transferring.

If I don't use a portion of my scholarship, can it be used the next semester or year?

No. Unused portions of the scholarship cannot be rolled-over or transferred to any other term.

If I decide to withdraw from classes, what happens to the scholarship money?

Should you decide to withdraw from classes, DSF will follow your college's refund policy.

What if I want to contest a scholarship decision?

DSF has a Scholarship Appeal Process in place. If you feel that you would like a second review, please consult the Scholarship Appeal Policy in Appendix II of this handbook.

STEPS TO SUCCESS CHECKLIST

What are my first steps once I am on campus?

You've been admitted to college, and now you're wondering what's next? Regardless of what you plan to study, there are steps you can take to ensure you earn your certificate, associate's degree or bachelor's degree.

**Before
Classes
Begin**

- ✓ If you are a New DSF Scholar, you must attend a Transition to College Workshop. Go to www.denverscholarship.org/transitionworkshop for more information.
- ✓ Go to www.denverscholarship.org/colleges and click on your school to see your DSF **Student Success Requirement(s)**.
- ✓ **First-year students, consider freshman seminars** if offered. Many colleges offer courses that provide students a great opportunity for small, interactive learning classrooms. These types of settings allow students to work closely with their peers, and have proven to be effective in helping students be successful and graduate from college.
- ✓ Walk around the campus to **find where all of your classes are held** before the first day of class. This will make your first day less stressful as you'll already know where you're going.
- ✓ **Make a budget** for each semester. Only use funds you have available.

**During
the First
Month
of Class**

- ✓ **Meet the DSF Student Success Requirement(s) at your college.** Please refer to www.denverscholarship.org/colleges and select the link to your college to view the specific requirement(s) at your college.
- ✓ **Attend all of your class sessions.** Don't be tempted by the possibility that your professors may not take attendance! If you aren't there, you won't learn what you need to know to pass the tests.
- ✓ **Prioritize your time.** Set aside time to study outside of class two to three hours for every hour you are in class (e.g. for a three credit hour class, plan to study six to nine hours per week outside of class).
- ✓ **Communicate openly and respectfully with your professors.** Schedule appointments to meet with them during their office hours to discuss their perspective on mastering the course.
- ✓ Have at least one person in each class with whom you **exchange contact information** in case you miss a class, need notes, have questions, or want to start a study group.
- ✓ **Sit in the front row.** Statistically, students who sit in the front row have a higher chance of earning an "A."



During Your First Semester

- ✓ **Make sure you have completed your Student Success Requirement to remain eligible for future payments** www.denverscholarship.org/colleges.
- ✓ **Establish study groups** with two or three other students. Take the initiative and ask a few other students in the front row to meet with you to prepare for course exams.
- ✓ **Use your school's support services:** Advising Center, Tutoring Center, Counseling Services, Career Services, and Student Support Services, to name a few.
- ✓ If you need something, **don't be afraid to ask.** Look up campus office phone numbers and help lines and use them (see Appendix III for a list of resources by campus).
- ✓ **Be safe!** There will likely be shuttle or security services to escort you if you are out late and don't want to walk alone.
- ✓ **Join student organizations.** Get involved with your new school. Students who are more involved are more likely to enjoy their college experience and graduate.
- ✓ Take advantage of your school's **Career and Academic Advising Centers** to help you decide on a major and think about career goals.
- ✓ Does your school have sports teams? **Go to the games!** Attending can be fun and will help develop school spirit. Maybe you like to play sports – check out your school's intramural program and join a team. This can really boost your college experience and many of these events are inexpensive if not free!
- ✓ **Attend other campus events.** Try some things you don't usually do. Plays? Concerts? Guest speakers?
- ✓ Make sure to **balance** your social and/or work life with your academic goals.



Knowing When to Ask for Help — the earlier the better!

It's never too early to seek out assistance on campus. There are various departments and people at your school who want to help you succeed. All DSF Partner Colleges have a Campus Contact. Look up your Campus Contact online by selecting your school from the list at www.denverscholarship.org/colleges. Get connected early to ensure your success. Check out the tutoring services available on your campus within the first two weeks of classes. Find out if there are workshops offered through the Career Center or Academic Advising Center on campus. You can sometimes find other resources to help you succeed, such as the Student Support Services program. Identify and utilize all of your resources before you find yourself struggling to pass midterms.

Finding your Career Path

Are you still trying to figure out what career you would like to have in the future? If so, take some time to visit the Academic Advising or Career Center to take an interest inventory. They can help you decide what major to choose so that you can land the job of your dreams after graduation.

Staying on Track to Graduation

Once you have identified your major, meet with your academic advisor to create a graduation plan. This plan will help you map out what classes you must take each term to graduate on time. If you are attending a four-year institution to receive a bachelor's degree, plan to complete at least 30 credit hours per year for semester schools and 45 credit hours per year for quarter schools to meet graduation requirements in four years. If you plan to take classes on a part-time schedule, you will likely take more than four years to graduate with a bachelor's degree. For an associate's degree, you will need to complete 30 semester credit hours each year to graduate within two years.





Observe the Natural Learning Sequence

When you study, try to first grasp the big picture and then fill in details. Moving from large to small, coarse to fine, is an effective study method.

Set Reasonable Goals

Set your vision on the long-term dream, but your day-to-day activity should be focused on the short term. If you set goals that are manageable, you will get in the habit of accomplishing them.

Study in short, frequent sessions

To sit and study for hours and hours is challenging and creates stress. It has been proven that short bursts of concentration repeated frequently are much more effective than one long session.

Create a study routine and comfortable environment

Schedule consistent times of day to study. Write it down into your planner or set reminders on your cell phone! Pay attention to what elements create the best study environment for you and try to repeat these each time you study.

Honor your emotional state and be sure to take days of rest

Your brain literally repels data when your mind is on other things. Do not study if you are tired or distracted. Be sure to take days of rest. On days off from studying, really enjoy yourself and do not feel bad about not studying.

Review the Same Day

A quick review later in the day, versus waiting a few days, will tend to help you remember things better.





TIME MANAGEMENT

Budgeting your time is a skill that will benefit you for the rest of your life, no matter what career or profession you pursue. Most students discover that structuring their time at school will produce better grades and less stress. The following tips can help you balance life, work and school.

Get Organized

- Use time saving tools: appointment calendars, to-do lists, e-mail, file folders, etc.
- Organize your workplace (don't waste time constantly looking for your work).
- Use your appointment calendar for everything, including listing study time.
- Use to-do lists for both long-term and short-term goals for each day/week.

Plan Ahead (Schedule it, and it will happen!)

- Determine how long your tasks will take (do this before agreeing to take on a task)!
- Consider whether any activities can be combined.
- Determine if big tasks can be broken down into smaller tasks that may be easier to schedule (such as making an outline and visiting the library as two small steps in the assignment to write a term paper).

Prioritize Your Tasks.

- Use an A-B-C rating system for items on your to-do lists with "A" items being highest priority.
- Set goals for both the short term and long term as to what you want to accomplish.
- Periodically review your list to gauge the time required for each item and whether you need additional resources to accomplish them (if yes, schedule time to obtain those resources).
- Don't postpone the small tasks: a sense of accomplishment is good, and overlooked small tasks can become larger tasks.

Avoid Overload

- Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule.
- Take short breaks during study and work periods.
- Don't put everything off until the last minute (for example, don't cram for exams).
- Learn to say "no" when appropriate and to negotiate better deadlines when appropriate.





Practice Effective Study Techniques

- Have an appropriate study environment (avoid studying at home or in your dorm room).
- Split large tasks into more manageable tasks.
- Read for comprehension, rather than just to get to the end of the chapter. Make notes in the margins to remind yourself of key points and items that require clarification.
- Be prepared to ask questions as they come up during study, rather than waiting until just before an exam.
- Do the most difficult work first, perhaps breaking it up with some easier tasks.
- Don't wait until the last minute to complete your projects.
- Read the syllabus as soon as you get it and note all due dates on your calendar.
- Be a model student! Sit in front, be attentive, participate in class, and be punctual, prepared, and eager to learn.

Be Flexible

- Life does not stop while you are in school! If something unexpected happens, fit it into your schedule and keep moving forward.
- Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it).
- Know who to ask for help when needed.

Have a Vision

- Don't forget the big picture. Why are you doing the task? Is it important to your long-term personal goals?
- Have and follow a personal mission statement (personal and career). Are your activities ultimately helping you achieve your goals?
- Know what is important to you. What do you value most?

Be a Model Student to Others in Your Community

- Come back and visit the Future Centers and share your college successes with younger students. Doing so will help you remember why it's so important to complete your education! Click [here](#) for an application to be a Scholar Volunteer.

REMEMBER, COLLEGE IS DIFFERENT THAN HIGH SCHOOL. TO BE SUCCESSFUL, YOU MUST TAKE RESPONSIBILITY FOR YOUR LEARNING. IF TIME MANAGEMENT IS A CHALLENGE FOR YOU, TALK TO YOUR ACADEMIC ADVISOR OR DSF CAMPUS CONTACT.



COLLEGE TERMS AND DEFINITIONS

**Academic Advisor**

A person who will help you select the correct courses, review the course requirements for your chosen degree, develop an educational plan, and help you with any academic problems you may encounter.

Academic Probation

All colleges require students to maintain a minimum cumulative grade point average (GPA) of 2.0 or higher to remain in school. If your GPA drops below a 2.0 you may be placed on academic probation. Should this happen, you may also be placed on probation for your DSF Scholarship.

Academic Suspension

A student on academic probation may be placed on academic suspension if he/she fails to maintain or achieve the minimum cumulative GPA required of 2.0 or higher for two consecutive semesters or quarters.

Academic Year

The period during which school is in session. An academic year on a semester schedule includes fall, spring and summer. A quarter system includes fall, winter, spring and summer.

Alumni

Persons who have graduated from a college.

Associate's Degree

An associate's degree is granted upon completion of a program of at least two (60 credit hours), but less than four (120 credit hours) years of college work. Associate's degrees are most often awarded at community colleges, though some state colleges may offer associate's degrees.

Bachelor's Degree

An award granted after completion of at least four years (120 credit hours) of college work. Technical schools and community colleges do not offer bachelor's programs. State colleges and universities, private colleges and universities, and proprietary colleges do.

Bookstore

All colleges have bookstores. They will generally stock the books and other materials required in all courses offered at the institution, as well as providing basic school supplies and clothing.

Bursar's Office

Responsible for billing and processing tuition and fee payments, collection of past due accounts, disbursement of excess financial aid and other refunds, and overall management of banking operations for the university.

Business Office

The Business office is responsible for all financial transactions of the institution. How is this different from Bursar?

Campus Contact

See DSF Campus Contact.

Catalog

College catalogs provide all types of information that students and parents need to know about the institution. It lists the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, course descriptions, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc.

Career Center or Career Services

Office on campus that will help you choose a career; work on your resume, find internships, and look for a job after graduation.

Census Date

Date in each semester after which students cannot withdraw from a class without paying a fee for that class. The census date varies by institution.

Certificate

A one-year (or less) academic program that can be completed at a technical school, community college or four-year college or university.

CLEP

The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Contact the testing center at your college for more information.

Class Schedule

The times (hours and days), locations (campus, building, room number), and instructors for courses during a semester. Copies of students' class schedules are usually available in your Enrollment Services/Advising office or on-line using your college designated student ID and pin number.

Clubs/Organizations

Clubs exist to promote diverse educational experiences that are responsive to the needs and interests of college students who desire to enhance their occupational, intellectual, cultural, social, or personal development. You can get information from the Student Life office at your college.

COF

Colorado Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a Colorado public institution or a participating private institution. Apply online at www.collegeincolorado.org. Students must authorize COF payment each semester while enrolled for college.

Colorado Community College System

The Colorado Community College System (CCCS) oversees the 13 public community colleges in the State of Colorado. CCCS comprises the state's largest system of higher education serving more than 116,000 students annually.



Community College

A community college is a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year university, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

Course Numbers

All courses are identified by course numbers, usually containing 3 digits. For example, at Colorado Community Colleges, English Composition is ENG 121. A course number beginning with a "0" indicates developmental classes that do not transfer.

Credit Hours

Courses taken in college are measured in terms of credit hours, whether you are taking semester or quarter credits. Credit hours are based on the number of hours you are in the classroom each week while taking the course. If your college is on the semester system, you are considered full time if you take 12 credit hours per semester.

Credit for Prior Learning

Students may be awarded credit for college-equivalent education that has been acquired through non-traditional schooling, work, or other life experiences. Such prior learning must be comparable to courses and must relate to the student's educational objective(s).

Corequisite

A class you must enroll in along with another class. For example Chemistry typically requires that you attend a lecture class and a lab session.

Curriculum

A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Dean

The head of an academic division or an area within the college.

Degree Requirements

Requirements prescribed by institutions for completion of a program of study. These may include a minimum number of credit hours, required GPA, and prerequisite and elective courses within the specified degree.

Degrees

Rewards for the successful completion of a prescribed program of study. There are three basic types of degrees:

- Associate's: Obtainable at a two-year community or junior college.
- Baccalaureate or Bachelor's: Obtainable at four-year colleges and universities.
- Graduate: Offered after the bachelor's degree, e.g., masters or doctorate.

Department Chair

Responsible for scheduling courses, hiring and evaluating faculty, and dealing with students' concerns about an instructor. If a student has a concern about a class or a grade he or she should always talk to the instructor first, then the department chair. After the department chair, the next position in the hierarchy is the dean.

Developmental Studies

Non-degree coursework designed to develop skills students need to be successful in a program of study. Courses include English 030, 060, 090; Reading 030, 060, 090; Math 030, 060, 090, 106.

Disability Services

Supports students with disabilities to succeed in college. Students with permanent or temporary physical disabilities, learning disabilities, psychiatric disabilities, or chronic health conditions are eligible for assistance from disability services on campus.

Drop/Add

The process by which enrolled students make changes to their original class schedule; occurs during the first few weeks of each term. The time frame varies for each session and college. Make sure to check important dates at your college.

DSF Campus Contact

The DSF Campus Contact will meet with new and returning DSF students at the college and provide referral to support services on campus when necessary. The campus contact will track DSF Student Success Requirements for each DSF student on campus and report to the DSF Retention Manager which students met and did not meet the requirements.

Early Alert

Early Alert is designed to provide extra support and assistance to students who are having difficulty in classes and could benefit from assistance. Most colleges have this type of program to help students increase the chances of having a successful semester.

Emancipated Minor

See Independent Student.

Enrollment

The procedure by which students choose and register for classes each semester.

FAFSA (Free Application for Federal Student Aid)

See Financial Aid.

Faculty

The faculty is composed of all persons who teach classes for the college or university you are attending.

Federal Work-Study

Allows students to earn money while enrolled in school to help pay educational expenses. Students are usually allowed to work up to 20 hours per week. Students must complete a Financial Aid application (FAFSA) in order to be considered.

Fees

Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, equipment, etc.

Final Exams (Finals)

These exams are usually given during the last week of classes each semester or quarter. The type of final administered in a course is left to the discretion of the instructor.

Financial Aid

Financial assistance to help pay for tuition, fees, books, supplies and other educational expenses. Aid is made available from grants, scholarships, loans, and part-time employment (i.e. work-study) from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of a student's application. The Free Application for Federal Student Aid (FAFSA)(www.fafsa.ed.gov) is



the most universal application for financial aid, including loans, grants, college work-study and other federal and state programs. Most government sources of financial aid are need-based, which means they depend on your financial situation. The FAFSA is often required before a student can be considered for scholarships as well.

Full-Time/Part-Time/Three-Quarter Time Enrollment

A full-time student is enrolled in 12 or more credit hours in a semester, usually four courses. Part-time or half-time is 6 to 8 credit hours, usually two courses. Three-quarter refers to students enrolled in 9, 10, or 11 credit hours in one semester, usually three courses.

Grade Point Average (GPA)

An average of a student's grades, converted to a 4.0 scale (4.0 is an A, 3.0 is a B, 2.0 is a C, and 1.0 is a D).

Grant

A type of financial aid based on financial need that the student does not have to repay.

(gt)

When you see these initials next to a class you plan to take, it means this is a statewide "guaranteed to transfer" course. These courses will transfer to any state institution in Colorado.

Hybrid

A class taught in an on-site classroom or in an off-site location either online, in field study or independent study.

In-State Student

A student who has met the legal residency requirements for the state, and is eligible for reduced in-state student tuition at public colleges and universities in the state.

Independent Student

An independent student is at least 24 years old as of January 1 of the academic year, is married, has a legal dependent other than a spouse, is a veteran of the US Armed Forces, is an orphan or ward of the court, or was a ward of the court until age 18. A parent refusing to provide support for their child's education is not sufficient for the child to be declared independent. Also known as an Emancipated Minor.

Independent Study Course

See Self-Paced Course.

Insufficient Enrollment

If the number of students enrolled in any class is insufficient to justify offering the class, the college may cancel the class prior to the first meeting.

Lender

A bank, credit union, savings & loan association, or other financial institution that provides funds to the student or parent for an educational loan. Some schools participate in the Federal Direct Loan program and no longer use a private lender, since loan funds are provided by the U.S. Government.

Loan

A type of financial aid which must be repaid, with interest. The federal student loan programs (FFELP and FDSLP) are a good method of financing the costs of your college education. These loans are better than most consumer loans because they have lower interest rates and do not require a credit check or collateral. The Stafford Loans and Perkins Loans also provide a variety of deferment options and extended repayment terms.

Major/Minor

A major is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study. You do not choose a minor at a community college, only at a four-year college or university.

Mid-Term Exams (Midterms)

During the middle of each semester or quarter, instructors may give mid-term exams that test students on the material covered during the first half of the semester or quarter. Some classes have only two tests, a midterm and a final exam.

Non-Degree Seeking Student

A student who is attending college but has not been officially admitted into an academic program at the college. These students are not eligible for most types of financial aid.

Ombudsman Office

The Ombuds Office is a resource available to all members of the university community to provide informal conflict resolution through confidential and independent services. The primary goal of the ombudsperson is to ensure that employees and students receive fair and equitable treatment.

Out-of-State Student

A student who has not met the legal residency requirements for the state, and is often charged a higher tuition rate at public colleges and universities in the state.

Postsecondary Institution (PSI)

An institution of higher education where a student can study after high school graduation. Those institutions include: technical colleges, community colleges, state colleges and universities, private colleges and universities, and proprietary institutions.

Promissory Note

Allows student to break up their tuition payment over the course of the semester. Final payment is due by the end of the semester.

Pell Grant

A federal grant that provides funds of up to \$5,550 per academic year based on the student's financial need. Applicants must complete FAFSA to obtain a Pell grant.

Prerequisite

A prerequisite course is a class that must be taken in preparation for another course. For example, English 121 is a prerequisite for English 122.

Program of Study

The academic plan you will follow to complete a certificate, associate's or bachelor's degree.

Registrar's Office

Responsible for keeping past and present student records, and registration services such as assessment of tuition and fees, class scheduling, course catalog, posting transfer and study-abroad credit, and managing official academic transcripts.

Registration

Entering course selections into the college's computerized registration system to reserve your seat in a class. All students must apply to the college before they can register for classes. You usually register in the office of Academic Advising, Enrollment Services, or online.



Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) are standards set forth by your school evaluating your GPA, the number of credits earned versus the number of credits attempted, and the rate at which you are completing your degree. You must meet your school's designated SAP standards to receive Federal Student Financial Aid.

Schedule of Classes

Each college publishes and distributes a class schedule each semester for the upcoming semester. With the help of academic advisors, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the class schedule by course department, course number, time and days the course meets, the room number, and the instructor's name.

Scholarship

A form of financial aid given to undergraduate students to help pay for their education. Most scholarships are restricted to paying all or part of tuition expenses, though some scholarships also cover books and supplies. Scholarships are a form of gift aid and do not have to be repaid. Many scholarships are restricted to students in specific courses of study or with academic, athletic or artistic talent.

Self-paced Course

A course that may have flexible start and completion dates. Also known as an Independent Study Course.

Student Identification Card (I.D.)

A student I.D. is usually required in college. You will need your student I.D. card to gain access to the campus computer labs, recreation center, college sponsored events on campus, or local discounts to name a few.

Student Code of Conduct

Upon enrolling at the college, students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Colleges expect each student to obey the federal, state and municipal laws as well as college regulations. Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is ground for disciplinary action.

Student Government

The Student Government Association (SGA), is often funded by student fees, represents the student body and serves as a liaison between the faculty, administration, and student body in areas of mutual interest.

Subsidized Student Loan

These loans are awarded on the basis of financial need. This type of loan does not accrue interest while the student is enrolled in school or during other authorized periods of deferment. The federal government pays all interest during these periods.

Syllabus

A course outline of important information. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course.

Transcript

The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are not released by the college if the student owes any money to the college. There are two types of transcripts, official and unofficial. An official transcript is requested by the student to be sent directly to another institution. Students typically pay a fee to have this done. An unofficial transcript can be accessed online or through an advisor. Unofficial transcripts are used to verify classes and credits received but cannot be used for transfer.

Transfer of Credits

Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

Tuition

Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower or upper division), and whether the institution is publicly or privately financed.

Tutors

Tutors help students better understand course material and earn better grades. Tutoring or learning centers on a college campus usually offer tutors free of charge. Individual appointments and walk-in hours may be available throughout daytime and evening hours.

Undergraduate

An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

Unsubsidized Student Loan

These loans are awarded without consideration of financial need. This type of loan begins to accrue interest from the time the loan is given until it is paid in full.

Withdrawal

Students may withdraw from courses during a term, but there are established procedures for doing so. The college catalog and/or class schedule generally specifies the procedures. When a student withdraws after the add/drop date, they do not receive a tuition refund.



SCHOLARSHIP APPEAL PROCESS

DSF expects students to meet all requirements detailed in the DSF Scholarship Policy, which is available at www.denverscholarship.org. Appeals to request exceptions to the policy will only be considered in cases of truly exceptional personal or family circumstances. Students who wish to submit an appeal must contact DSF to discuss their situation and to request an official appeal form.

Appeals will not be considered for DSF Scholarship Requirements related to:

- Denver Public Schools (DPS) Enrollment
- Eligible Colleges
- DPS Graduation
- Scholarship Amount
- High School GPA
- Length of Eligibility
- College Academic Requirements
- Graduate School

You must continue to meet any remaining requirements while your appeal is being reviewed. If your appeal is approved and a requirement is not met, depending on which requirement was missed this can cause you to lose your scholarship for an entire academic year or a term.

Appeal Deadlines:

- June 30 for appeals regarding the application process
- October 1 for appeals regarding fall term scholarship award status
- March 1 for appeals regarding winter or spring term scholarship award status

Scholarship Appeal Process

To file an appeal, students must:

1. Request a Scholarship Appeal form by contacting DSF at (303) 640-6564 or scholarship@denverscholarship.org.
2. Complete and sign the form
3. Write a Statement of Appeal that clearly describes the reason for the appeal
4. Include Supporting Documents, if available, to confirm your statement of appeal
5. Submit form, statement and supporting documents together by mail, fax or email directly to:

Denver Scholarship Foundation
 Attn: Appeals
 303 E. 17th Avenue, Suite 200, Denver, CO 80203
 FAX: (720) 746-5139
 Email: scholarship@denverscholarship.org

Appeals will be reviewed by the Denver Scholarship Foundation within 30 days of receipt. If necessary, additional documentation may be requested from the student or from his or her high school and/or college. All decisions made by the Denver Scholarship Foundation in the appeals review are final. Written notification of the decision will be sent by mail to the student.

COLLEGE SUPPORT SERVICES REFERENCE GUIDE



* DSF Partner
College
(see page 6)

TECHNICAL COLLEGES

Delta Montrose Area Vocational Tech Center
General information (800)393-5252

***Emily Griffith Technical College**
Campus Contact: Phil Robberson
Registration Area, (720) 423-4742
Phil.Robberson@dpsk12.org
Main Number (720)423-4700
Advising Appointments (720)423-4712
Registration Center (720)423-4702
Financial Aid (720)423-4744

Pickens Technical College
Advising/Counseling (303)344-4910
Financial Aid (303)326-2000
Extensions: 27961 or 27975

COMMUNITY COLLEGES

AIMS Community College
Advising Center (970)339-6251
Disability Access Center (970)339-6388
Financial Aid (970)339-6548
Student Support Services (970)339-6372

***Arapahoe Community College**
Campus Contact: Elyse Winning
M2010, (303)797-5769
elyse.winning@arapahoe.edu
Advising & Retention (303)797-5664
Career Center (303)797-5805
Disability Services (303)797-5937
Financial Aid (303)797-5661
Student Success Center (303)797-5824

Colorado Mountain College
Financial Aid (970)947-8338
Student Support Services (970)870-4543

Colorado Northwestern Community College
Academic Advising (970)675-3203
Financial Aid (970)675-3204
The Learning Center for
Students with Disabilities (970)675-3211

***Community College of Aurora**
Campus Contact: Bradley Jacobson
S101E, (303)340-7537
bradley.jacobson@ccaaurora.edu
Academic Advising (303)360-4721
Accessibility Services (303)361-7395
Financial Aid (303)360-4765
Learning Resource Center (303)360-4736
Lowry One-Stop (303)340-7093
Tutoring (303)340-4736

***Community College of Denver**
Campus Contacts:
Tina Maestas
SO 244, (303) 556-4964
tina.maestas@ccd.edu
Todd Ramirez
SO 244, (303) 556-4964
Academic Support Center (303)556-2497
First Year Experience (303)556-4964
TRiO Scholars (303)556-4964
Education Planning & Advising Center (303)556-3617
FastStart @CCD (303)352-3355
Financial Aid (303)556-5503

Front Range Community College
Boulder County:
Academic Advising (303)678-3628
Financial Aid (303)678-3696
Larimer:
Academic Advising (970)204-8305
Financial Aid (970)204-8376
Westminster:
Academic Advising (303)404-5438
Financial Aid (303)404-5250
Brighton:
Academic Advising (303)404-5099
Financial Aid (303)404-5099

Lamar Community College
Advising Center (719)336-1590
Financial Aid (719)336-1590
Learning Support Services (719)336-1537
Tutoring Services (719)336-1535




Morgan Community College

Advising	(970)542-3167
Financial Aid	(970)542-3151
Special Services	(970)542-3157
Student Support Center	(970)542-3218

***Northeastern Junior College**

Campus Contact: Cindy Carey	
Hays Student Center, 132	
(970)521-6676	
cindy.carey@njc.edu	
Advising & Counseling	(970)521-6608
Learning Center	(970)521-6671
Financial Aid	(970)521-6800

Otero Junior College

Academic Advising	(719)384-6831
Financial Aid	(719)384-6834
Student Support Services	(719)384-6835

Pikes Peak Community College

Career Planning	(719)502-3232
Disability Services	(719)502-3900
Financial Aid	(719)502-3000
Tutoring Assistance	(719)502-3444
Student Support Services	(719)502-3222

Pueblo Community College

Advising Center	(719)549-3006
Career Center	(719)549-3036
Financial Aid	(719)549-3020

***Red Rocks Community College**

Advising Center	(303)914-6255
Career Center	(303)914-6016
Disability Services	(303)914-6733
Financial Aid	(303)914-6256
Learning Commons	(303)914-6705
Student Project Center	(303)914-6731
Student Life	(303)914-6370

Southwest Colorado Community College

<i>East Campus</i>	(970)247-2929
Advisor	Extension 7205
Financial Aid	Extension 7200
<i>West Campus</i>	
Financial Aid	(970)564-6220
Learning Center	(970)564-6209

Trinidad State Junior College

Advising Center	(719)846-5621
Financial Aid	(719)846-5555
Learning Center	(719)846-5664
Disability Services	(719)846-5456
Student Success Center	(719)846-5473

FOUR-YEAR COLLEGES & UNIVERSITIES
***Adams State University**

Campus Contact: Oneyda Maestas	
CASA House, (719)587-7880	
olmaestas@adams.edu	
Academic Advising	(719)587-7657
Financial Aid	(719)587-7306
Student Activities	(719)587-8191
Student Support Services	(719)587-7632

Colorado Christian University

Career Center	(303)963-3010
Financial Aid	(303)963-3230
Student Life	(303)963-3362

***Colorado College**

Campus Contact: Mike Edmonds	
Armstrong Hall (719)389-6684	
medmonds@coloradocollege.edu	
Career Center	(719)389-6893
Disability Services	(719)227-8285
Financial Aid	(719)389-6651
Office of Minority Students	(719)389-6338
Writing Center	(719)389-6742

***Colorado Mesa University**

Campus Contact: Millie Moland	
Lowell Heiny Hall 127, (970)248-1177	
mmoland@coloradomesa.edu	
Advising Center	(970)248-1177
Counseling Services	(970)241-6500
Financial Aid	(970)248-1396
Health Center	(970)256-6345

***Colorado School of Mines**

Campus Contact: Cornell Bass	
SC 069, (303)384.2553	
Academic Counseling	(303)273-3377
Career Center	(303)273-3233
Financial Aid	(303)273-3220
Multicultural Engineering Program	(303)273-3286

***Colorado State University**

Campus Contact: Andrea Reeve	
Gibbons 117, (970)491-7875	
andrea.reeve@ColoState.edu	
Center for Advising	
& Student Achievement	(970)491-7095
Career Center	(970)491-5707
Counseling Center	(970)491-7121
Financial Aid	(970)491-6321

***Colorado State University-Pueblo**

Campus Contact: Tawnya Armijo	
Admin 202, (719)549-2637	
Advising: First-Year Programs	(719)549-2584
Financial Aid	(719)549-2753
Student Academic Services	(719)549-2581
Student Health Services	(719)549-2830
Student Support Services	(719)549-2111



Fort Lewis College			
Academic Advising Center	(970)247-7085	Disability Services	(719)255-3354
Counseling Center	(970)247-7212	Financial Aid	(719)255-3460
Financial Aid	(970)247-7142	Health Center	(719)262-4444
Health Center	(970)247-7355	Student Success Center	(719)255-3260
Learning Support	(970)247-6392		
*Johnson and Wales University		*University of Colorado Denver	
Campus Contact: Tony Barreiro		Campus Contact: Regina Rodriguez	
Welcome Center, (303)256-9314		NC 2024, (303)556-3752	
tbarreiro@jwu.edu		regina.rodriguez@ucdenver.edu	
Academic Counseling (A-K)	(303)256-9591	Advising Center	(303)556-3520
Academic Counseling (L-Z)	(303)256-9323	Career Center	(303)556-2250
Disability Services	(303)256-9461	Counseling Center	(303)556-4372
Student & Financial Services	(303)256-9700	Educational Opportunity Programs	(303)556-2065
		Financial Aid	(303)556-6008
		Learning Resource Center	(303)556-2802
		TRiO Student Support	(303)556-3420
		Writing Center	(303)556-6534
*Metropolitan State University of Denver		*University of Denver	
Campus Contact: Chivonne Torres		Campus Contact: Kara Zwiieg	
Student Success Building 230, (303)352-4191		Driscoll South 30, (303)871-2753	
ctorre13@mscd.edu		Kara.Zwiieg@du.edu	
Academic Advising Center	(303)556-3680	Academic Advising	(303)871-2455
Career Services	(303)556-3664	Career Center	(303)871-2150
Counseling Center	(303)556-3132	Disability Services	(303)871-2372
Financial Aid	(303)556-8593	Financial Aid	(303)871-4020
Student Support Services	(303)556-4722	First Year Experience	(303)871-3989
Student Academic Success	(303)556-4048	Health & Counseling Center	(303)871-2205
Naropa University		University of Denver, The Women's College	
Main Number	(303)444-0202	Academic Advising	(303)871-2455
Advising	(303)245-4826	Financial Aid	(303)871-4020
Financial Aid	(303)546-3509	Student Support	(303)871-4724
Nazarene Bible College		*University of Northern Colorado	
Main Number	(719)884-5000	Campus Contact: Adam Alirez	
Financial Aid	(719)884-5051	Michener L-116, (970)351-1933	
		Adam.Alirez@unco.edu	
*Regis University		Academic Support & Advising	(970)351-1391
Campus Contact: Sonia Del Real		Career Services	(970)351-2127
Main Hall 4th Floor, (303)964-5304		Center for Human Enrichment	(970)351-1905
sdelreal@regis.edu		Counseling Center	(970)351-2496
Career Services	(303)458-3508	Disability Support Services	(970)351-2289
Counseling	(303)458-3529	Financial Aid	(970)351-2502
Disability Services	(303)458-4941	Student Support Services	(970)351-1905
Financial Aid	(303)458-4126		
		*Western State University of Colorado	
*University of Colorado Boulder		Campus Contact: Sally Romero	
Campus Contact: Chris Pacheco		College Center 122C, (970)943-2150	
201 Regent Adm., (303)492-7976		sally.romero@western.edu	
christopher.pacheco@colorado.edu		Academic Resource Center	(970)943-7056
Career Services	(303)492-6541	Campus Health Center	(970)943-2707
Counseling Center	(303)492-6766	Counseling Services	(970)943-2484
Disability Services	(303)492-8671	Financial Aid	(970)943-3085
Financial Aid	(303)492-5091	Multicultural Center	(970)943-2150
Health Center	(303)492-5101	Writing Center	(970)943-7079
Student Support Services	(303)492-3842		
*University of Colorado Colorado Springs			
Campus Contacts:			
Jennifer Fisher	(719)255-3349		
Cragmor Hall 201			
ksander3@uccs.edu			
Danny Torres	(719)255-3349		
Cragmore Hall 201			
dtorres@uccs.edu			
Career Center	(719)255-3340		
Counseling Services	(719)255-4121		



Contact:

Denver Scholarship Foundation

303 E. 17th Avenue, Suite 200

Denver, CO 80203

(303) 640-6564

Email: collegeinfo@denverscholarship.org

denverscholarship.org

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