

**WELCOME TO THE METRO MERITUS PROGRAM**  
**Administration Building Third Floor, Suite 360**  
**303-615-0525**

1. The program is free of charge to participants 60 years of age or older. It is an audit program only, there are no tests, no written assignments, and no grades.
2. You can obtain a registration form either from our website at <http://www.msudenver.edu/cil/metromeritus-lifelonglearning/>, or in our office in the Administration building, Suite 360. Take your completed form to the first class session of the semester to obtain the professor's signature, which authorizes your attendance in the class.
3. After you obtain the professor's signature, return the completed form to the Center for Individualized Learning (CIL) in the Administration building, Suite 360. **Registration forms must be submitted by the 12<sup>th</sup> working day of the term, at which time registration closes. No late registration forms will be accepted.**
4. The **complete** registration/computer access/identification card process for new students takes approximately 5 working days to complete.
  - a. New students are assigned a student identification number (900#) and user name after submitting the registration form. To obtain your user name and initial password, please contact the IT Help Desk at 303-352-7548. Contact the CIL to obtain your 900 number and pick up your student ID card.
  - b. Returning students receive a copy of their registration form, their student identification number, and student identification card upon submission of the registration form. If you have forgotten your user name and/or password, contact the IT Help Desk at 303-352-7548.
  - c. Student identification cards are provided as a courtesy. They are not an official university document. However, they allow access to the computer labs.

**Until you receive the information listed above, you can use the copy of your registration form as proof of enrollment in the Metro Meritus program.**

5. Access to computer systems and e-mail occur approximately 5 working days after you submit your registration. Several departments are involved in this process including Information Technology and the Educational Technology Center. You can connect to the Blackboard system once your access has been granted. Many professors use Blackboard to post syllabi, class information, and handouts.
  - a. To access Blackboard Learn go to <http://www.msudenver.edu/studenthub/>, and click the Blackboard Learn link.
  - b. Contact the Help Desk at 303-352-7548 for assistance using Blackboard Learn, e-mail or passwords.
  - c. You can also visit the computer labs for assistance accessing these systems. The labs are equipped to process password resets or assist with e-mail issues. In these cases, you will need to provide your 900# and user name, and identify yourself as a Metro Meritus student.
6. The program does not provide free RTD bus passes. Also, **effective Summer 2013, a fee will be charged to Metro Meritus students wishing to use the recreation facilities**, unless registered for a recreation class. Use of the recreation facilities is limited to class time. Students wishing to use the facilities outside of class time will need to pay the fee. Contact Campus Recreation at Auraria, (303) 556-3210, for information.
7. The program does not provide an official list of registered classes. Professors do not receive a roster of Metro Meritus students; however, Metro Meritus students will appear on the professor's Blackboard Learn list.
8. For use of the campus Accessibility Van please contact the Access Center at 303-615-0200.
9. Finally, all Metro Meritus students are held to the same code of conduct as regular Metropolitan State University of Denver students. View the policy at: <http://catalog.msudenver.edu/content.php?catoid=17&navoid=730&hl=%22student+conduct%22&returnto=search#Conduct> .

**We hope you enjoy the semester and your class(es).**