



## CONTINUING AND DISTANCE EDUCATION INFORMATION

If you plan to enroll in Continuing and Distance academic credit courses through the College of Extended Studies as part of your credit requirement for financial aid, please follow these steps:

1. Contact Continuing and Distance Education to pre-register for the course as soon as the class catalogue is available. Have all course information with you when you phone.
2. Go in person to Continuing and Distance Education. Ask to speak with a staff member in their academic credit program and complete the three-part registration form. **Indicate on your registration that you are a financial aid recipient, so the registration information will be posted promptly.**
3. If you live outside the Reno area, call Continuing and Distance Education and speak with someone from the academic credit program about alternatives to step 2 above.

**\*\*\*\*\* NOTE: Steps 1 – 3 should occur prior to the first day of class! \*\*\*\*\***

### FINANCIAL AID DISBURSEMENT

At the time of disbursement, if the Continuing or Distance Education course is listed as one of your enrolled classes, your financial aid will disburse. However, if Admissions and Records has not entered the course into the Student Information System (SIS), no aid will disburse. Contact Continuing and Distance Education to ensure the registration form has been sent to Admissions and Records.

Once Admissions and Records post the course(s) into the Student Information System (SIS), financial aid will disburse. Fees for on-campus coursework will be paid and any funds remaining will be made payable to the student either via direct deposit or mailed to the student's mailing address. These transactions will take 7-10 working days. You are responsible for paying Continuing and Distance Education directly.

For more information regarding Continuing and Distance Education, go to:

<http://extendedstudies.unr.edu/>

Note: Continuing and Distance Education courses are different than "Independent Learning" or "Correspondence Courses".