Community Education Program (CEP) is a non-admitted student status that allows you to register for up to 8 credits of university course work per term during fall, winter, and spring. In summer term, you may register for up to 16 graduate credits or 21 undergraduate credits. Credits earned as a CEP student are recorded on a UO transcript. All university classes are open on a space-available basis, as long as the course level is appropriate and any restrictions or prerequisites have been met.

**Tuition and Billing**

The University of Oregon uses QuikPAY®, an electronic system for all students to view and print their bills, and make payments online via DuckWeb. Bills are sent to your UO e-mail account, so be sure to activate it and check it often!

Using a monthly billing cycle, statements are produced around the fifteenth of each month. Payments, due on the first day of the following month, are considered past due if received after the ten-day grace period. After the tenth of the month any past due balance is assessed a monthly billing charge plus interest.

**Financial Aid/Staff Rates**

CEP students are not eligible for financial aid; only formally admitted students who are enrolled at least half-time are eligible. Contact the Office of Admissions at 541-346-3201 to discuss becoming an admitted student.

Staff rates are available for qualifying faculty and staff. (Staff rates cannot be applied to self-support fee courses or certain excluded programs.) Please contact Human Resources at 541-346-3159 to confirm eligibility and apply for staff tuition rates.

**UO Student ID Card**

http://uocard.uoregon.edu/
UO Card Office 12 Erb Memorial Union
541-346-3113

As an actively enrolled CEP student, you are entitled to a UO ID Card that can be used to access services on campus. To obtain your card once you have registered for classes, visit the UO Card Office. You will need a photo ID to obtain your card. There is an initial fee charged to your student billing account. Lost or stolen cards are subject to a replacement fee.

**Blackboard/Library Help Desk**

https://blackboard.uoregon.edu

Blackboard is an online course management system where you can access course information and documents. Log in using your DuckID and password. Check with your instructor to see if your course will use Blackboard.

**Computer Help Desk, First Floor**
Knight Library 541-346-1807
libhelpdesk@uoregon.edu

The Knight Computer Help Desk can answer your questions about and help you use the Blackboard course management system.
To-Do List for New Ducks

Success starts here! Please read this important student information to help you succeed at the UO. Our friendly CEP staff are available to help answer any questions Monday through Friday, 8:00 a.m. to 5:00 p.m. by calling 541-346-5614. Or e-mail us at cep@uoregon.edu.

- Log in to DuckWeb before registration opens. https://duckweb.uoregon.edu

  Log in using your UO student ID number and Personal Access Code (PAC). Create a security question only you will know the answer to and choose a new password.

- Claim your DuckID and access your UO e-mail account after you have registered for class. https://duckid.uoregon.edu https://webmail.uoregon.edu

  Log in to DuckID using your UO student ID number and Personal Access Code (PAC). Follow the instructions to answer security questions to create a password. Don’t forget to write down your user name before logging out.

  Wait approximately an hour to let the systems synchronize, then log in to your UO e-mail account at http://webmail.uoregon.edu. Your UO e-mail is the primary method of communication, so be sure to check it often.

- Sign and return the revolving charge agreement.

  All UO students, including CEP students, must sign a revolving charge agreement if you want to pay your tuition and fees in installments. This agreement must be signed and submitted to the UO Business Affairs office. Please read the terms and conditions carefully. For more information, visit http://ba.uoregon.edu/student/revolving-charge-agreement or call 541-346-3170.

- Review important dates and deadlines. http://registrar.uoregon.edu/calendars

  Go to the Academic Calendar to find out:
  - When you can register for classes as a CEP student
  - When classes begin
  - Last day to register or drop
  - UO holiday closures

  Students are responsible for the accuracy of their registration and must initiate all changes within the established Academic Calendar.

- Tuition Refund Schedule http://registrar.uoregon.edu/costs/refunds

  When you register, the university reserves specific class spaces for you and commits resources to provide the instruction you have selected. As a student, you assume an academic and financial responsibility for paying course fees or for notifying the university if you decide not to attend.

  If you wish to cancel this commitment, and reduce or eliminate tuition charges for the term, you must officially drop classes or completely withdraw from the university for the term through DuckWeb. If you stop attending classes without notifying the university, you will be financially liable for all charges and may also receive grades of Y, N, or F according to faculty policy.

- Register for classes via DuckWeb using the Student and Registration menus.

  All drops, adds, and changes to credit or grading options are made through DuckWeb. Registration for courses that have prerequisites must be pre-approved by the academic department and/or instructor.

http://cep.uoregon.edu ▶ http://uosummer.uoregon.edu