



Degree Within Reach

Overview and Opt In Email Process

<http://degreewithinreach.org/>

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Degree Within Reach Process Overview and Checklist

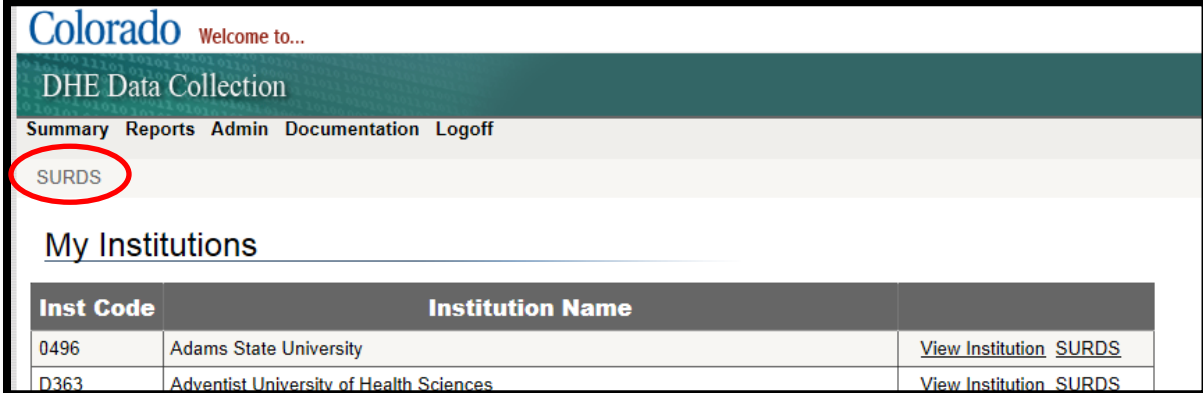
- **DHE:** DHE provides list of students eligible for Degree Within Reach to participating 4-Year institutions via the SURDS site
- **4-YEARS:** 4-Years review list and excludes students who already have degrees earned and/or student holds
- **4-YEARS:** 4-Years sends 1st opt-in emails tailored to two different student populations:
 - Those who are currently enrolled at the 4-Year; and
 - Those who are not enrolled but were within the last 2 years (“stop outs”)
- **DHE:** DHE supplies 4-Years with list of students who opted-in the week after (estimate) the initial list was sent to 4-Years
- **4-YEARS:** 4-Years will then send a 2nd email tailored to each population **excluding** those who already opted-in:
 - Currently enrolled students 1st reminder email; and
 - Stop outs students 1st reminder email
- **DHE:** DHE supplies 4-Years with updated list of students who opted-in from their institution the week after (est.) the first list of opt-ins was sent
- **4-YEARS:** 4-Years then send final email reminder to students **excluding** those students who opted-in – email is the same for both currently enrolled students and stop out students
- **DHE:** Opt-in site will close a month (est.) after the first emails are sent to students
- **DHE:** DHE will then send course data of students who opted in to community colleges (via Parchment/i-Data hub for CCCS colleges, and via secure file delivery for Aims Community College and Colorado Mountain College)
- **2-YEARS:** Community colleges perform transfer evaluations, conduct any needed follow-up with students who need to submit additional transcribed academic work, and perform degree audits
- **2-YEARS:** Community colleges notify students:
 - If not eligible for degree, what additional work is required; or
 - If awarded an associate degree (AA/AS/AGS)
- **2-YEARS:** Community colleges code students and report on awards by 4-Year institution (via SURDS at minimum)

Retrieving List of Eligible Students from the SURDS Site (4-Years Only)

- 1) Go to the DHE SURDS site and login (4-Years should designate who will be responsible for retrieving data – typically will be someone who already has login access to the SURDS site):

<https://surds.colorado.gov/signin/>

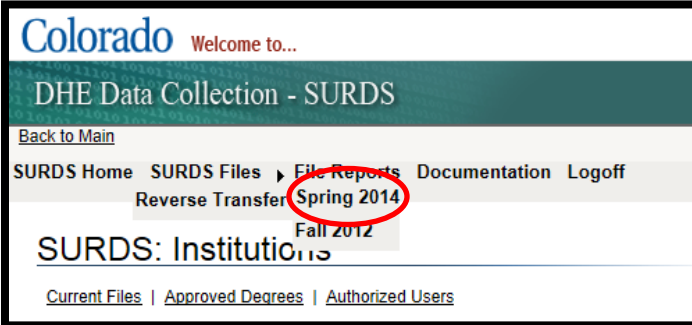
- 2) Once you log in, click on SURDS from the top menu



The screenshot shows the Colorado DHE Data Collection website. The top navigation bar includes 'Summary', 'Reports', 'Admin', 'Documentation', and 'Logoff'. The 'SURDS' link is circled in red. Below the navigation bar, there is a section titled 'My Institutions' with a table listing institutions.

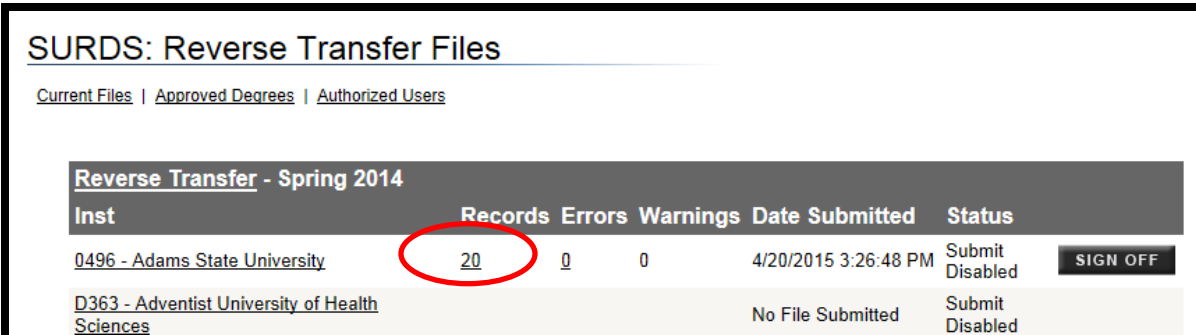
Inst Code	Institution Name	
0496	Adams State University	View Institution SURDS
D363	Adventist University of Health Sciences	View Institution SURDS

- 3) Click on SURDS Files ->Reverse Transfer ->Spring 2014 (or most recent term)



The screenshot shows the Colorado DHE Data Collection website with the 'SURDS Files' menu item circled in red. The 'Reverse Transfer' sub-menu is also visible, with 'Spring 2014' selected and circled in red.

- 4) Click on the number of records listed next to your institution to download the cohort. The list includes SSN and institution issued student number. Use this information to identify these students in your institution's student information system.



The screenshot shows the 'SURDS: Reverse Transfer Files' page. The table below has the 'Records' column circled in red for the first institution.

Reverse Transfer - Spring 2014	Inst	Records	Errors	Warnings	Date Submitted	Status
	0496 - Adams State University	20	0	0	4/20/2015 3:26:48 PM	Submit Disabled SIGN OFF
	D363 - Adventist University of Health Sciences				No File Submitted	Submit Disabled

Enrolled Students' 1st Email

Dear _____,

According to our records, you may be eligible to receive your associate's degree through the Colorado Department of Higher Education's (CDHE) **Degree Within Reach** program. This program allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them toward an associate's degree from the community college.

This means the associate's degree you started at the community college may be awarded to you at no cost while you work toward your bachelor's degree at **[insert university name]**!

How to participate:

1. **Go to** the Degree Within Reach website to learn more: degreewithinreach.org
2. Check out the video featuring **Lt. Governor Joe Garcia**.
3. **Opt in** or out of the program **by clicking on this link**. By opting in, you are consenting to have your **[insert university name]** academic records securely shared with your community college. This is how they know which classes you've taken since you transferred.
4. **If you have taken courses at any other college or university**, be sure to have official transcripts sent to your community college so they can evaluate that work toward your degree as well.

What happens next?

- Your former community college will review your degree eligibility – this can take a few months.
- If you're eligible for a degree, it will be **awarded automatically**. You will be contacted by the community college via the email you provide at the opt-in site.
- If you still need a few more credits, you will be contacted.

Why participate?

An Associate of Arts, Associate of Science, or Associate of General Studies degree immediately **boosts your earning potential and career opportunities** while you continue to work towards your bachelor's degree.

Have any questions?

At the Degree Within Reach site, click the "Contacts" tab for a list of contacts at each institution. You can also contact the CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

Best,

[Four-Year Institution Signature]

Stop Out Students' 1st Email

Dear _____,

According to our records, you may be eligible to receive your associate's degree through the Colorado Department of Higher Education's (CDHE) **Degree Within Reach** program. This program allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them toward an associate's degree from the community college.

This means the associate's degree you started at the community college may be awarded to you at no cost!

How to participate:

5. **Go to** the Degree Within Reach website to learn more: degreewithinreach.org
6. Check out the video featuring **Lt. Governor Joe Garcia**.
7. **Opt in** or out of the program **by clicking on this [link](#)**. By opting in, you are consenting to have your [insert university name] academic records securely shared with your community college. This is how they know which classes you've taken since you transferred.
8. **If you have taken courses at any other college or university**, be sure to have official transcripts sent to your community college so they can evaluate that work toward your degree as well.

What happens next?

- Your former community college will review your degree eligibility – this can take a few months.
- If you're eligible for a degree, it will be **awarded automatically**. You will be contacted by the community college via the email you provide at the opt-in site.
- If you still need a few more credits, you will be contacted.

Why participate?

An Associate of Arts, Associate of Science, or Associate of General Studies degree immediately **boosts your earning potential and career opportunities**.

We hope you'll take advantage of this great opportunity by following the steps above, and we hope this recognition of your hard work will encourage you to return to [insert university name] and complete your bachelor's degree. If you have any questions, please contact CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

Best,

[Four-Year Institution Signature]

Enrolled Students' 2nd Email

Dear _____,

You may recall receiving an email about **Degree Within Reach**, a program that allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree from the community college.

Our records show that you're eligible for the program. This means the associate's degree you started may be awarded to you by your community college at no cost while you work toward your bachelor's degree at [insert university name]!

We know you might have a lot of questions about what it means to participate. You can start by going to the website, degreewithinreach.org, where you can check out the video featuring **Lt. Gov. Joe Garcia**. If you still have questions, feel free to reach out to the CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

Once you feel like you've gotten enough information about Degree Within Reach, here's how you can participate:

1. **Opt in** or out of the program **by clicking on this link**. By opting in, you are consenting to have your [insert university name] academic records shared with your community college. This is how they know which classes you've taken since you transferred.
2. If you're eligible for a degree, it will be **awarded automatically**. If you still need a few more credits, you will be contacted.
3. An Associate of Science, Associate of Arts, or Associate of General Studies degree through Degree Within Reach **boosts your earning potential and career opportunities** while you continue to work towards your bachelor's degree.

We hope you'll take advantage of this great opportunity by following the steps above!

Best,

[Four-Year Institution Signature]

Stop Out Students' 2nd Email

Dear _____,

You may recall receiving an email about **Degree Within Reach**, a program that allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree from the community college.

Our records show that you're eligible for the program. This means the associate's degree you started at the community college may be awarded to you at no cost.

We know you might have a lot of questions about what it means to participate. You can start by going to the website, degreewithinreach.org, where you can check out the video featuring **Lt. Gov. Joe Garcia**. If you still have questions, feel free to reach out to the CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

Once you feel like you've gotten enough information about Degree Within Reach, here's how you can participate:

1. **Opt in** or out of the program **by clicking on this [link](#)**. By opting in, you are consenting to have your **[insert university name]** academic records shared with your community college. This is how they know which classes you've taken since you transferred.
2. If you're eligible for a degree, it will be **awarded automatically**. If you still need a few more credits, you will be contacted.
3. An Associate of Science, Associate of Arts, or Associate of General Studies degree through Degree Within Reach **boosts your earning potential and career opportunities**.

We hope you'll take advantage of this great opportunity by following the steps above, and we hope this recognition of your hard work will encourage you to return to **[insert university name]** and complete your bachelor's degree.

Best,

[Four-Year Institution Signature]

All Students' 3rd and Final Email

Dear _____,

You may recall having previously received emails about **Degree Within Reach**, a program that allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree from the community college.

Our records show that you're eligible for the program. If you'd like to participate, please **opt in by clicking on this [link](#)** as soon as possible.

If you haven't done so already, learn more about the program by going to the website, degreewithinreach.org, where you can check out the video featuring Lt. Gov. Joe Garcia. If you still have questions, feel free to reach out to the CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

We hope you'll take advantage of this great opportunity.

Best,

[Four-Year Institution Signature]

Opt In Website

- Test Opt In website: <http://dheweb/academics/reversetransfer/studentconsent/>
- Production Opt In website (link sent to students):
<http://highered.colorado.gov/academics/reversetransfer/studentconsent/>

Opt in Landing Screen:

The screenshot shows the top navigation bar of the Colorado Department of Higher Education website. It includes the CDHE logo, the text 'COLORADO Department of Higher Education', and links for 'Glossary', 'Staff Directory', and 'Press Room'. A search bar and social media icons for Twitter and Facebook are also present. Below the navigation bar is a blue menu with categories: 'STUDENTS & PARENTS', 'EDUCATORS & ADMINISTRATORS', 'DATA & RESEARCH', 'ABOUT CCHE', and 'ABOUT DHE'. The main content area features the heading 'Degree Within Reach' and 'Opt in Site'. A welcome message states: 'Welcome to Degree Within Reach, Colorado's reverse transfer program! To begin this quick opt in process, enter either the last four digits of your social security number or your student ID, as well as your date of birth.' There are three input fields: 'Enter Last-4 of SSN' (empty), 'OR', 'Enter Student ID at Four-Year Institution' (empty), and 'Enter Date of Birth' (with a placeholder 'MM/DD/YYYY'). A CAPTCHA image shows the code '7E03G' and a text box with the prompt 'Type the code from the image'. A blue 'Continue' button is at the bottom. On the right, there is a 'Degree Within Reach .org' logo with the text 'Click for more information' below it.

If the student enters information (SSN, Student ID, or Date of Birth) that does not match information for students on the eligibility list, they will receive the below error message (as seen in red font):

This screenshot shows the same 'Opt in Site' form as above, but with an error message displayed in red text: 'The information you provided could not be verified. Please try again. Only students who have received an email from their four-year institution regarding their Degree Within Reach eligibility will be able to opt in.' The 'Enter Last-4 of SSN' field now contains the value '5877'. The 'Continue' button is still visible at the bottom.

Student Consent Screen:

Students consent to participate in Degree Within Reach and have their data sent to their community college on this screen. Additional contact information has been requested (mailing address and phone) so that the community colleges can better contact students with any necessary follow-up.

STUDENTS & PARENTS	EDUCATORS & ADMINISTRATORS	DATA & RESEARCH	ABOUT CCHE	ABOUT DHE
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Student Consent

If you would like to participate in Degree Within Reach, please complete the information below and then click on the "Submit" button. Your course credit information will then be sent to your community college. Your community college will review your credits to determine if you have earned an associate's degree.

If you choose to not participate in Degree Within Reach, simply close your browser.

If you have any questions, please email Carl.Einhaus@dhe.state.co.us, Director of Student Affairs at the Colorado Department of Higher Education.

Signature (Type Full Name)

E-mail Address*

Current Mailing Address*

Address:

City:

State:

ZipCode:

Current Phone Number*





[Click for more information](#)

Check this box if you have taken courses from another institution besides the four-year institution you are currently (or most recently) attending. Please send the official transcripts to the primary community college in Colorado you attended. The course work you completed at other colleges may be required to determine your eligibility for an associate's degree.

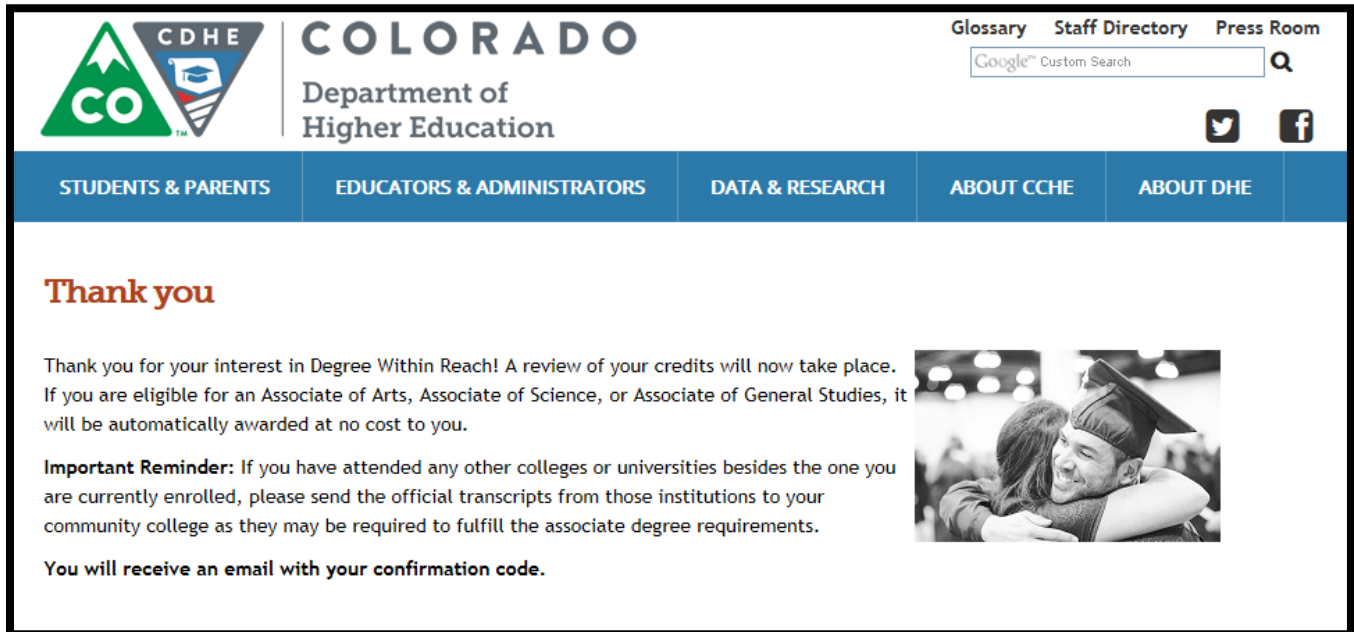
Submit

*If you opt in, your name and contact information will be securely shared with your community college. This will enable them to follow-up with you for any needed additional college transcripts to be submitted and, if you are eligible, to know which address to send the diploma to.

Quicklinks Employment Opportunities Colorado.gov Colorado Department of Education U.S. Department of Education	Contact Us Contact Information Send Us a Comment	Social Media  
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Confirmation Screen:

After the student clicks on “Submit”, the below thank you and confirmation screen will display. It includes another reminder for students to send additional college transcripts (if relevant) to their community college.



The screenshot shows the Colorado Department of Higher Education website. The header includes the CDHE logo, the word "COLORADO", and the text "Department of Higher Education". Navigation links for "Glossary", "Staff Directory", and "Press Room" are in the top right, along with a search bar and social media icons for Twitter and Facebook. A blue navigation bar contains links for "STUDENTS & PARENTS", "EDUCATORS & ADMINISTRATORS", "DATA & RESEARCH", "ABOUT CCHE", and "ABOUT DHE". The main content area features a "Thank you" heading in orange, followed by a paragraph of text, an "Important Reminder" section, and a photo of a graduate hugging a family member. The text reads: "Thank you for your interest in Degree Within Reach! A review of your credits will now take place. If you are eligible for an Associate of Arts, Associate of Science, or Associate of General Studies, it will be automatically awarded at no cost to you. Important Reminder: If you have attended any other colleges or universities besides the one you are currently enrolled, please send the official transcripts from those institutions to your community college as they may be required to fulfill the associate degree requirements. You will receive an email with your confirmation code."

Confirmation Email Message:

The below email is automatically sent to the email address the student provided in the opt in site confirming that their desire to participate in Degree Within Reach has been received.

Thank you for your interest in Degree Within Reach. Your credits will be evaluated, and you will be contacted if you have received a degree, or if you need additional credits to earn an associate’s degree. This process could take several months. Your confirmation code is 394689d8-0c2b-4f09-ae71-d6596e3fb9fd. If you have any questions, please contact Carl Einhaus at Carl.Einhaus@dhe.state.co.us.

Important Reminder: If you have attended any other colleges or universities besides the one you are currently enrolled, please send the official transcripts from those institutions to your community college as they may be required to fulfill the associate degree requirements.