Enrollment: How to Register For Classes (add/drop)
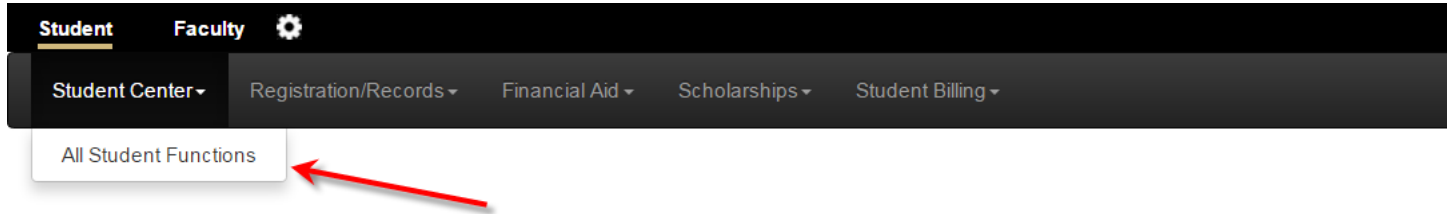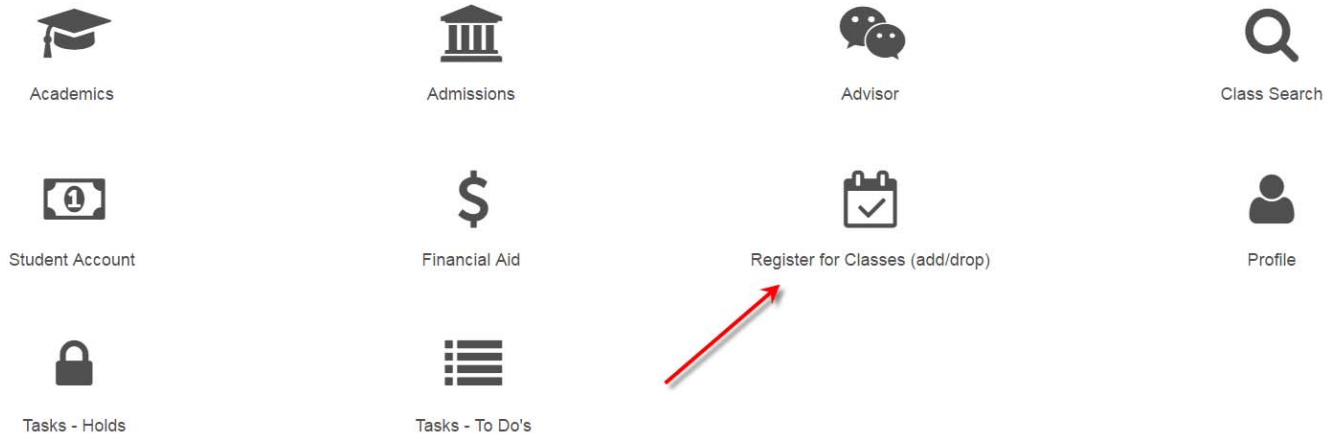
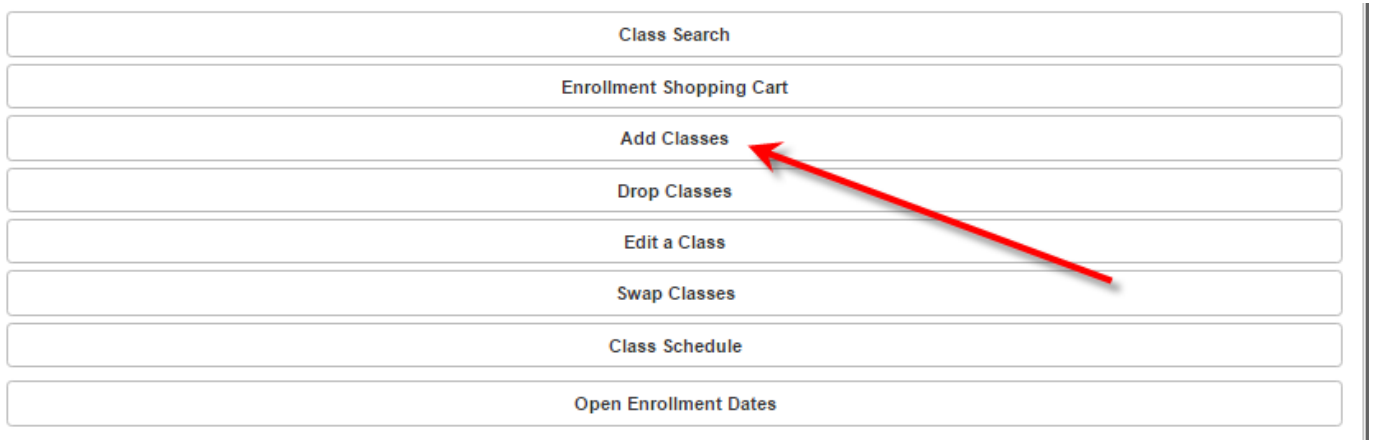1. Log into your portal and navigate to Student Center>All Student Functions on the left hand side of the screen:

Student	Faculty	⚙

| Student Center ▾ | Registration/Records ▾ | Financial Aid ▾ | Scholarships ▾ | Student Billing ▾ |

All Student Functions

2. Navigate to Register for Classes (add/drop)

🎓 Academics   🏛 Admissions   💬 Advisor   🔍 Class Search

💵 Student Account $ Financial Aid   📅 Register for Classes (add/drop)   👤 Profile

🔒 Tasks - Holds   ☰ Tasks - To Do's

3. To Add classes, navigate to "Add Classes":

Class Search

Enrollment Shopping Cart

Add Classes

Drop Classes

Edit a Class

Swap Classes

Class Schedule

Open Enrollment Dates

4.   Select your term, and select the "Continue" button:

5. Before proceeding to registration, and once every term, you will be asked to verify your home and local addresses, provide your phone number, and verify your emergency contact:

5a. You will not be able to proceed to registration until you enter a **home** and **local** address type.

5b. Verify that your phone number is accurate. A cell phone number is required to proceed.

Phone numbers on file

Your cell phone information will be included in the CU Denver Emergency Notification System SHORTLY AFTER CENSUS DATE of the semester for which you are registering, unless you specifically "opt out" below (which is strongly discouraged). If you do not have a cell phone, enter 000-000-0000 and provide a landline phone number as your local phone.

CELL/MOBILE is required.

*PHONE TYPE	*TELEPHONE	EXT	PREFERRED	DELETE
Home ⌄			☐ Select	✖ Delete
Cell/Mobile ⌄			☑ Select	✖ Delete

+ Add a Phone Number

☐ I verify that the phone number(s) above are accurate

☐ The phone number above is a TTY device?

☐ By checking this box and/or entering an invalid or "000-000-0000" cell/mobile phone number, I elect to opt-out of the Emergency Notification System, I will not receive notifications on my cell phone about emergencies occurring on campus. *Note: If you opt out of receiving emergency notifications on your cell/mobile phone, you will still receive them to your University email account.

5c. Verify your emergency contact. You must list at least one person as an emergency contact before proceeding.

Emergency contacts on file

Emergency Contact Information – in the event the University needs to contact someone on your behalf should you be involved in or experience a health or safety emergency. This information will not be included in our Emergency Notification System. You must provide contact name, relationship, address and phone.

PRIMARY CONTACT	*CONTACT NAME	*RELATIONSHIP	*PHONE	EXTENSION	EMAIL ADDRESS	EDIT	DELETE
☑ Select		Parent				✎ Edit	✖ Delete
☐ Select		Parent				✎ Edit	✖ Delete

+ Add an Emergency Contact

☐ I verify that the emergency contact information is accurate and up to date

5d. Once you have verified this information, select "Continue" on the bottom right side of the page:

Continue

6. If you have not taken classes at the University of Colorado Denver before, you will be asked to electronically sign a Tuition Payment Disclosure Statement. If you agree, press "I Agree" at the bottom of the page.

TUITION PAYMENT DISCLOSURE STATEMENT

The payment of all tuition, fees, and charges becomes an obligation of the student upon registration at University of Colorado Denver (CU Denver). Each student authorizes CU Denver to add to his or her account all tuition and fees, as approved by the Board of Regents, incurred by the student as a result of attending CU Denver and any other charges or fees as approved by the Bursar's office. The student understands and agrees that if the student does not officially drop from registered courses during the 100% tuition refund/credit period, the student will be responsible for paying some portion or all of the full tuition amount and fees based on the date that the student officially withdraws.

Tuition and fee e-bills, as well as changes to tuition or fees, for all CU Denver students are available online via UCDAccess student portal; notification of availability of the system will be sent to each student at the official CU Denver e-mail account. CU Denver does not mail paper billing statements to students; it is the student's responsibility to check UCDAccess and to fulfill the student's payment obligations. Tuition and fee e-bills are generally loaded to UCDAccess portal on the first business day of the month in which classes begin (or approximately 3 weeks before the start of class).

Payment
Payment for the tuition and fees detailed on a student's e-bill is due on the census date of each semester. Students who do not register for classes until after the e-bills have been loaded to the web will not receive their tuition and fee e-bill until after the census date and payment will be due on the date specified on the student's e-bill.

Payments must be received by the published due date; post marked dates are not honored. Failure to pay by the published due date will render the student account past due and result in assessment of a monthly service charge, equal to 1.75% of the outstanding past due balance, to any account not paid in full by the due date. Each student understands that in order to avoid this service charge, the student must pay his or her account by the published due date. Please see the **Bursar's Calendar** for specific dates and deadlines each semester.

Past due student accounts are referred to the Student Debt Management. If accounts are not paid in full, a 20% internal collection fee will be assessed on the unpaid balance, this is in addition to the 1.75% service charge per month all past due accounts are subject to. An overdue student account may be referred to a third party collection agency and reported to one or more credit bureau reporting services; the student explicitly authorizes CU Denver to release personal and financial information under those circumstances.

To the extent permitted by applicable law, the student agrees to reimburse the University of Colorado Denver the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts. In addition, while a student maintains a past due balance with the University of Colorado Denver, a hold will be placed on the student's record preventing any future registration and the release of official transcripts.

Pursuant to C.R.S. § 23-5-115, in the event of a default on an amount owed to CU Denver, CU Denver may certify to the Colorado Department of Revenue information regarding persons with past due accounts. The Colorado Department of Revenue may then disburse funds to CU Denver in satisfaction of that debt from tax refund amounts owed to the individual, if any.

Payment Plan:
Students have the option of signing up for a payment plan that spreads the cost of tuition and fees over a period of two or three months (depending on when charges are assessed to the student). The payment plan options require a bank account or credit/debit card to be set up for automatic withdrawal. There is a $35 fee for taking advantage of the payment plan. There is also a 2.75% service fee assessed to all credit/debit card payments. E-check (bank account) transactions are not assessed the 2.75% fee.

Funds will automatically be pulled on the 20th of the month, for each month of the plan. For example, in the spring semester:
• 1/3 of the charges will be automatically withdrawn on January 20th
• 1/3 of the charges will be automatically withdrawn on February 20th
• 1/3 of the charges will be automatically withdrawn on March 20th

If the automatic withdrawal fails due to insufficient funds or invalid account information, a second attempt will be made approximately a week later. Notification will be sent in the case of a failed attempt, providing enough time for a student to correct inaccurate information, or to change funding sources. If the second attempt fails, the student will be removed from the payment plan and may be subject to service charges.

Returned Payment Policy:
Students will be assessed a $20 **fee for each payment returned** (regardless of amount). Finance and late charges will be assessed, as described above, and the student may be required to use certified funds to make payments.

Past Due Accounts:
Students who have a past due balance with CU Denver will not be permitted to add classes during the current semester or register for any future semesters until the bill is paid in full. Students enrolled in any term who carry an unpaid institutional debt will be administratively dropped from all future terms if not paid in full by the Friday prior to the first day of classes of the next term.

Billing Dispute Rights:
Students can dispute billed charges through the tuition appeals process: **http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/TuitionAppeals.aspx**

Service charges can be appealed by completing the online form at: **http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/DenverCampus/StudentBilling/petition/Pages/form.aspx**
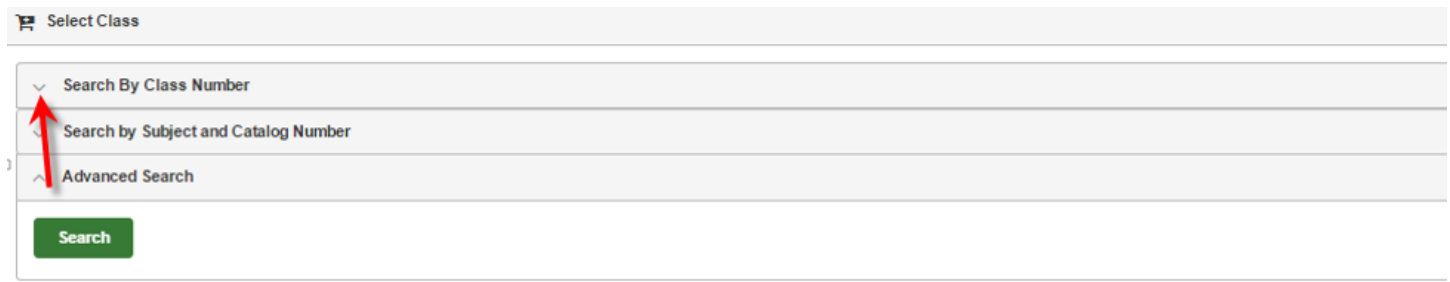
Agreement:
Student acknowledges and agrees that he or she has read and understands the Tuition Payment Disclosure Statement. By clicking on "I AGREE" below, Student agrees to be bound by the terms herein.

I AGREE

7. There are three ways to search for classes:

- Class Number (ex. 12345)
- Subject and Catalog Number (ex. MATH 1012)
- Advanced Search (ex. search by class meeting pattern, class attribute such as Denver Core Requirement, campus, etc.)

7a. **Class Number**: If you'd like to register by class number, please have your five digit class number ready. Open the area marked "Search by Class Number":

Enter your five digit class number and press "Submit Class Number":

Your selected class should appear. The class status will appear as an icon in the "component" column:

If the class is in "open"" status, you can press "Next" to proceed:

If the class is in "closed wait list available" status, the "Wait list if class is full" box will appear and will default to selected.

Optional step:

> Prior to pressing "Next", you have the option to utilize the "If Enrolled from Wait List Drop This Class" function. This function is useful if you are already enrolled in a class that meets at the same time as the class you are adding yourself to the wait list for. It is also useful if you are already enrolled in a different section of the same class, but prefer to be enrolled in the class you are adding yourself to the waitlist for.

You can press "Next" to proceed:

Proceed to step 8.

7b. **Subject and Catalog Number**: For the Subject and Catalog Number option, select "Search by Subject and Catalog Number" and enter the four letter Subject Code and four digit Catalog Number, then press "Search":

You will see the results appear once you press "Search":

To see more information about the class, and to see the available sections listed, expand the class by selecting the chevron to the left of the class:

If offered, you will see options listed.

The class status will appear as an icon in the "status" column:

If the class is in "open"" status, you can press the "Select" button on the right side of the screen:

Your selected class should appear, and you may press "Next" to proceed:

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
001	● Lecture	TuTh 10:30AM - 1:00PM	TBA		06/05/2017 - 07/29/2017

ENGL 1020 - Core Composition I

Class Preferences

Cancel   Next

If the class is in "closed wait list available" status, the "Wait list if class is full" box will appear and will default to selected.

Optional step:

> Prior to pressing "Next", you have the option to utilize the "If Enrolled from Wait List Drop This Class" function. This function is useful if you are already enrolled in a class that meets at the same time as the class you are adding yourself to the wait list for. It is also useful if you are already enrolled in a different section of the same class, but prefer to be enrolled in the class you are adding yourself to the waitlist for.

You can press "Next" to proceed:

ISMG 6340 - Cloud Computing Concepts

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
H01	◑ Lecture	Mo 6:30PM - 9:15PM	Business School Building 2501	Kayla Andersen, Robert Mickus	01/16/2018 - 05/12/2018

Class Preferences

ISMG 6340-H01

Component	Lecture
Status	Wait List

| Session | Regular Semester (Den) |
| Career | Graduate |

- Restriction: Restricted to graduate majors and NDGR majors with a sub-plan of NBA or CPA within the Business School and CSCI graduate students at CU Denver.

☑ Wait list if class is full

| Grading | Letter Grade |
| Units | 3.00 |

COF Eligible

Class Notes

Hybrid Section Course. Additional $50 Fee Applies. For more information, please contact CU Online at 303-315-3700 or www.cuonline.edu.

If Enrolled from Wait List Drop This Class   [🔍]

Cancel   Next

Proceed to step 8.

7c. **Advanced Search**: If you'd like to select a class, but you don't know the exact class number or the subject code and catalog number, select "Advanced Search":

You will need to select at least two criteria on this page before searching.

If you require more selection options, use "Additional Search Criteria":

For example, you may wish to search by the Class Attribute "Denver Core Requirement".

If so, select Campus: Denver Campus:

Once opening "Additional Criteria", select "Denver Core Requirement" as your Class Attribute and Search:

Location	🔍
Department	🔍
School/College	Select ⌄
Class Attribute(Core, GT, Honors etc.)	Denver Core Requirement ⌄
Course Attribute Value	Select ⌄

Clear   Search

Expand the class you wish to take to reveal more information about the offering by selecting the chevron to the left of the class:

✓ ANTH 1302 - Introduction to Archaeology

Opening the class up reveals more information about the offerings:

⌃ ANTH 1302 - Introduction to Archaeology

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	
17171	E01-LEC Regular Semester (Den)	TBA	TBA		06/05/2017 - 07/29/2017	🟢	Select

Units	4
Enrollment Restriction	N
Consent Required	N
Available Seats	30
Wait List Total	0

The class status will appear as an icon in the "status" column:

🟢 OPEN   🔒 CLOSED   🕐 CLOSED WAIT LIST AVAILABLE

If the class is in "open"" status, you can press the "Select" button on the right side of the screen:

Your selected class should appear, and you may press "Next" to proceed:

If the class is in "closed wait list available" status, the "Wait list if class is full" box will appear and will default to selected.

Optional step:

> Prior to pressing "Next", you have the option to utilize the "If Enrolled from Wait List Drop This Class" function. This function is useful if you are already enrolled in a class that meets at the same time as the class you are adding yourself to the wait list for. It is also useful if you are already enrolled in a different section of the same class, but prefer to be enrolled in the class you are adding yourself to the waitlist for.

You can press "Next" to proceed:

| | 1 STEP 1 | | 2 STEP 2 | | 3 STEP 3 | | 4 STEP 4 |

ISMG 6340 - Cloud Computing Concepts

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
H01	Lecture	Mo 6:30PM - 9:15PM	Business School Building 2501	Kayla Andersen, Robert Mickus	01/16/2018 - 05/12/2018

Class Preferences

ISMG 6340-H01

Component	Lecture
Status	Wait List

Session — Regular Semester (Den)

Career — Graduate

- Restriction: Restricted to graduate majors and NDGR majors with a sub-plan of NBA or CPA within the Business School and CSCI graduate students at CU Denver.

☑ Wait list if class is full

Grading — Letter Grade

Units — 3.00

COF Eligible

Class Notes

Hybrid Section Course. Additional $50 Fee Applies. For more information, please contact CU Online at 303-315-3700 or www.cuonline.edu.

If Enrolled from Wait List Drop This Class [🔍]

Cancel Next

Proceed to step 8.

8. Once you have classes in your shopping cart, you are ready to proceed with enrollment. Select classes you wish to enroll in and press "Add Selected Classes":

🛒 Summer 2017 UC Denver Shopping Cart ❶

● OPEN   🔒 CLOSED   🕐 CLOSED WAIT LIST AVAILABLE   ⚠ SCHEDULE CONFLICT   ⊗ ERROR

☑	ENROLLMENT ORDER	STATUS	ENROLL STATUS	CLASS	DAYS/TIMES	ROOM
☑		●		ENGL 1020-001 (17235)	TuTh 10:30AM - 1:00PM	TBA

✖ Delete Selected

Add Selected Classes

To finish the process, select "Finish Enrolling":

STATUS	ENROLL STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
🟢		ENGL 1020-001 (17235)	Core Composition I (Lecture)	TuTh 10:30AM - 1:00PM	TBA		3.00

Cancel   Previous   **Finish Enrolling**

If your request is successful, you will receive a message of "Success".

View the following status report for enrollment confirmations and errors:

🕐 SUCCESS:WAIT LISTED   ✅ SUCCESS: ENROLLED   ❌ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
ENGL 1020	**Success:** This class has been added to your schedule.	✅

Resolve Errors   My Class Schedule   Add Another Class

If your request is not successful, you will receive an "Error" message with information about what has prevented enrollment.

View the following status report for enrollment confirmations and errors:

🕐 SUCCESS:WAIT LISTED   ✅ SUCCESS: ENROLLED   ❌ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
ACCT 6054	**Error:** Unable to add this class	❌

Enrollment: Dropping a class

1. Log into your portal and navigate to Student Center>All Student Functions on the left hand side of the screen:

University of Colorado
Denver | Anschutz Medical Campus

Student   Faculty   ⚙

Student Center ▾   Registration/Records ▾   Financial Aid ▾   Scholarships ▾   Student Billing ▾

All Student Functions

| Schedule | Course Information | Course Books |

Spring 2017 UC Denver ▾   Make changes to your schedule   PRINT SCHEDULE

Course Schedule: Spring 2017

Course / Section	Course Title	Days / Time	Bldg / Room	Status
No data for this term				

2. Navigate to Register for Classes
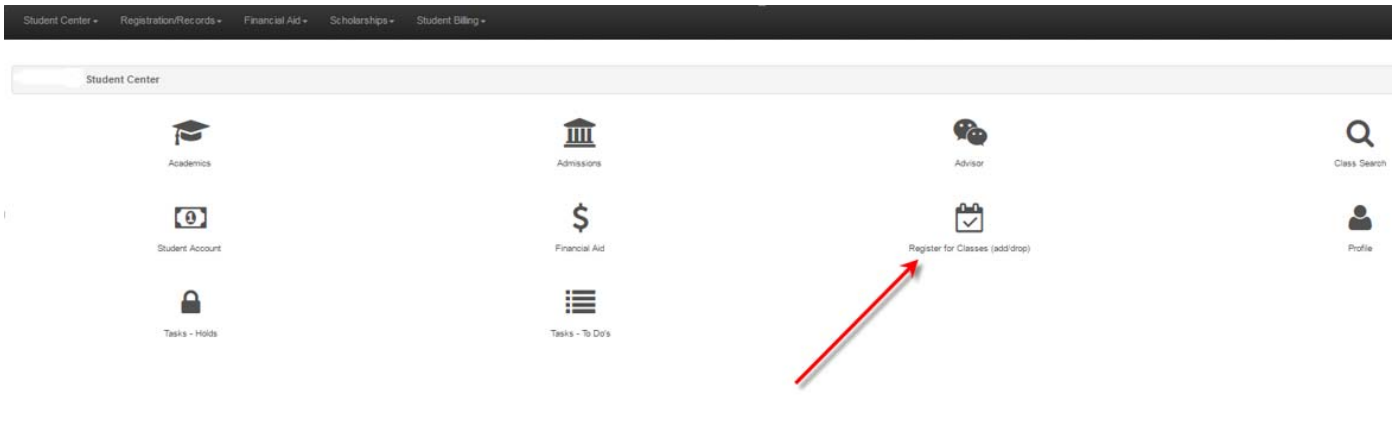
3. To Drop classes, navigate to "Drop Classes"
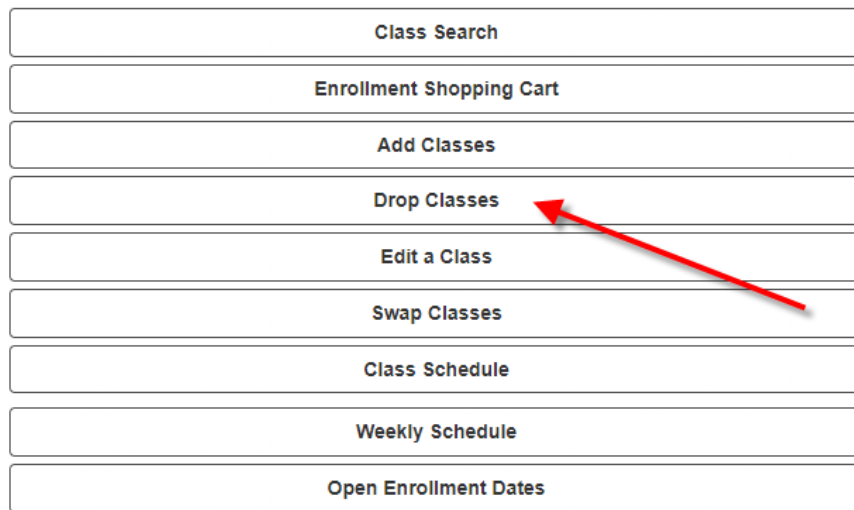
4. Select your term and then select the Continue button

5. You will see a message informing you of possible implications when dropping courses. To proceed, select the class you are dropping, and click "Drop Selected Classes":

| 1 STEP 1 | 2 STEP 2 | 3 STEP 3 |

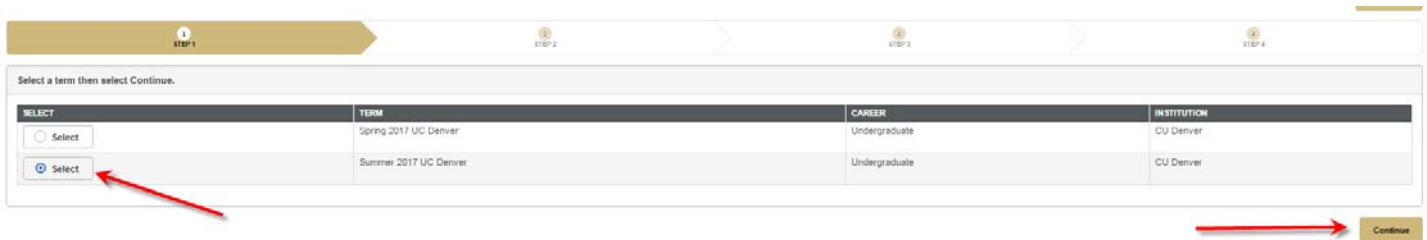Select the classes to drop and select Drop Selected Classes.

All students understand that they may be financially responsible for part or all tuition and fees for any class drops or withdrawals and that drops or withdrawals may lead to adjustments to their financial aid/awards package, Department of Veteran Affairs education benefits, or other eligibility/benefits that are dependent upon enrollment status. International students understand that class drops or withdrawals may impact their immigration status. A W grade appears on the transcript after published deadlines. Contact your campus registrar's office with questions about class drops or withdrawals.

✓ ENROLLED   🕐 WAIT LISTED   ⊗ DROPPED/WITHDRAWN

	STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
☑	✓	ENGL 1020-001 (28865)	Core Composition I (Lecture)	MoWe 8:00AM - 9:15AM	NORTH 1515	R. Wright	3.00
☐	✓	MATH 1110-002 (29162)	College Algebra (Lecture)	MoWe 10:00AM - 12:15PM	SCIENCE 2001	K. Gatliffe, F. Omar	4.00

Drop Selected Classes

6. To complete the drop request select "Finish Dropping", or you may select "Cancel" to cancel the request.

| 1 STEP 1 | 2 STEP 2 | 3 STEP 3 |

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

✓ ENROLLED   🕐 WAIT LISTED   ⊗ DROPPED/WITHDRAWN

STATUS ▲	CLASS ▲	DESCRIPTION ▲	DAYS/TIMES ▲	ROOM ▲	INSTRUCTOR ▲	UNITS ▲
✓	ENGL 1020-001 (28865)	Core Composition I (Lecture)	MoWe 8:00AM - 9:15AM	NORTH 1515	R. Wright	3.00

Cancel   **Finish Dropping**

7. If the drop was successful, a green check mark will appear. If there is additional information available, it will appear in the "Message" box:

| 1 STEP 1 | 2 STEP 2 | 3 STEP 3 |

View the results of your enrollment request. Select Fix Errors to make changes to your request.

✓ SUCCESS: DROPPED   ⊗ ERROR: UNABLE TO DROP CLASS

CLASS	MESSAGE	STATUS
ENGL 1020	**Message:** You have been dropped with a W grade. No refunds are given for main campus late drops.	✓

Resolve Errors   My Class Schedule

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7a. If the drop was unsuccessful, a red "X" will appear. If there is additional information available, it will appear in the "Message" box. If you are unable to drop classes in the portal, you will need to submit a Schedule Adjustment Form. The form and instructions for completing the form are available on the www.ucdenver.edu/registrar website under "Student Services" and "Forms".

1 STEP 1	2 STEP 2	3 STEP 3

View the results of your enrollment request. Select Fix Errors to make changes to your request.

⊘ SUCCESS: DROPPED   ⊗ ERROR: UNABLE TO DROP CLASS

CLASS	MESSAGE	STATUS
ISMG 2075	**Error:** Unable to complete your request. You do not have access to perform this transaction at this time	⊗

Resolve Errors   My Class Schedule