How To Register

• Review the advising form and any other materials from CAM Advising for your degree plan.
• Go to www.ucdenver.edu and click on UCD Access (upper right corner under Quick Links). This will take you to the UCD Access login page.
• Bookmark the UCD Access login page for easy reference (www.ucdenver.edu/UCDAccess).
  o **Username**: obtain with your official CU Denver email login credentials.
  o **Password**: same as your official CU Denver email login credentials.
  o Activating your official CU Denver email (for new CU Denver students):
    ▪ www.ucdenver.edu > Web Mail (upper right corner under Quick Links) > Denver Campus Students > Account activation and forwarding information
    ▪ Go to “Claim My Account” (may appear near bottom of page) and follow directions.
    ▪ You will need your Student ID # to activate your account.
  o If you are a current continuing student and have forgotten your CU Denver email login credentials, you may reset your password and retrieve your login credentials by going to www.ucdenver.edu > Web Mail (under Quick Links) > Denver Campus Students > Password Reset. Enter your Student ID #, last name, and birthdate, and click “Find Account.”
  o If you have any difficulty logging in using your official University username and password, please contact the CU Denver IT Services Help Desk at 303-724-4357.

• Upon successful login, click on the Student tab to begin using the UCD Access portal, then select Student Center.
• Do not use your browser’s “back” button to navigate through the Student Center.
  o In the upper right and lower left corners of the page, you can use the drop-down menu and links to navigate to other sections of the Student Center.
• Note “Holds” and “Enrollment Dates” for registration eligibility.
• Click on the green SEARCH FOR CLASSES button in the upper right-hand side, just above the “Holds” box.
  o If this is the first time you have searched for classes for the semester, you will be prompted to update or verify your contact information and emergency contact data.
• Under Enter Search Criteria, use the drop-down menus to select “CU Denver”, the appropriate Term, and “Denver Campus.”
  o Extended Studies courses can be selected at this point – consult your advisor.
• Under Class Search Criteria, enter at least two criteria (e.g., “Course Subject” and “Show Open Classes Only”).
  o Use the “Additional Search Criteria” for a detailed/specific search.
• Click SEARCH or hit return.
• Courses will appear in numerical order under the Collapse All/Expand All/Start A New Search line.
  o Use triangles at left to expand course-by-course.
  o Use “Expand All” button at top to expand the entire list.
• After expanding the listing(s), click SELECT CLASS
  o Note the details of the course, including restrictions and/or prerequisites/corequisites.
  o If desired, click “wait list if class is full” option.
• Click NEXT
  o Course will be added to your Shopping Cart.
• **Shopping Cart** will hold your course selections for you until you are eligible and ready to register.
  o It will allow you to see if a course was open or closed at the time it was added to the cart, or if there is a waitlist for the class.
  o ADDING COURSES TO YOUR SHOPPING CART IS FOR SCHEDULING AND PLANNING ONLY!
  o **THIS DOES NOT REGISTER/ENROLL YOU FOR COURSES OR COMPLETE YOUR REGISTRATION.**
  o To return to view your Shopping Cart at any time, click on Enroll in your Student Center.
• When you are satisfied with your course selections in your Shopping Cart, the next step is to add the courses to your schedule.
• To add courses to your schedule, click the Select box next to each class you would like to add.
  o If you are adding more than one course at a time, enter the order you would like the classes to be added by using the Enrollment Order field next to each class.
• Click **PROCEED TO STEP 2 OF 3**
• The **Confirm Classes Page** (Step 2) allows you to check your class selection one last time before officially enrolling.
  o Click “Previous” to return to the Shopping Cart if you need to change anything.
• Once you have verified that your courses are correct, click the **FINISH ENROLLING** button (Step 3).
• You have now registered for courses.
• Click My Class Schedule to view your schedule and confirm enrollment or waitlist status.
• Return to the Student tab to print out your final schedule. You will need this to get your student ID card and/or current semester sticker.
• Don’t forget to sign out and close your browser window.

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