University of Colorado Denver – School of Public Affairs

How to Register for Classes at CU Denver
1. Set-up your student account, if you haven’t done so: https://myaccount.ucdenver.edu
2. Go to www.ucdenver.edu/UCDAccess
   o Bookmark the UCDAccess login page for easy reference (www.ucdenver.edu/UCDAccess).
3. Log-in
   o User ID: same as your official UC Denver email log-in credentials.
   o Password: same as your official UC Denver email log-in credentials.
   o If you have any difficulty logging in using your official University username and password, please contact the UC Denver IT Services Help Desk at 303-724-4357.
4. Click on the Student tab to begin using the UCDAccess portal, then select Student Center to check for “Holds” and “Enrollment Dates” for registration eligibility.
   o Click “Deposit” to pay your $200 advance deposit, if necessary.
   o Click on “details” for more information about a Hold.
5. Do not use your browser’s “back” button to navigate through the portal!
   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 portal.
6. Click Search or Enroll to begin registering for classes
7. The system will prompt you to update or verify your personal and emergency contact information. Then click Continue.
8. The tuition and billing statement will appear next. After reading it, you will need to click “I Agree.” You can also print this page for future reference.
9. Click on the blue Search tab button in the upper-left corner.
10. Under SEARCH CRITERIA, use the drop-down menus to select “CU Denver,” the term, and “Downtown Denver Campus.”
11. Under Class Search Criteria, enter at least two criteria (e.g. “course subject” and “undergraduate”).
    o Use the “Additional Search Criteria” to find specific course times, days, or formats
      ▪ To search for online courses only, select “Online” under “Mode of Instruction”
12. Click Search or hit return.
13. Courses will appear in numerical order.
    o Click green triangles at left to expand course information and view all available sections.
    o Use “Expand All” button at top to expand entire list.
    o To read the course description and check pre-requisites, click the Section number on the upper-left
14. To enroll in a course, click Select Class
    o If desired, click “wait list if class is full” option.
15. Click NEXT - course will be added to your Shopping Cart.
16. The 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 is open or closed, or if there is a waitlist for the class.
    o Adding courses to your shopping cart is for scheduling and planning only! This does not register/enroll you for courses or complete your registration.
17. When you are done selecting courses, you need to finalize your enrollment. Go to your Shopping Cart.
    o To add courses to your schedule, click the Select box next to each class you would like to add.
18. Click PROCEED TO STEP 2 OF 3
19. 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.
20. Once you have verified that your courses are correct, click the FINISH ENROLLING button (Step 3).
    o You are now registered for courses.
21. Click MY CLASS SCHEDULE to view your schedule and confirm enrollment or waitlist status.
22. Print out your final schedule. You will need this to get your student ID card and/or RTD CollegePass.

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