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:

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

3. To Add classes, navigate to “Add Classes”:
4. Select your term, and select the “Continue” button:

![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:

![Student Emergency Contact and University Emergency Notification System]

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.

![Image of phone number verification](image)

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

![Image of emergency contact](image)

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

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, and 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.

If you are interested in a section, choose the “Select” button on the right side of the screen:
Your selected class should appear, and you may press “Next” to proceed:

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:

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

Opening the class up reveals more information about the offerings:
If you are interested in the offered section, press the “Select” button:

![select button](image)

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

![next button](image)

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”:

![add selected classes button](image)
To finish the process, select “Finish Enrolling”:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ENROLL STATUS</th>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>DAYS/TIMES</th>
<th>ROOM</th>
<th>INSTRUCTOR</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ENGL 1020-001</td>
<td>Core Composition I</td>
<td>TuTh 10:30AM - 1:00PM</td>
<td>TBA</td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>

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

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