

# Spring 2012 Enrollment Checklist

## STEPS

1. Activate your **UCDAccess** student portal account at [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess)

After admission, you were emailed instructions about **UCDAccess** portal account activation. Note: Your **UCDAccess** portal username and password differs from your username and password used for the MyUCDenver prospective student portal. Through the **UCDAccess** portal, a student registers for classes, accesses their Student Center account, and much more.

If you do not know your **UCDAccess** username and password:

Click on

- Need Help?
- Downtown Campus
- Visit <http://myaccount.ucdenver.edu>

Enter

- Student ID (included in your acceptance letter)
- Legal Last name
- Birthdate

Click on "Find Account"

2. Contact an Academic Advisor in your respective school or college for an appointment and to receive advisor approval to sign up for classes. (New FRESHMEN or TRANSFER only, see inside panel for details and contact information).
3. Log into **UCDAccess** portal to pay \$200.00 tuition deposit which will be applied to your tuition bill, unless waived by financial aid. Questions? Please contact:

Bursar's Office at 303-556-2710 [bursar@ucdenver.edu](mailto:bursar@ucdenver.edu) or visit [www.ucdenver.edu](http://www.ucdenver.edu), click on Academic Life

Financial Aid Office at 303-556-2886 [financialaid@ucdenver.edu](mailto:financialaid@ucdenver.edu) or visit [www.ucdenver.edu](http://www.ucdenver.edu), click on Academic Life and Tuition and Fees

4. Search for classes and register (on or after your assigned registration time) in **UCDAccess** portal
5. Attend the **New Student Welcome**. For more information, please go to [www.ucdenver.edu/orientation](http://www.ucdenver.edu/orientation) or call 303-352-3526.



University of Colorado  
Denver



Your next step...

Important  
Enrollment  
Information

University of Colorado Denver  
Office of Admissions  
Campus Box 167  
P.O. Box 173364  
Denver, CO 80217-3364

Nonprofit Org.  
U.S. Postage  
**PAID**  
Denver, CO  
Permit No. 831

Office of Admissions

## FRESHMEN

Activate your UCDAccess student portal account. See checklist on other side for instructions.

For academic advising, Arts and Media, Pre-Business, Pre-Engineering, and Undeclared/Undecided students in Liberal Arts and Sciences should contact the Academic Success and Advising Center located in the North Classroom (NC Room 2024), 303-352-3520. You may register after paying your tuition deposit and receiving advisor approval.

Freshmen students who do not fall into one of the categories above should contact an Academic Advisor in their respective school or college (Business: 303-315-8100, Civil Engineering: 303-556-6712, Computer Science & Engineering: 303-556-4083, Electrical Engineering: 303-556-4718, Mechanical Engineering: 303-556-8516, Liberal Arts & Sciences: 303-556-2555, or Public Affairs: 303-315-2227). You may register after paying your tuition deposit and receiving advisor approval.

You can view your specific registration time assignment by visiting Student Center at [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess).

You should activate your UCDAccess portal account before you meet with your advisor. You should receive advisor approval and register as soon as you can to ensure the best selection of classes.

### New Student Welcome

An invitation for our Spring Welcome program, to be held on January 11, will be sent by the Orientation office. For more information, please go to [www.ucdenver.edu/orientation](http://www.ucdenver.edu/orientation) or call 303-352-3526.

### Housing Requirements for New Freshmen

First time University of Colorado Denver freshmen under the age of 21 not living with their parent(s) or legal guardian(s) are required to live at Campus Village. See [www.ucdenver.edu/housing](http://www.ucdenver.edu/housing) for details about live-in requirements, exemptions, and other important information. The Housing Office mails information to all new freshmen about Campus Village housing, which is the only housing facility that fulfills the live-in requirement.

## TRANSFER

Activate your UCDAccess student portal account. See checklist on other side for instructions.

For academic advising, Pre-Business, Pre-Engineering, and Undeclared/Undeclared students should contact the Academic Success and Advising Center located in the North Classroom (NC Room 2024), 303-352-3520.

Transfer students who do not fall into one of the categories above should contact an Academic Advisor in their respective school or college (Business: 303-315-8100, Civil Engineering: 303-556-6712, Computer Science & Engineering: 303-556-4083, Electrical Engineering: 303-556-4718, Mechanical Engineering: 303-556-8516, Liberal Arts & Sciences: 303-556-2555, or Public Affairs: 303-315-2227).

You can view your specific registration time assignment by visiting Student Center at [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess).

You should activate your UCDAccess portal account before you meet with your advisor. You should receive advisor approval and register as soon as you can to ensure the best selection of classes.

### New Student Welcome

An invitation for our Spring Welcome program, to be held on January 11, will be sent by the Orientation office. For more information, please go to [www.ucdenver.edu/orientation](http://www.ucdenver.edu/orientation) or call 303-352-3526.

### GRADUATE & NON-DEGREE

Activate your UCDAccess student portal account. See checklist on other side for instructions.

### New Student Welcome

An invitation for our Spring Welcome program, to be held January 11, will be sent by the Orientation office. For more information, please go to [www.ucdenver.edu/orientation](http://www.ucdenver.edu/orientation) or call 303-352-3526.

Graduate programs may hold separate orientations. Information on specialized orientations will be sent from each graduate program.

If you wish to take graduate business courses as a non-degree student, contact the Graduate School of Business at 303-315-8200 for additional requirements.

You can view your specific registration time assignment by visiting Student Center at [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess).

You should register for courses as soon as you can to ensure the best selection of classes.

### ALL STUDENTS

Students may register on or after their assigned time and after paying a tuition deposit and receiving advisor approval (if required). To search for courses, register, and print your schedule, go to [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess).

All communication from the Financial Aid Office concerning your 2011-2012 financial aid will be through your UCD email account and the UCDAccess portal. Visit [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess) to view your financial aid and loan status.

Before you are eligible to register for Spring 2012 and future semesters, you will need to pay a deposit of \$200.00 which will be applied to your tuition bill, unless waived by financial aid. To make your registration advance payment, please log into [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess).

You may view your account balance and pay your bill at [www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess).

For details about the Spring 2012 Billing and Enrollment Policy, please contact the Student Service Center at 303-556-2710 or visit [www.ucdenver.edu](http://www.ucdenver.edu) and click on Academic Life and Tuition and Fees. Please pay attention to deadlines!

New students are provided an ID at no charge. To obtain your student ID, stop by the Student Service Center, NC 1001, and get your schedule of classes/voucher to receive a free ID. Take that and a picture ID to the Tivoli room 269 (303-556-8385).

E-mail is an official form of communication from the University of Colorado Denver. Faculty and administration expect that

emails will be received and read in a timely fashion. Mailing addresses must be kept up-to-date with CU Denver.

The required email account for enrolled students is the one assigned to you by the University. Your university email address is provided to you when you activate your UCDAccess portal account.

Students needing help logging into the portal or email accounts, please contact the University of Colorado Denver IT Services Help Desk at 303-724-4357 or by email at [ucd-its-helpdesk@ucdenver.edu](mailto:ucd-its-helpdesk@ucdenver.edu).

Books are available at the Auraria Bookstore (Tivoli, Lower level: 303-556-4286). Bring a copy of your current semester schedule of courses, which is available at [www.ucdenver.edu/ACDAccess](http://www.ucdenver.edu/ACDAccess) or from the Student Service Center (NC 1001).

If you have been admitted based on an unofficial transcript or had your application fee or other admission requirements temporarily waived, you will not be able to register for the next semester until those requirements have been submitted. Submit these items as quickly as possible. NOTE: New Freshmen: If you took a college course(s) while you were in high school, you need to provide an official transcript before you will be eligible to register for the next semester.

### IMMUNIZATION REQUIREMENTS

All CU Denver - Downtown Campus degree seeking students are required to comply with this policy. For more information call 303-556-2525 and press "8" or visit [www.ucdenver.edu/immunizations](http://www.ucdenver.edu/immunizations).

### IMPORTANT INFORMATION FOR FRESHMEN, TRANSFER & NON-DEGREE UNDERGRADUATE STUDENTS WHO ARE COLORADO RESIDENTS

Be sure you have registered for the Colorado Opportunity Fund at [www.collegeincolorado.org](http://www.collegeincolorado.org). To receive the lowest tuition rate you must register for COF and authorize it each term.

### CAMPUS VILLAGE HOUSING

Are you interested in living in the Campus Village housing community? See [www.ucdenver.edu](http://www.ucdenver.edu) and click on Student Housing, call 303-556-3399, email [housing@ucdenver.edu](mailto:housing@ucdenver.edu) or stop by the Leasing Office at Campus Village.