University of Colorado Denver
Office of the Registrar

Searching & Registering for Classes
Step 1: Access your web browser and log on to www.ucdenver.edu/UCDAccess
Proceed to login with your User ID and Password.

(If you do not know or forgot your UCD User ID/Password, click on the link below the Username and Password boxes.)
Step 2: Click on Registration/Records to expand the menu on the left hand side and select Register for Classes.
Step 3: Select the upcoming term and academic career you intend on enrolling for by selecting the radio button next to the correct row and click “Continue” (if more than one option listed)

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 UC Denver</td>
<td>Undergraduate</td>
<td>CU Denver</td>
</tr>
</tbody>
</table>

Continue
Step 4: Type the course information into the designated search fields. 3 ways to search:

1. Enter the 5-digit class number that is specific to each section offered and click "enter" (as shown in picture below)

2. Enter the "Subject Area" (i.e. CSCI) and "Catalog Nbr" (i.e. 1001) and click the "search" button located directly under the fields (as shown in picture below)

3. If you do not know the class number or specific subject area & catalog number then click on the green search button located under the Advanced Class Search. Choose the appropriate campus from the drop down menu and enter the Course Subject in the designated field for all classes in that subject are that are being offered in the upcoming term (as shown below).
Select at least two criteria to view available classes within a certain subject or at a certain level.

- To search for the course subject on the course topic click on the green "select subject" button, subject codes will be listed alphabetically.

- Select the first letter that coordinates with your subject. Example: P for Psychology.

- Once the subject field is located click "Select" and you will be redirected back to the "Class Search Criteria" page and the course subject field will be completed.

- Next click the green "Search" button at the bottom of the page for all classes listed under that subject to appear.

- Click on the "Additional Search Criteria" for more filtering options.
You can specify a number of criteria to find classes that meet your degree requirements, learning style and busy schedule.

- Time of day
- Days of the week
- Specific Instructor
- Credit hour
- Online/Main Campus/Hybrid
Courses meeting your specified criteria will appear. Click the green triangle next to each course to expand the view of available course sections.
Each section that is being offered for the semester will be listed for you to select from and will display the credit hour value, day/time meeting pattern, location of class, and Instructor.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Section has available seats</td>
</tr>
<tr>
<td>Closed</td>
<td>Section does not have available seats or available waitlist positions.</td>
</tr>
<tr>
<td>Closed Wait List Available</td>
<td>All available seats are taken but you can be placed on a waitlist if seats become available. <strong>Be sure to monitor your schedule if you place yourself on a waitlist!!!</strong></td>
</tr>
<tr>
<td>Schedule Conflict</td>
<td>A class you are attempting to enroll in overlaps with the scheduled time of another course on your schedule.</td>
</tr>
<tr>
<td>Error</td>
<td>The class cannot be added to your schedule.</td>
</tr>
</tbody>
</table>

*Check the message box for additional information.*
Click on the Class or Section link to view additional course details and information, such as prerequisite details, a course description, and more!

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20279</td>
<td>001-LEC</td>
<td>Mo 9:30AM - 10:45AM, We 9:30AM - 10:45AM</td>
<td>NORTH 3010, NORTH 3004</td>
<td>Emily Wortman, Emily Wortman</td>
<td>06/17/2015 - 12/12/2015, 06/17/2015 - 12/12/2015</td>
<td>![green checkmark]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units</th>
<th>Enrollment Restriction</th>
<th>Consent Required</th>
<th>Available Seats</th>
<th>Wait List Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>N</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>20240</td>
<td>002-LEC</td>
<td>Mo 9:30AM - 10:45AM, We 9:30AM - 10:45AM</td>
<td>NORTH 3004, NORTH 3010</td>
<td>Christopher, Christopher Merkner, Christopher Merkner</td>
<td>06/17/2015 - 12/12/2015, 06/17/2015 - 12/12/2015</td>
<td>![blue checkmark]</td>
</tr>
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<td></td>
<td>N</td>
<td>0</td>
<td>0</td>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20479</td>
<td>003-LEC</td>
<td>Mo 11:00AM - 12:15PM, We 11:00AM - 12:15PM</td>
<td>NORTH 3004, NORTH 3010</td>
<td>Miranda Egger, Miranda Egger</td>
<td>06/17/2015 - 12/12/2015, 06/17/2015 - 12/12/2015</td>
<td>![green checkmark]</td>
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<td></td>
<td>Y</td>
<td>2</td>
<td>0</td>
</tr>
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**Class Attributes** will tell you if the class fulfills a CU Denver core requirement, and if so, which one.

Pre-Requisite details can be found within the course description. i.e. You must take ENGL 1020 before enrolling in ENGL 2030.

Max Hours refers to the maximum number of credit hours that can be taken for this course that will apply toward degree requirements.

**Status** informs you if the class is open (seats available), closed, or has a waitlist available.

Don’t forget to double-check the course **Location**! Note: South Denver is NOT the same as Denver Campus.

**Units** refers to the number of credit hours offered for this course.

Class Components tells you what kind of class structure to anticipate - lecture, lab, studio, etc.

**COF** lowers the tuition rate for Colorado residents. Not all courses are COF eligible.

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Online and Hybrid courses can be identified in two ways:

1) Section number will begin with “E” for “electronic” (fully online) or “H” for “hybrid” (both on-campus and online)
2) Class Notes will specify the class as either online or hybrid.
Review your course information then click Next.

You will get a confirmation that the course has been added to your shopping cart.
You can add as many courses to your shopping cart as you would like.

To select a course to enroll in from your shopping cart, click on the radio button next to the desired course.

When you have selected all of the courses you want to enroll in from your shopping cart, then click “Proceed To Step 2 Of 4”.
Confirm once again that you have enrolled yourself into the classes you want. Click Finish Enrolling to submit request.
IMPORTANT:

DO NOT forget you are registering for courses today!!!

IF YOU ARE NOT ABLE TO ATTEND THE UPCOMING SEMESTER, THEN **YOU** MUST DROP ALL REGISTERED COURSES.

**YOU WILL NOT BE AUTOMATICALLY DROPPED FOR NON-ATTENDANCE OR NON-PAYMENT OF TUITION FOR COURSES REMAINING ON YOUR SCHEDULE AFTER CENSUS DATE.**