



University of Colorado
Denver

14-Steps: 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 URL below the phrase "If you have forgotten your password" for further instructions on who to contact for additional assistance.

University of Colorado
Denver | Anschutz Medical Campus

PassportID Web Login

Username

Password

If you have not claimed your account:
<https://myaccount.ucdenver.edu>

If you have forgotten your password:
<http://www.ucdenver.edu/forgotpassword>

Login

Step 2: If you have never logged into the portal before, you will be prompted to “Consent to Conduct Business Electronically”:

University of Colorado – Consent to Conduct Business Electronically

The decision whether to do business electronically with the University of Colorado is yours. When you select the “I agree” checkbox and “Continue” button below, you consent to allow the University to conduct business electronically including having communications provided or made available to you in electronic form and entering into Agreements and Transactions using electronic records and signatures. Your consent is valid until your student access to UCDAccess student portal expires or until you revoke your consent. Categories of records and agreements to be provided and approved electronically may include:

- **Registration Documents:** including but not limited to FERPA Release Requests, Graduation Applications, ordering Official Transcripts, release of information to third parties, and Student Verification Request Forms.
 - **Admission Documents:** including but not limited to Applications for Admission, Admissions Offer Acceptance.
 - **Financial Aid Documents:** including but not limited to Accepting/Declining Financial Aid Awards, Authorizations to Hold, Release, or Return Funds including Title IV funds.
 - **Student Accounts Documents:** including but not limited to student account payment plans, authorization of COF, viewing Student Account Balances, View and Pay Tuition Bill, authorization to use federal Title IV financial aid funds for non-allowable charges, eSign Federal Perkins Promissory Notes and Disclosures, Direct Deposit.
 - **Miscellaneous Documents:** including but not limited to receipt of consumer information about the University, any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation.
1. In order to conduct business electronically with the University of Colorado, you must use a computer with a supported operating system and internet browser, sufficient electronic storage capacity on the computer's hard drive or other data storage unit, a printer that is capable of printing from the browser, and email software.
 2. Only the person whose University of Colorado PassportID was used to enter this web site may conduct business and approve electronic transactions and agreements on this site. You may not share your PassportID or login information to anyone else, and any other use is unlawful and, if you are a student, is considered a serious violation of the [University's Acceptable Use of CU Denver | Anschutz's IT Resources Policy](#). You must also keep your contact information up-to-date. To update your name, address, or email address, log into the UCDAccess student portal.
 3. The University of Colorado reserves the right to provide records in paper format at any time. By consenting to electronically conduct business, however, you agree that the University of Colorado is not required to provide you with records in paper format. If you want to retain a paper copy of any records provided electronically, you should print a copy from the computer.
 4. This consent also includes consent to receive your 1098T statement electronically in the UCDAccess student portal, where it will be available annually from January 31 for a minimum of three years from issuance. If you want to retain a paper copy of any record provided electronically you should print a copy from your UCDAccess portal account. If you do not consent, the statement will be provided in paper form. Any post-consent request for the statement in paper form will be considered a withdrawal of consent.
 5. You may withdraw your consent to electronically conduct business at any time. However, if you withdraw consent, any Agreements or Transactions between you and the University of Colorado during the period after your consent to do business electronically, and before your withdrawal of consent, will be valid and binding on all parties. To withdraw consent, contact the [Registrar's Office](#), which will confirm the effective date of your withdrawal.
 6. If you do not agree with any of these items, you should select the “Sign Out” link and exit the UCDAccess student portal. By selecting “Sign Out”, you will not be able to use the UCDAccess student portal to conduct business electronically with the University of Colorado. This includes not being able to access accounts and information online. To proceed with or obtain more information about conducting business in a non-electronic medium, you must contact the [Office of the Registrar](#).
 7. To comply with the federal Higher Education Act, the University of Colorado must provide certain information about the university to enrolled students. Follow this link to review the university's legal notices

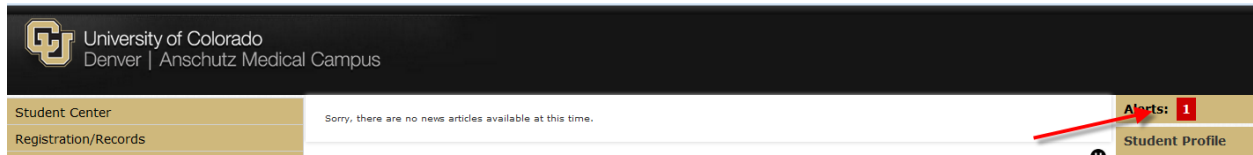
BY CLICKING ON THE I AGREE CHECKBOX AND CONTINUE BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE READ THE INFORMATION ABOUT CONDUCTING BUSINESS AND APPROVING ELECTRONIC TRANSACTIONS AND AGREEMENTS WITH THE UNIVERSITY USING ELECTRONIC METHODS, INCLUDING THE INFORMATION ABOUT HOW TO ACCESS CONSUMER INFORMATION ABOUT THE UNIVERSITY, AND HAVE EITHER CONSULTED WITH OR HAD SUFFICIENT OPPORTUNITY TO CONSULT WITH ADVISORS OF YOUR CHOICE ON THE MEANING AND IMPLICATIONS OF THIS CONSENT. YOU AGREE THAT THE UNIVERSITY MAY PROVIDE YOU WITH THE ABOVE-LISTED CATEGORIES OF RECORDS IN ELECTRONIC FORMAT AND YOU CONSENT TO ELECTRONICALLY ENTER INTO TRANSACTIONS RELATED TO THOSE RECORDS.

I Agree

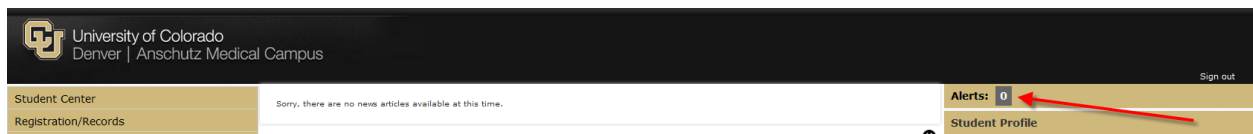


If you agree, select “I Agree” and press “Continue”, then continue to the next step. If you do not agree, follow step number 6 listed above. If you have already visited your portal, skip to step 3.

Step 3: Once you have logged into your portal, check to see if you have any service indicators on your record which would prevent registration. Check the “Alert” box on the right side of your portal:

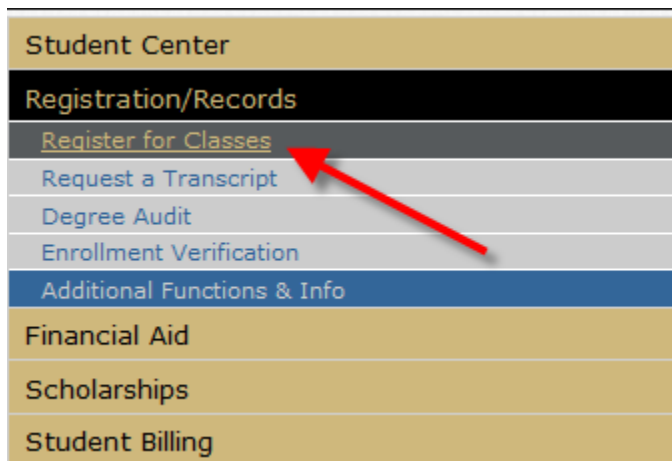


If you have an alert, click on the indicator to discover what the hold is, and how it can be removed. If you do not have an alert, like so:



proceed to Step 4.

Step 4: Select “Registration/Records” and “Register for Classes” on the left side of the screen:



Step 5: Select your term and the academic career you intend on enrolling for by selecting the radio button next to the correct row and click “Continue”:

Add Classes 1 2 3 4

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2015 UC Denver	Graduate Non-degree	CU Denver
<input checked="" type="radio"/>	Spring 2016 UC Denver	Graduate Non-degree	CU Denver

CONTINUE

[Search](#) [Enroll](#) [My Academics](#) [Cof Authorization/Review](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

Step 6: You will be prompted to verify your emergency contact, as well as your local address.

Student Emergency Contact and University Emergency Notification System

Student Emergency Contact

You must provide the University with your HOME and LOCAL contact information as well as your EMERGENCY contact information each semester before you may register. This information will be used in the event we need to contact you urgently for health or safety reasons.

University Emergency Notification System (ENS)

In case of an emergency, make sure you get the message! The campus ENS provides information about the campus closures, extreme weather, and other emergencies- sent straight to your cell/mobile phone. By entering your cell phone number below, you will be registered.

Additional instructions:

1. Provide your HOME address.
2. Your local address is vital for contacting you nearby your campus of attendance.
3. All sections must be completed below.

Check to make sure you have a local address type listed, and also verify that all addresses are correct. If they are not, select "Add a New Address":

Addresses

HOME and LOCAL are required.

Addresses on file

*Address Type	*Address		
Home	123 Test Lane Denver, CO 80204 United States	<input type="button" value="edit"/>	
Mail	123 Test Lane Denver, CO 80204 United States	<input type="button" value="edit"/>	
Local	123 Test Lane Denver, CO 80204 United States	<input type="button" value="edit"/>	

I verify that the address(es) above are accurate and up to date

Please also do the same with your phone number:

Phone Numbers

Your cell phone information will be included in the CU Denver Emergency Notification System SHORTLY AFTER CENSUS DATE of the semester for which you are registering, unless you specifically "opt out" below (which is strongly discouraged). If you do not have a cell phone, enter 000-000-0000 and provide a landline phone number as your local phone.

CELL/MOBILE is required.

Phone numbers on file

*Phone Type	*Telephone	Ext	Preferred	
Cell/Mobile	123456789		<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

I verify that the phone number(s) above are accurate

The phone number above is a TTY device?

By checking this box and/or entering an invalid or "000-000-0000" cell/mobile phone number, I elect to opt-out of the Emergency Notification System, I will not receive notifications on my cell phone about emergencies occurring on campus.
*Note: If you opt out of receiving emergency notifications on your cell/mobile phone, you will still receive them to your University email account.

Then, make sure you have an emergency contact listed, and that the information is up-to-date, and select "Continue" at the bottom of the page:

Emergency Contacts

Emergency Contact Information - in the event the University needs to contact someone on your behalf should you be involved in or experience a health or safety emergency. This information will not be included in our Emergency Notification System. You must provide contact name, relationship, address and phone.

Emergency contacts on file							
Primary Contact	*Contact Name	*Relationship	*Phone	Extension	Email Address		
<input checked="" type="checkbox"/>	John Doe	Parent	123456789		john.doe@parent.com	edit	delete

verify that the emergency contact information is accurate and up to date

[ADD AN EMERGENCY CONTACT](#)

*Required Field

[CONTINUE](#)



Step 7: Next, you'll receive the following Tuition Payment Disclosure Statement.

UNIVERSITY OF COLORADO DENVER

TUITION PAYMENT DISCLOSURE STATEMENT

of all tuition, fees, and charges becomes an obligation of the student upon registration at University of Colorado Denver (CU Denver). Each student authorizes CU Denver to bill to his or her account all tuition and fees, as approved by the Board of Regents, incurred by the student as a result of attending CU Denver and any other charges or fees assessed by the Bursar's office. The student understands and agrees that if the student does not officially drop from registered courses during the 100% tuition refund/credit period, the student will be responsible for paying some portion or all of the full tuition amount and fees based on the date that the student officially withdraws.

Tuition and fee e-bills, as well as changes to tuition or fees, for all CU Denver students are available online via UCDAccess student portal; notification of availability of the system will be sent to each student at the official CU Denver e-mail account. CU Denver does not mail paper billing statements to students; it is the student's responsibility to check UCDAccess for their student's payment obligations. Tuition and fee e-bills are generally loaded to UCDAccess portal on the first business day of the month in which classes begin (or 3 weeks before the start of class).

The tuition and fees detailed on a student's e-bill is due on the census date of each semester. Students who do not register for classes until after the e-bills have been published will not receive their tuition and fee e-bill until after the census date and payment will be due on the date specified on the student's e-bill.

Payment must be received by the published due date; post marked dates are not honored. Failure to pay by the published due date will render the student account past due and result in the assessment of a monthly service charge, equal to 1.75% of the outstanding past due balance, to any account not paid in full by the due date. Each student understands that in the event of a past due account, the student must pay his or her account by the published due date. Please see the [Bursar's Calendar](#) for specific dates and deadlines each semester.

Past due accounts are referred to the Student Debt Management. If accounts are not paid in full, a 20% internal collection fee will be assessed on the unpaid balance, this is in addition to the 1.75% service charge per month all past due accounts are subject to. An overdue student account may be referred to a third party collection agency and reported to credit bureau reporting services; the student explicitly authorizes CU Denver to release personal and financial information under those circumstances.

In the event of a collection agency, as permitted by applicable law, the student agrees to reimburse the University of Colorado Denver the fees of any collection agency, which may be based on a percentage of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts. In addition, while a student maintains a past due account with the University of Colorado Denver, a hold will be placed on the student's record preventing any future registration and the release of official transcripts.

R.S. § 23-5-115, in the event of a default on an amount owed to CU Denver, CU Denver may certify to the Colorado Department of Revenue information regarding the student's past due accounts. The Colorado Department of Revenue may then disburse funds to CU Denver in satisfaction of that debt from tax refund amounts owed to the student by the state of Colorado.

Students are given the option of signing up for a payment plan that spreads the cost of tuition and fees over a period of two or three months (depending on when charges are assessed to the student). The payment plan options require a bank account or credit/debit card to be set up for automatic withdrawal. There is a \$35 fee for taking advantage of the payment plan options. A 2.75% service fee is assessed to all credit/debit card payments. E-check (bank account) transactions are not assessed the 2.75% fee.

If you wish to agree, press “I Agree”:

Pursuant to C.R.S. § 23-5-115, in the event of a default on an amount owed to CU Denver, CU Denver may certify to the Colorado Department of Revenue persons with past due accounts. The Colorado Department of Revenue may then disburse funds to CU Denver in satisfaction of that debt from tax refund individual, if any.

Payment Plan:
Students have the option of signing up for a payment plan that spreads the cost of tuition and fees over a period of two or three months (depending on when the student). The payment plan options require a bank account or credit/debit card to be set up for automatic withdrawal. There is a \$35 fee for taking advantage. There is also a 2.75% service fee assessed to all credit/debit card payments. E-check (bank account) transactions are not assessed the 2.75% fee.

Funds will automatically be pulled on the 20th of the month, for each month of the plan. For example, in the spring semester:

- 1/3 of the charges will be automatically withdrawn on January 20th
- 1/3 of the charges will be automatically withdrawn on February 20th
- 1/3 of the charges will be automatically withdrawn on March 20th

If the automatic withdrawal fails due to insufficient funds or invalid account information, a second attempt will be made approximately a week later. Notification of a failed attempt, providing enough time for a student to correct inaccurate information, or to change funding sources. If the second attempt fails, the student is notified of the payment plan and may be subject to service charges.

Returned Payment Policy:
Students will be assessed a \$20 fee for each payment returned (regardless of amount). Finance and late charges will be assessed, as described above, and are required to use certified funds to make payments.

Past Due Accounts:
Students who have a past due balance with CU Denver will not be permitted to add classes during the current semester or register for any future semester. Students enrolled in any term who carry an unpaid institutional debt will be administratively dropped from all future terms if not paid in full by the Friday prior to the start of the next term.

Billing Dispute Rights:
Students can dispute billed charges through the tuition appeals process: <http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/TuitionAppeals.aspx>

Service charges can be appealed by completing the online form at: <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/DenverCampus/Pages/form.aspx>

Agreement:
Student acknowledges and agrees that he or she has read and understands the Tuition Payment Disclosure Statement. By clicking “I AGREE” below, Student agrees to the terms herein.

I AGREE

go to ...

Step 8: You will now be taken to the registration page. There are three ways to select courses:

1. Enter the 5-digit course number that is specific to each section offered and click “enter”
2. Enter the “Subject Area” (i.e. BIOL) and “Catalog Nbr” (i.e. 1020) and click the “search” button located directly under the fields
3. If you do not know the course number or specific subject are and catalog number, then click on the green search button located under the Advanced Class Search option (please read steps a-d on how to use the advanced search feature).

Search	Enroll	My Academics	COF Authorization/Review		
my class schedule	add	drop	swap	edit	term information

Add Classes

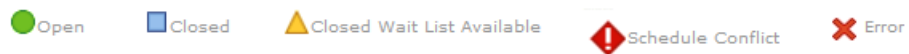


1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2014 UC Denver | Undergraduate

[change term](#)



Add to Cart: Enter Class Nbr 55555 enter	Course Search: Subject Area: BIOL search Catalog Nbr: 1020 search	Advanced Class Search: <input checked="" type="radio"/> Class Search search
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- A. Choose the 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:

Search Enroll My Academics COF Authorization/Revie
my class schedule || add || drop || swap || edit || term informati

Add Classes



Enter Search Criteria

Search for Classes

CU Denver | Spring 2014

Select at least 2 search criteria. Click Search to view your search results.

Use Additional Search Criteria to narrow your search results.

▼ Class Search

Campus

Denver Campus

Course Subject

select subject

BIOL

Course Number

is exactly

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Show Schedule Conflict Indicator

B. To search for the subject code on the course topic click on the “select subject” button to search for all subject codes to be listed alphabetically

C. When choosing the “Select Subject” field, you will be brought to a page listing subject fields 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 brought back to the initial search page.

Enter Search Criteria

Select a Subject

select	A H	
select	AAS	MSC - Afro-American Studies
select	ACC	
select	ACCT	Accounting
select	ACPC	Access-Counseling Psychology and Counselor Educ
select	ACPS	
select	ACUR	
select	ADS	
select	AECE	Access-Early Childhood Education
select	AEDL	Access-Educational Leadership and Innovation
select	AEDU	Access-Educational Administration
select	AELE	Access-Elementary Education

- D. After selecting the course subject, 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. If you provide the course number for the course, only that specific course will be listed. Or, you can click on the “Additional Search Criteria” for more filtering options.

Search for Classes

CU Denver | Spring 2016

Select at least 2 search criteria. Click Search to view your search results.

Use Additional Search Criteria to narrow your search results.

▼ **Class Search**

Campus

Subject Accounting

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Show Schedule Conflict Indicator

Use Additional Search Criteria to narrow your search results.

▶ **Additional Search Criteria**

[Return to Add Classes](#)

[Search](#) [Enroll](#) [My Academics](#) [Cof Authorization/Review](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

ONLINE CLASSES: If you're searching specifically for online classes, choose the "Advance Search" option located in the middle of the search criteria page:

Add Classes

1 2 3 4

Enter Search Criteria

Search for Classes

CU Denver | Spring 2016

Select at least 2 search criteria. Select Search to view your search results.

Use Additional Search Criteria to narrow your search results.

▼ **Class Search**

Campus

Subject

Course Number

Course Career

Show Open Classes Only


Open Entry/Exit Classes Only

Show Schedule Conflict Indicator


Use Additional Search Criteria to narrow your search results.

▼ **Additional Search Criteria**

Meeting Start Time



Locate the “Mode of Instruction” drop down menu near the bottom of the search options and select “Online” from the choices listed. Note: Make sure you choose your “Course Subject” and “Course Career” at the top of your “Class Search Criteria” options to narrow your search of online courses.

Mode of Instruction 

Location

Department

School/College

Class Attribute(Core, GT, Honors etc.)






Course Attribute Value


- Candidate for Degree
- Correspondence
- Distance Learning
- Hybrid Online/Classroom
- In Person
- Independent Study
- Online
- Self-Paced On-line
- Self-Paced Print
- Television
- Videotape

[Return to Add Classes](#)

Step 9: When you have selected the course you are searching for, click the green sideways triangle next to the course information to expand and view how many sections are available on which days/times:

[Return to Add Classes](#)

 Open  Closed  Closed Wait List Available  Schedule Conflict  Error

 **ACCT 2220 - Managerial Accounting and Professional Issues**


[Return to Add Classes](#)

Step 10: Once you have located the section you would like to enroll in, click on the green “select” button for the course to be added to your shopping cart.

▼ **ACCT 2220 - Managerial Accounting and Professional Issues**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
34294	001-LEC Regular Semester (Den)	MoWe 11:00AM - 12:15PM	Business School Building 3000	Bruce Neumann	01/19/2016 - 05/14/2016	●	select

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	Y	N	36	0




If you'd like to read more about the course, you can click the blue underlined hyperlink.

▼ **ACCT 2220 - Managerial Accounting and Professional Issues**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
34294	001-LEC Regular Semester (Den)	MoWe 11:00AM - 12:15PM	Business School Building 3000	Bruce Neumann		●	select

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	Y	N	36	0



Clicking the hyperlink will lead you to the below page. You can also select the class from this page:

CU Denver | Spring 2016 | Classes

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Class Details

Status	● Open	Career	Undergraduate
Class Number	34294	Dates	1/19/2016 - 5/14/2016
Session	Regular Semester (Den)	Grading	Letter Grade
Units	3 units COF Eligible	Location	Denver Campus
		Campus	Denver Campus

Class Components Lecture Required

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 11:00AM - 12:15PM	Business School Building 3000	Bruce Neumann	01/19/2016 - 05/14/2016

Enrollment Information

Enrollment Requirements Prereq: ACCT 2200 with a grade of 'C-' or higher
Restriction: Restricted to undergraduate students at a sophomore standing or higher

Class Availability

Class Capacity	36	
Enrollment Total	0	Wait List Total NA
Available Seats	36	

Description


Introduces managerial accounting. Shows managers how to use accounting information to make decisions. Principal focus on cost behavior analysis, budgeting and product costing. Prereq: ACCT 2200 with a grade of 'C-' or higher. Restriction: Restricted to undergraduate students at a sophomore standing or higher. Max hours: 3 Credits.

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)



Step 11: To determine if a course is open, look for the "Status". A green circle indicates an open class:


ACCT 2220 - Managerial Accounting and Professional Issues

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
34294	001-LEC Regular Semester (Den)	MoWe 11:00AM - 12:15PM	Business School Building 3000	Bruce Neumann			select

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	Y	N	36	0

An orange triangle indicates that the class is closed, but you may be added to the waitlist:

ACCT 4282 - Capitalism, Accounting and Ethical Choices

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
34309	H01-LEC Regular Semester (Den)	Mo 12:30PM - 1:45PM	Business School Building 3007	Michael Roberts			select

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	Y	N	0	0


[Return to Add Classes](#)

[NEW SEARCH](#)

[MODIFY SEARCH](#)



A blue square indicates that the class is full, and there is no available waitlist:

ACCT 3220 - Intermediate Financial Accounting I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
34298	001-LEC Regular Semester (Den)	MoWe 5:00PM - 6:15PM	Business School Building 2200	Craig Sisneros	01/19/2016 - 05/14/2016		select

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	Y	N	0	NA

These codes can be viewed via this key:

 Open  Closed  Closed Wait List Available

When adding a waitlisted course to your schedule, make sure the “Wait list if class is full” box is selected.

**To automatically drop another course in your schedule if you are able to enroll into the waitlisted course, you will need to indicate the course you would like to drop in the “If enrolled from waitlist, drop this class” field. By clicking on the magnifying glass icon, you can pull the entire listing of registered courses to select from. Once you have completed these steps, click the green “NEXT” button.

SearchEnrollMy AcademicsCOF Authorization/Review

my class scheduleadddropswapeditterm information

Add Classes

1 2 3 4

1. Select classes to add - Enrollment Preferences

Spring 2014 UC Denver | Undergraduate

ACCT 2220 - Manager Acctng-Prof Issues

Class Preferences

ACCT 2220-001	Lecture	▲ Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full	
Session	Regular Semester (Den)			Grading	Letter Grade
Career	Undergraduate			Units	3.00
Enrollment Information				COF Eligible	
<ul style="list-style-type: none">Prereq: ACCT 2200 with a grade of C or higher Restriction: Restricted to sophomore standing or higher					

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 11:00AM - 12:15PM	Business School Building 1800		

Drop This Class if Enrolled

If Enrolled from Wait List Drop This Class

Step 12: If the course requires department consent, insert the permission number that the department will provide you into the following field then click “NEXT”:

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Spring 2014 UC Denver | Undergraduate

PUAD 5004 - Economics and Public Finance

Class Preferences

Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
Session	Intensive (Den)	Grading	Letter Grade
Career	Graduate	Units	3.00
Enrollment Information		COF Eligible	
<ul style="list-style-type: none">Restrictions: Restricted to Graduate and Graduate Non-Degree majors within CU Denver.			

Section	Component	Days & Times	Room	Instructor	Start/End Date
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Step 13: You will receive the following message when the class has been added to your shopping cart.

Add Classes 1 2 3 4

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ACCT 2220 has been added to your Shopping Cart.

Step 14: To add the class from your shopping cart to your schedule, click the “Select” box to the left of the class and hit “Proceed to Step 2 of 4”:

Spring 2016 UC Denver | Undergraduate change term

● Open ■ Closed ▲ Closed Wait List Available ⚠ Schedule Conflict ✖ Error

Add to Cart: **Course Search:** **Advanced Class Search:**

Enter Class Nbr Subject Area Class Search

 Catalog Nbr

Some of the error messages are not current.
Attempt to re-enroll as necessary.

Spring 2016 UC Denver Shopping Cart

Select	Enrollment Order	Class	Days/Times	Room	Instructor	Units	Status	Enroll Status	Message
<input checked="" type="checkbox"/>	<input type="text"/>	ACCT 2200-001 (34290)	MoWe 11:00AM - 12:15PM	Business School Building 3200	C. Sisneros	3.00	●		
<input checked="" type="checkbox"/>	<input type="text"/>	COMM 3271-E01 (12186)		TBA	Y. Bueno olson	3.00	●		

for selected:

You will be taken to this page, where you will be asked to “Finish Enrolling”:

Search Enroll My Academics COF Authorization/Review

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3 4

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring 2016 UC Denver | Undergraduate

● Open
 ■ Closed
 ▲ Closed Wait List Available
 ⚠ Schedule Conflict
 ✖ Error

Class	Description	Days/Times	Room	Instructor	Units	Status	Enroll Status
ACCT 2200-001 (34290)	Fnce Acct-Finan Statemt Anlsys (Lecture)	MoWe 11:00AM - 12:15PM	Business School Building 3200	C. Sisneros	3.00	●	
COMM 3271-E01 (12186)	Communication and Diversity (Lecture)		TBA	Y. Bueno olson	3.00	●	

CANCEL PREVIOUS **FINISH ENROLLING**

You will receive a message of “Success” if the class has been added to your schedule.

COMM 3271	Success: This class has been added to your schedule.	✓
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If you were not able to add the class, you will receive a red ‘X’ and a message indicating why:

ACCT 2200	Error: Unable to add this class - requisites have not been met. Prereq: MATH 1070 OR MATH 1110 with a grade of C- or higher. Restriction: Restricted to undergraduate students at a sophomore standing or higher.	✖
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If you have any questions regarding this 14-step procedure, please contact the Office of the Registrar at 303-315-2600 or registrar@ucdenver.edu.