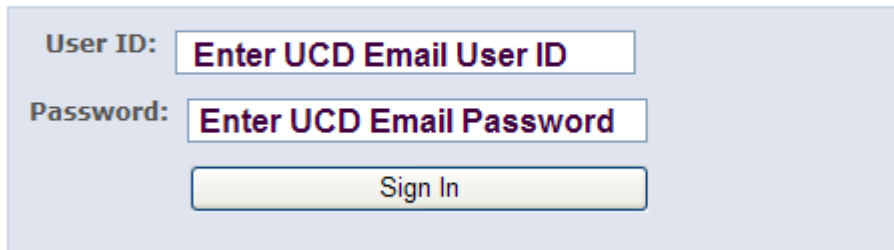


7-Steps: Searching for UCD Classes

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 Email User ID/Password you must activate your account by scrolling down on the same page and selecting your campus.

UC Denver Student Portal



A login form with a light blue background. It contains three input fields: 'User ID:' with the placeholder text 'Enter UCD Email User ID', 'Password:' with the placeholder text 'Enter UCD Email Password', and a 'Sign In' button.

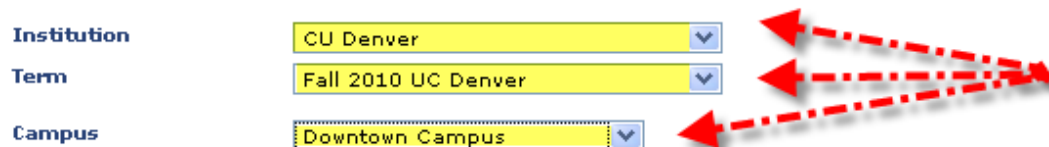
Step 2: Once you have logged in select the student tab on the left hand side.



Step 3: Choose your Institution, Term, and Campus.

Search for Classes

Enter Search Criteria



A search criteria form with three dropdown menus. The first is labeled 'Institution' and has 'CU Denver' selected. The second is labeled 'Term' and has 'Fall 2010 UC Denver' selected. The third is labeled 'Campus' and has 'Downtown Campus' selected. Three red dashed arrows point from the right towards each of the dropdown menus.

Step 2: When selecting “Course Subject” please ensure that your Course Subject Code has not been changed via the [List of Subject Code Changes](#). (Part of the conversion to the new system required some subject codes to be changed.)

Class Search Criteria	
Course Subject	<input type="button" value="select subject"/> <input type="text"/>

Step 3: Select the search criteria such as “Course Subject” and “Show Open Classes Only” keep in mind you must enter at least 2 search criteria for every search done. It’s also very important to select your “Course Career”. **Example: Undergraduate.**

Search for Classes

Enter Search Criteria

Institution	<input type="text" value="CU Denver"/>
Term	<input type="text" value="Fall 2010 UC Denver"/>
Campus	<input type="text" value="Downtown Campus"/>

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

Class Search Criteria	
Course Subject	<input type="button" value="select subject"/> <input type="text"/>
Course Number	<input type="text" value="is exactly"/> <input type="text"/>
Course Career	<input type="text"/>
	<input type="checkbox"/> Show Open Classes Only
	<input type="checkbox"/> Show Open Entry/Exit Classes Only
	<input type="checkbox"/> Show Schedule Conflict Indicator
Use Additional Search Criteria to narrow your search results.	
<input type="button" value="▶ Additional Search Criteria"/>	

Step 4: 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

CU Denver | Fall 2010

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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Select a Subject		
<input type="button" value="select"/>	A H	
<input type="button" value="select"/>	AAS	MSC - Afro-American Studies
<input type="button" value="select"/>	ACC	
<input type="button" value="select"/>	ACCT	Accounting
<input type="button" value="select"/>	ACPC	Access-Counseling Psychology and Counselor Educ
<input type="button" value="select"/>	ACPS	
<input type="button" value="select"/>	ACUR	
<input type="button" value="select"/>	ADS	
<input type="button" value="select"/>	AECE	Access-Early Childhood Education
<input type="button" value="select"/>	AEDL	Access-Educational Leadership and Innovation
<input type="button" value="select"/>	AEDU	Access-Educational Administration
<input type="button" value="select"/>	AELE	Access-Elementary Education

Step 5: Once you’re back at the “Class Search Criteria” page you should have your Course Subject, Course Career, and Open Classes Only completed. When you are sure of your criteria hit the green “Search” button down at the bottom of the page.

Enter Search Criteria

Institution	CU Denver	▼
Term	Fall 2010 UC Denver	▼
Campus	Downtown Campus	▼

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

Class Search Criteria		
Course Subject	<input type="button" value="select subject"/>	PSYC Psychology
Course Number	is exactly	<input type="text"/>
Course Career	Undergraduate	▼
	<input checked="" type="checkbox"/>	Show Open Classes Only
	<input type="checkbox"/>	Show Open Entry/Exit Classes Only
	<input type="checkbox"/>	Show Schedule Conflict Indicator
Use Additional Search Criteria to narrow your search results.		
<input type="button" value="▶ Additional Search Criteria"/>		

Step 6: A list of available classes will be listed based on your search criteria. Click the green arrow for a detailed description of the class.

- ▶ PSYC 1000 - Introduction to Psychology I
- ▶ PSYC 1005 - Introduction to Psychology II
- ▶ PSYC 3090 - Research Methods in Experimental Psychology
- ▶ PSYC 3135 - Organizational Psychology
- ▶ PSYC 3205 - Human Development I: Child Psychology
- ▶ PSYC 3305 - Abnormal Psychology
- ▶ PSYC 3405 - Family Psychology
- ▶ PSYC 3611 - Psychology of Women
- ▶ PSYC 3810 - Neuropsychology
- ▶ PSYC 4164 - Psychology of Perception

Step 7: After clicking the green arrow a drop down menu will display all available class times and days that are offered for this specific course.

▼ PSYC 1000 - Introduction to Psychology I

First 1-9 of 9 Last

Section [001-LEC\(21620\)](#) Status ● [select class](#)

Session Regular

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	N	N	228	0

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:30AM - 12:45PM	TBA	Joy Berrenberg	08/23/2010 - 12/18/2010

Section [002-LEC\(21621\)](#) Status ● [select class](#)

Session Regular

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	N	N	100	0

Days & Times	Room	Instructor	Meeting Dates
MoWe 11:30AM - 12:45PM	TBA	Staff	08/23/2010 - 12/18/2010

Section [003-LEC\(21622\)](#) Status ● [select class](#)

Session Regular

Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total
3	N	N	108	0

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:30PM - 3:45PM	TBA	Andrew Fields	08/23/2010 - 12/18/2010

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

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

Class Search Criteria

Course Subject select subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Show Schedule Conflict Indicator

Use Additional Search Criteria to narrow your search results.

▼ Additional Search Criteria

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.