14-Steps: Searching & Registering for Classes

**Step 1:** Access your web browser and log on to [www.ucdenver.edu/UCDAccess](http://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.

![PassportID Web Login](image)
Step 2: If you have never logged into the portal before, you will be prompted to “Consent to Conduct Business Electronically”:

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”:

![Select Term]

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”:

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**Addresses**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>123 Test Lane</td>
</tr>
<tr>
<td>Mail</td>
<td>123 Test Lane</td>
</tr>
<tr>
<td>Local</td>
<td>123 Test Lane</td>
</tr>
</tbody>
</table>

**Please also do the same with your phone number:**

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**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.**

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<table>
<thead>
<tr>
<th>Phone numbers on file</th>
<th>*Telephone</th>
<th>Ext</th>
<th>Preferred</th>
<th>delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell/Mobile</td>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

ADD A PHONE NUMBER

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:
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 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 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 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.

The bills, as well as changes to tuition or fees, for all CU Denver students are available online via UCD Access student portal; notification of availability of the statement is sent to each student via the official CU Denver email account. CU Denver does not mail paper billing statements to students; it is the student's responsibility to check UCD Access portal for any changes or additions to student's payment obligations. Tuition and fee e-bills are generally loaded to UCD Access portal 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 are due on the census date of each semester. Students who do not register for classes until after the e-bills have been web posted 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.

All 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 any interest the student may be charged. A delinquent student account may be referred to a third-party collection agency and reported to the Bursar’s Office. The Bursar’s Office reserves the right to use outside collection services, the student explicitly authorizes CU Denver to release personal and financial information under those circumstances.

For any overdrawn student account, the collection agency may request that CU Denver hold a hold on the student's account preventing any future registration and the release of official transcripts.

R.S. 22-5-115, in the event of a default on an amount owed to CU Denver, CU Denver may certify to the Colorado Department of Revenue the amount owed. The Colorado Department of Revenue may then disburse funds to CU Denver in satisfaction of that debt from tax refunds, amounts owed to the

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 changes are assessed)

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 failure to fund the payment plan. 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.
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 area 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).
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:

Add Classes

Enter Search Criteria

Use Additional Search Criteria to narrow your search results.

Class Search
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.
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.
*ONLINE CLASSES*: If you’re searching specifically for online classes, choose the “Advance Search” option located in the middle of the search criteria page:
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.

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:
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.

If you’d like to read more about the course, you can click the blue underlined hyperlink.
Clicking the hyperlink will lead you to the below page. You can also select the class from this page:
Step 11: To determine if a course is open, look for the “Status”. A green circle indicates an open class:

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

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

These codes can be viewed via this key:
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.
**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 form](image)

**Step 13:** You will receive the following message when the class has been added to your shopping cart.

![Add Classes confirmation message](image)
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”:

<table>
<thead>
<tr>
<th>Select</th>
<th>Enrollment Order</th>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
<th>Enroll Status</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td>ACCT</td>
<td>MoWe 11:00AM - 12:15PM</td>
<td>Business School Building 3200</td>
<td>C. Sisneros</td>
<td>3.00</td>
<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>☑</td>
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<td>COMM</td>
<td>TBA</td>
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<td>3.00</td>
<td>✔</td>
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</tbody>
</table>

Some of the error messages are not current. Attempt to re-enroll as necessary.
You will be taken to this page, where you will be asked to “Finish Enrolling”:

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

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

If you were not able to add the class, you will receive a red ‘X’ and a message indicating why:

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.