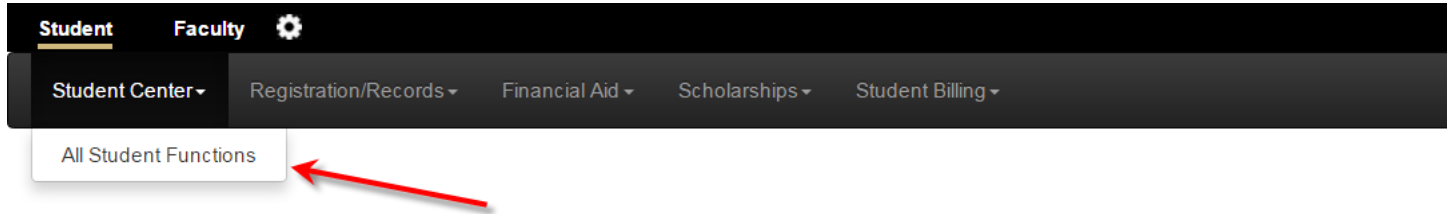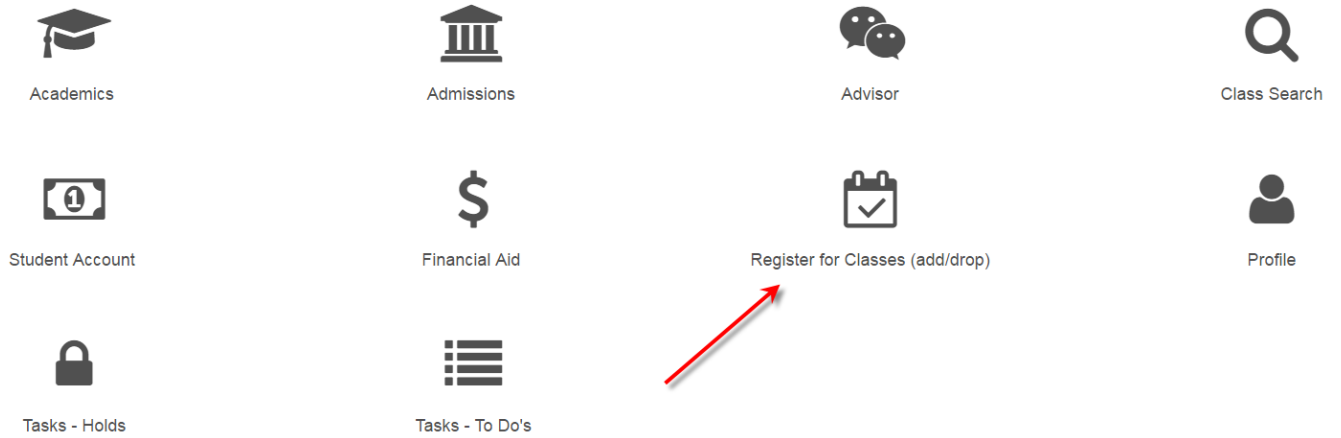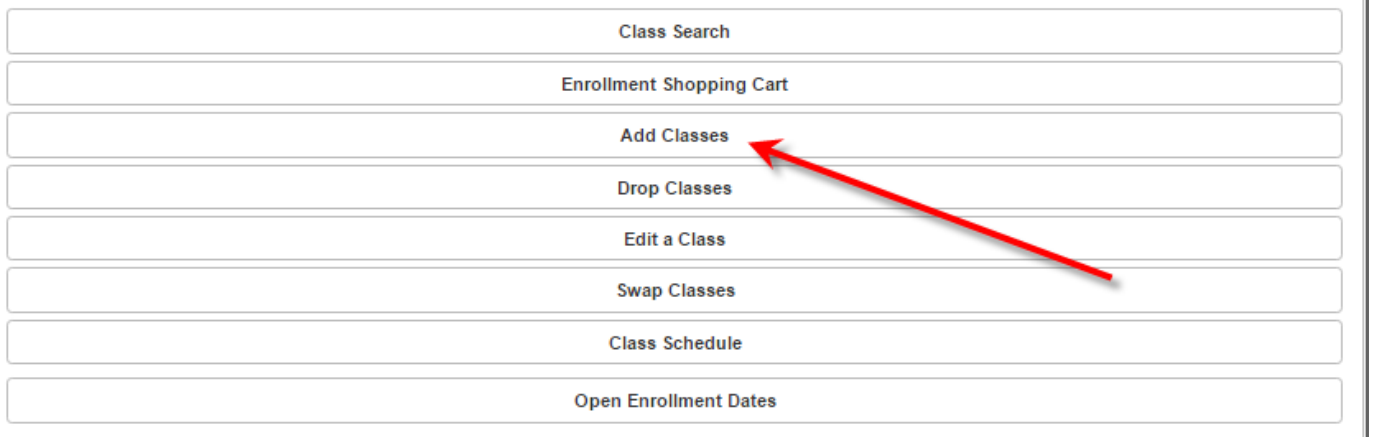**Enrollment: How to Register For Classes (add/drop)**

1. Log into your portal and navigate to Student Center>All Student Functions on the left hand side of the screen:

2. Navigate to Register for Classes (add/drop)

3. To Add classes, navigate to "Add Classes":

4. Select your term, and select the "Continue" button:

SELECT	TERM	CAREER	INSTITUTION
○ Select	Spring 2017 UC Denver	Undergraduate	CU Denver
⊙ Select	Summer 2017 UC Denver	Undergraduate	CU Denver

Continue

5. Before proceeding to registration, and once every term, you will be asked to verify your home and local addresses, provide your phone number, and verify your emergency contact:

Student Emergency Contact and University Emergency Notification System

☰ Menu

Required Field

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.

5a. You will not be able to proceed to registration until you enter a **home** and **local** address type.

Addresses on file

HOME and LOCAL are required.

*ADDRESS TYPE	*ADDRESS	EDIT
Home		✏ Edit
Mail		✏ Edit
Local		✏ Edit

➕ Add a new address

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

5b. Verify that your phone number is accurate. A cell phone number is required to proceed.

Phone numbers on file

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 TYPE	*TELEPHONE	EXT	PREFERRED	DELETE
Home ⌄			☐ Select	✖ Delete
Cell/Mobile ⌄			☑ Select	✖ Delete

➕ **Add a Phone Number**

☐ 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.

5c. Verify your emergency contact. You must list at least one person as an emergency contact before proceeding.

Emergency contacts on file

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.

PRIMARY CONTACT	*CONTACT NAME	*RELATIONSHIP	*PHONE	EXTENSION	EMAIL ADDRESS	EDIT	DELETE
☑ Select		Parent				✏ Edit	✖ Delete
☐ Select		Parent				✏ Edit	✖ Delete

➕ **Add an Emergency Contact**

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

5d. Once you have verified this information, select "Continue" on the bottom right side of the page:

Continue

6. If you have not taken classes at the University of Colorado Denver before, you will be asked to electronically sign a Tuition Payment Disclosure Statement. If you agree, press "I Agree" at the bottom of the page.

TUITION PAYMENT DISCLOSURE STATEMENT

The payment 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 add 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 as approved 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 and to fulfill the 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 approximately 3 weeks before the start of class).

Payment
Payment for 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 loaded to the web 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.

Payments 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 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 order to avoid this service charge, 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 student 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 one or more credit bureau reporting services; the student explicitly authorizes CU Denver to release personal and financial information under those circumstances.

To the extent 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 at a maximum 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 balance 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.

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 information regarding 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 amounts owed to the 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 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. 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 will be sent in the case 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 will be removed from 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 the student may be 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 semesters until the bill is paid in full. 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 first day of classes 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/StudentBilling/petition/Pages/form.aspx

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

I AGREE

7. There are three ways to search for classes:

- Class Number (ex. 12345)
- Subject and Catalog Number (ex. MATH 1012)
- Advanced Search (ex. search by class meeting pattern, class attribute such as Denver Core Requirement, campus, etc.)

7a. Class Number: If you'd like to register by class number, please have your five digit class number ready. Open the area marked "Search by Class Number":
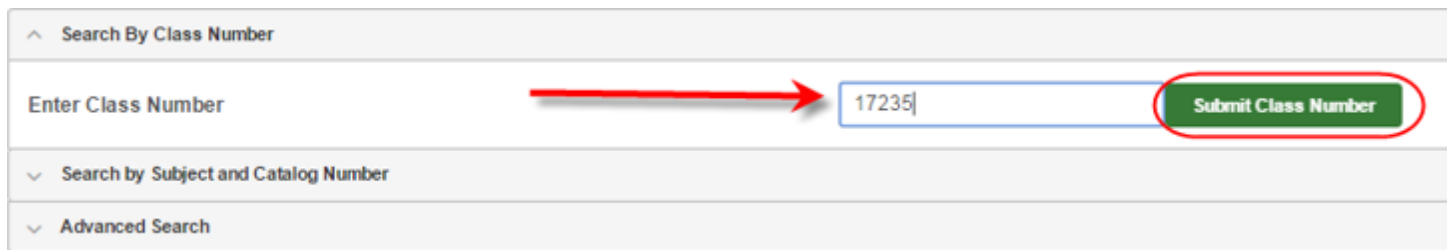

Enter your five digit class number and press "Submit Class Number":

Your selected class should appear, and you can press "Next" to proceed:
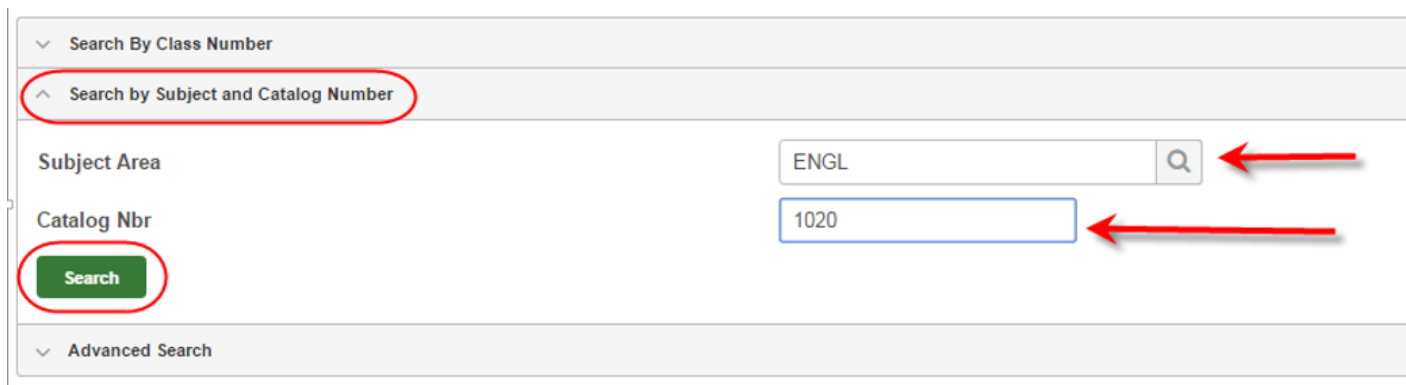
SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
001	● Lecture	TuTh 10:30AM - 1:00PM	TBA		06/05/2017 - 07/29/2017

Proceed to step 8.

7b. Subject and Catalog Number: For the Subject and Catalog Number option, select "Search by Subject and Catalog Number" and enter the four letter Subject Code and four digit Catalog Number, then press "Search":

You will see the results appear once you press "Search":

⌄	**ENGL 1020 - Core Composition I**

<div align="right">

Modify Search   **New Search**

</div>

To see more information about the class, and to see the available sections listed, expand the class by selecting the chevron to the left of the class:

⌄	**ENGL 1020 - Core Composition I**

<div align="right">

Modify Search   **New Search**

</div>

If offered, you will see options listed.

^ ENGL 1020 - Core Composition I

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
	001-LEC Regular Semester (Den)		TBA		

Units
Enrollment Restriction
Consent Required
Available Seats
Wait List Total

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES
	E01-LEC Regular Semester (Den)	TBA	TBA		

Units
Enrollment Restriction
Consent Required
Available Seats
Wait List Total

If you are interested in a section, choose the "Select" button on the right side of the screen:

^ ENGL 1020 - Core Composition I

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	
17235	001-LEC Regular Semester (Den)	TuTh 10:30AM - 1:00PM	TBA		06/05/2017 - 07/29/2017	🟢	**Select**

Units	3
Enrollment Restriction	N
Consent Required	N
Available Seats	22
Wait List Total	0

Your selected class should appear, and you may press "Next" to proceed:

Proceed to step 8.

7c. Advanced Search: If you'd like to select a class, but you don't know the exact class number or the subject code and catalog number, select "Advanced Search":

You will need to select at least two criteria on this page before searching.

If you require more selection options, use "Additional Search Criteria":

For example, you may wish to search by the Class Attribute "Denver Core Requirement".

If so, select Campus: Denver Campus:

Once opening "Additional Criteria", select "Denver Core Requirement" as your Class Attribute and Search:

Location	🔍

Department	🔍

School/College	Select ⌄

Class Attribute(Core, GT, Honors etc.)	Denver Core Requirement ⌄	⬅

Course Attribute Value	Select ⌄

Clear   **Search**
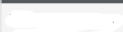
Expand the class you wish to take to reveal more information about the offering by selecting the chevron to the left of the class:

⌄ **ANTH 1302 - Introduction to Archaeology**

Opening the class up reveals more information about the offerings:

⌃ **ANTH 1302 - Introduction to Archaeology**

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	
17171	E01-LEC Regular Semester (Den)	TBA	TBA		06/05/2017 - 07/29/2017	🟢	Select

Units	4
Enrollment Restriction	N
Consent Required	N
Available Seats	30
Wait List Total	0

If you are interested in the offered section, press the "Select" button:

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	
ANTH 1302 - Introduction to Archaeology							
17171	E01-LEC Regular Semester (Den)	TBA	TBA		06/05/2017 - 07/29/2017	●	Select

Units	4
Enrollment Restriction	N
Consent Required	N
Available Seats	30
Wait List Total	0

Your selected class should appear, and you may press "Next" to proceed:

Add Classes > Select classes to add > Summer 2017 UC Denver > ANTH 1302 - Introduction to Archaeology

☰ Menu

1 STEP 1   2 STEP 2   3 STEP 3   4 STEP 4

ANTH 1302 - Introduction to Archaeology

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
E01	● Lecture		TBA	Tiffany Terneny	06/05/2017 - 07/29/2017

Class Preferences

Class Notes

Cancel   Next

 Proceed to step 8.

8. Once you have classes in your shopping cart, you are ready to proceed with enrollment. Select classes you wish to enroll in and press "Add Selected Classes":

🛒 Summer 2017 UC Denver Shopping Cart   ❶

| ● OPEN | 🔒 CLOSED | 🕐 CLOSED WAIT LIST AVAILABLE | ⚠ SCHEDULE CONFLICT | ⊗ ERROR |

• • • • • • • • ○ ○   ◀ ▶

☑	ENROLLMENT ORDER	STATUS	ENROLL STATUS	CLASS	DAYS/TIMES	ROOM
☑		●		ENGL 1020-001 (17235)	TuTh 10:30AM - 1:00PM	TBA

✖ Delete Selected

Add Selected Classes

To finish the process, select "Finish Enrolling":

STATUS	ENROLL STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
🟢		ENGL 1020-001 (17235)	Core Composition I (Lecture)	TuTh 10:30AM - 1:00PM	TBA		3.00

Cancel   Previous   **Finish Enrolling**

If your request is successful, you will receive a message of "Success".

View the following status report for enrollment confirmations and errors:

🕐 SUCCESS:WAIT LISTED   ✅ SUCCESS: ENROLLED   ❌ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
ENGL 1020	**Success:** This class has been added to your schedule.	✅

Resolve Errors   My Class Schedule   Add Another Class

If your request is not successful, you will receive an "Error" message with information about what has prevented enrollment.

View the following status report for enrollment confirmations and errors:

🕐 SUCCESS:WAIT LISTED   ✅ SUCCESS: ENROLLED   ❌ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
ACCT 6054	**Error:** Unable to add this class	❌