Enrollment Processes in the Student Portal

Topics Covered in this Document
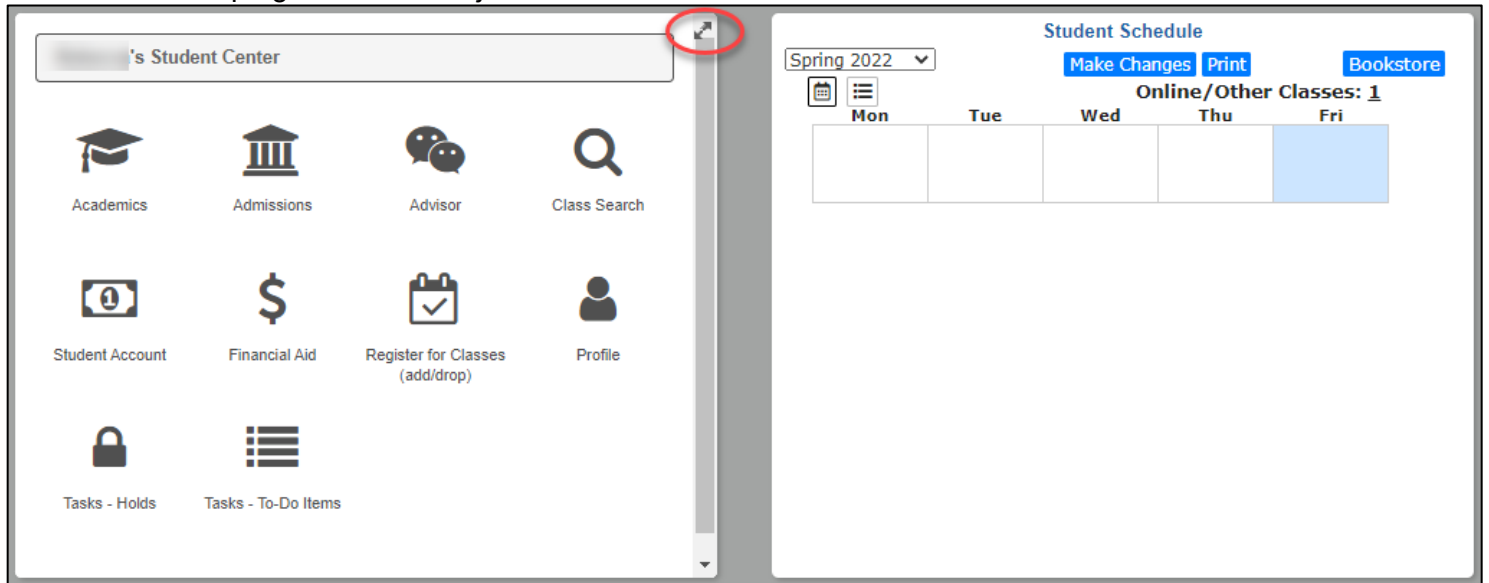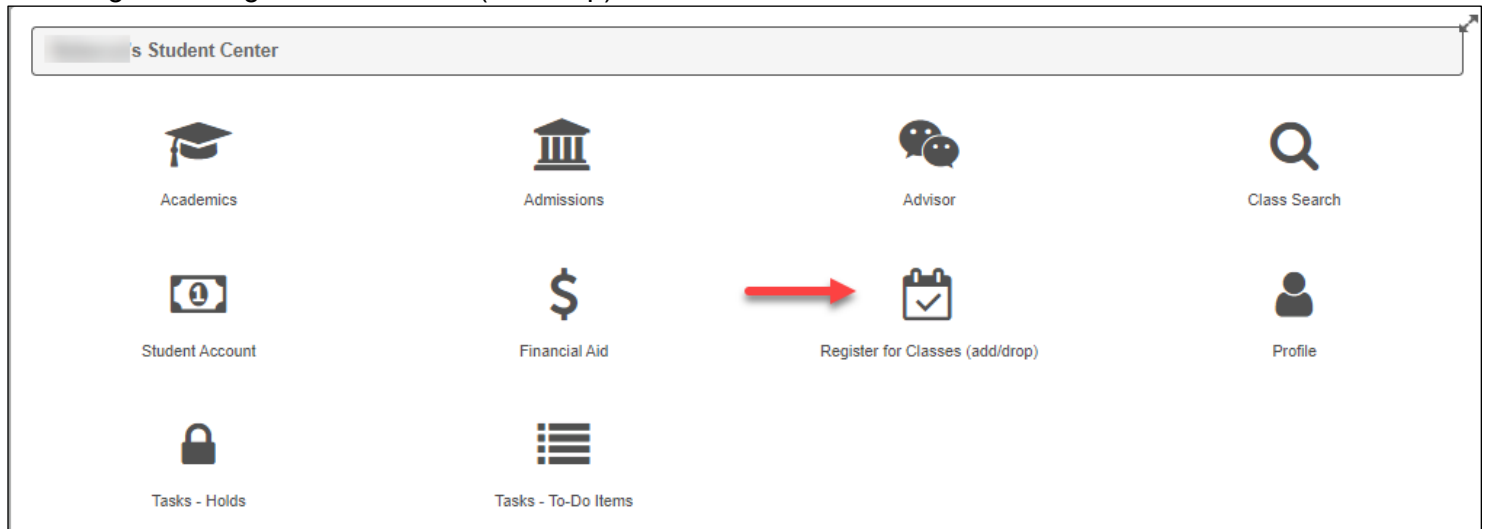
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Enrollment: How to Register for Classes (add/drop)

1. Log into your student portal and navigate to Student Center on the left hand side of the screen. Use the arrow in the top right corner to adjust the size of the Student Center tile.
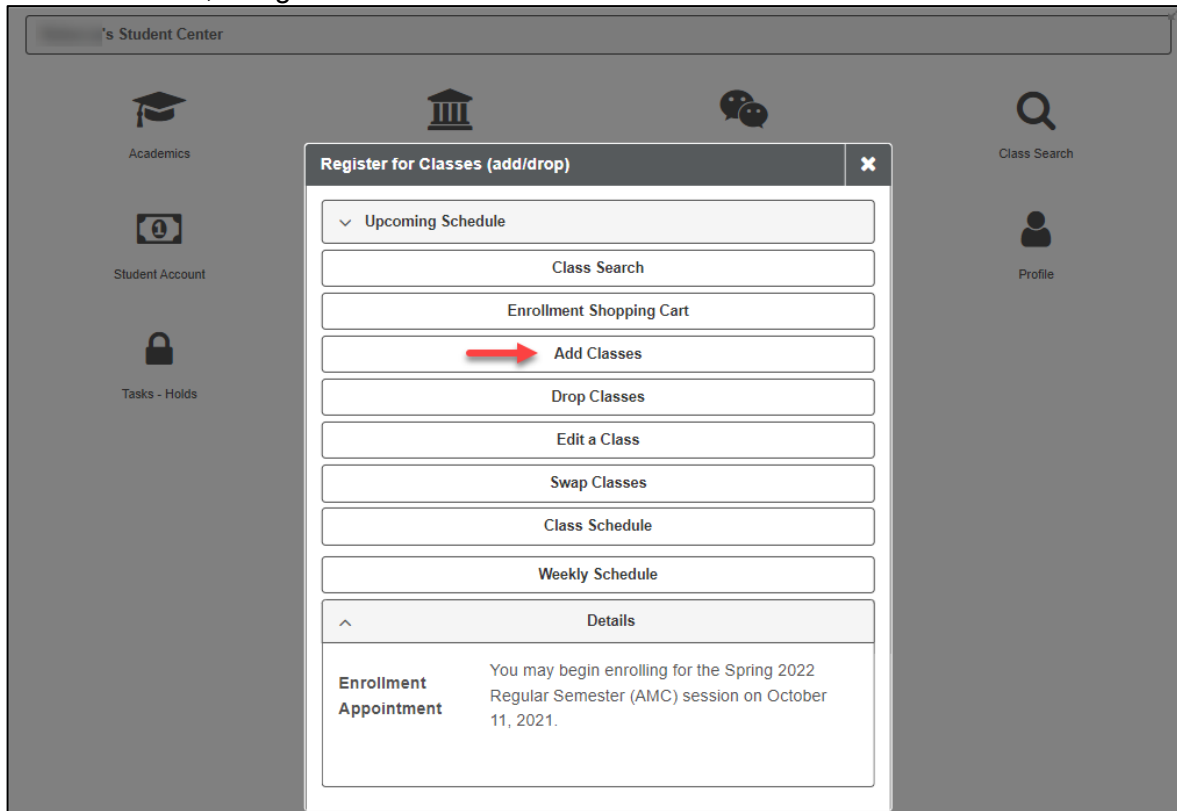

2. Navigate to Register for Classes (add/drop)

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

4.   Select your term, and click the gold **Continue** button:

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Address Confirmation/Update Emergency Contact Information

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.
   a. You will <u>not</u> be able to proceed to registration until you enter a **home** and **local** address type. These addresses may be identical, and can be edited if necessary via the blue **Edit** button on the right.
   b. Verify the accuracy of your phone number. A cell phone number is required to proceed.
   c. Verify your Emergency Contact. At least one Emergency Contact must be listed to proceed.
   d. Once all information is entered/verified, click the gold **Continue** button at the bottom of the window.

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Tuition Payment Disclosure Statement

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

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Adding a Class & Enrollment Search Functions

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, instructor name, location, etc.)

Search using Class Number

    a. To search by **Class Number**, you will need the 5 digit class number ready. Click to expand the option to Search by Class Number, and enter the number in the box. Click the green **Submit Class Number** box to search.

      i. The searched course should appear in the search results, showing its status of Open, Closed, or Closed Waitlist Available.

      ii. If the class is in "Open" status, select **Next** to continue.

      iii. If a permission number has been provided to you to enroll in the course, this may be entered here via the Permission Nbr box. More information on this is available in the Permission Number section of this document.

      iv. If the class is in "Closed Wait List Available" status, the "Wait List if Class is Full" box will appear, and will default to selected. Optional step:
          1. Prior to pressing "Next", you have the option to utilize the "If Enrolled from Wait List Drop This Class" function. This function is useful if you are already enrolled in a class that meets at the same time as the class you are adding yourself to the wait list for. It is also useful if you are already

enrolled in a different section of the same class, but prefer to be enrolled in the class you are adding yourself to the waitlist for.

    v.   Proceed to Step 8.

Search using Subject & Catalog Number

    b.   To search by **Subject and Catalog number**, click to expand the option to Search by Subject and Catalog Number, and enter the 4 letter subject code (e.g. NURS), using the magnifying glass if needed and the 4-digit catalog number (e.g 6018) and click the green **Search** button.

    i.   The search results will appear, collapsing all matching results. Click the arrow to expand results to make a section selection.

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

∨ NURS 6018 - Home from the Battlefront: Psychological Health Care

Modify Search | New Search

ii. When the results are expanded, all offered sections will appear with additional information. Use the green **Select** box to choose your preferred section. Note that the same status symbols apply here for course availability.

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

∧ NURS 6018 - Home from the Battlefront: Psychological Health Care

NURS 6018 - Home from the Battlefront: Psychological Health Care

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	
41377	I01-OTH Regular Semester (AMC)	TBA	TBA	Mona Pearl Treyball, Lori Trego		●	Select

Available Seats	16
Waitlist Total	NA
Units	3
Consent Required	N
Enrollment Restriction	N

CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS	
43168	IXN-OTH Regular Semester (AMC Cont Ed)	TBA	TBA	Mona Pearl Treyball, Lori Trego		●	Select

Available Seats	40
Waitlist Total	NA
Units	3
Consent Required	N
Enrollment Restriction	N

Modify Search | New Search

iii. After making a selection, the class will appear. Enter a permission number if one has been provided; otherwise, click the gold **Next** button.

∧ NURS 6018 - Vet & Mil Psych Health

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
I01	● Other	TBA	TBA	Mona Pearl Treyball, Lori Trego	01/24/2022 - 05/20/2022

∧ Class Preferences

NURS 6018-I01

Component	Other
Status	Open
Session	Regular Semester (AMC)
Career	Graduate
Permission Nbr	
Grading	Letter Grade
Units	3.00
COF Information	COF Eligible

Cancel | Next

iv. If the class is in "Closed Wait List Available" status, the "Wait List if Class is Full" box will appear, and will default to selected. Optional step:
   1. Prior to pressing "Next", you have the option to utilize the "If Enrolled from Wait List Drop This Class" function. This function is useful if you are already enrolled in a class that meets at the same time as the class you are adding yourself to the wait list for. It is also useful if you are already enrolled in a different section of the same class, but prefer to be enrolled in the class you are adding yourself to the waitlist for.

v.   Proceed to Step 8.

Search using Advanced Search

c. If searching for a class where minimal details are known (i.e. you don't know the exact class number or subject code, etc.), select **Advanced Search**.

i. To utilize this search function, a minimum of two search criterion must be provided. Please note that *any* two parameters will suffice for this search. If needed, click to expand "Additional Search Criteria" for more options. When done, click the gold **Search** button to

view matching results.

ii.   All results matching the search parameters should appear. Click the left chevron next to the course number to expand each course to view more information prior to making a selection. Choose the preferred course by clicking the green **Select** button at the right side of the course information. You can also **Modify Search** or start a **New Search** if

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needed, by clicking the gold boxes at the bottom of the list.

iii. After making a selection, the class will appear. Enter a permission number if one has been provided; otherwise, click the gold **Next** button.

iv. If the class is in "Closed Wait List Available" status, the "Wait List if Class is Full" box will appear, and will default to selected. Optional step:

1. Prior to pressing "Next", you have the option to utilize the "If Enrolled from Wait List Drop This Class" function. This function is useful if you are already enrolled in a class that meets at the same time as the class you are adding yourself to the wait list for. It is also useful if you are already enrolled in a different section of the same class, but prefer to be enrolled in the class you are adding yourself to the waitlist for.

8. Once you have added at least 1 course to your Shopping Cart, you are ready to proceed with enrollment. Select the class(es) in which you wish to enroll and click the green **Add Selected Classes** button. Alternatively, if you are no longer interested in a class in your Shopping Cart, you may select

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them, and click the red **Delete Selected** button.

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9. To complete the process, click the gold **Finish Enrolling** button.

10. If the transaction was successful, a "Success" message will display.

11. If the transaction was not successful for any reason, an "Error" message will appear with additional explanatory text.
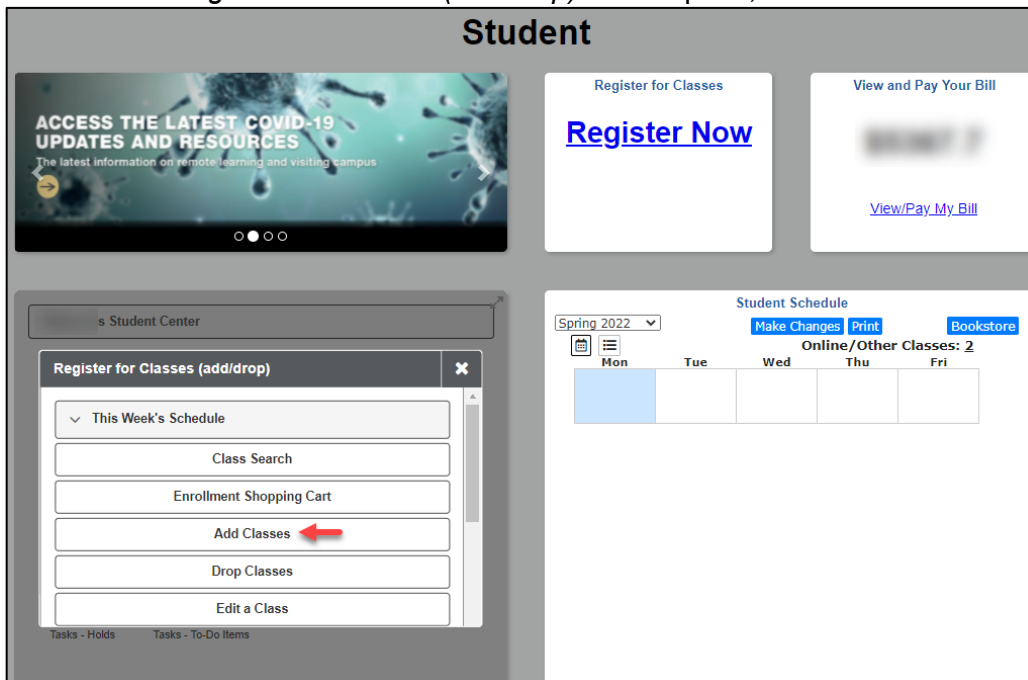
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Using Permission Numbers for Enrollment

A Permission Number is a unique number students may be issued to enroll in a course or courses for which they might not otherwise be eligible (e.g. course falls outside of program of study, unmet prerequisites, department/instructor consent required etc.). Permission numbers are issued by school, college, and/or program personnel.

1. Within the *Student Center* portion of the portal, select **Register for Classes**.
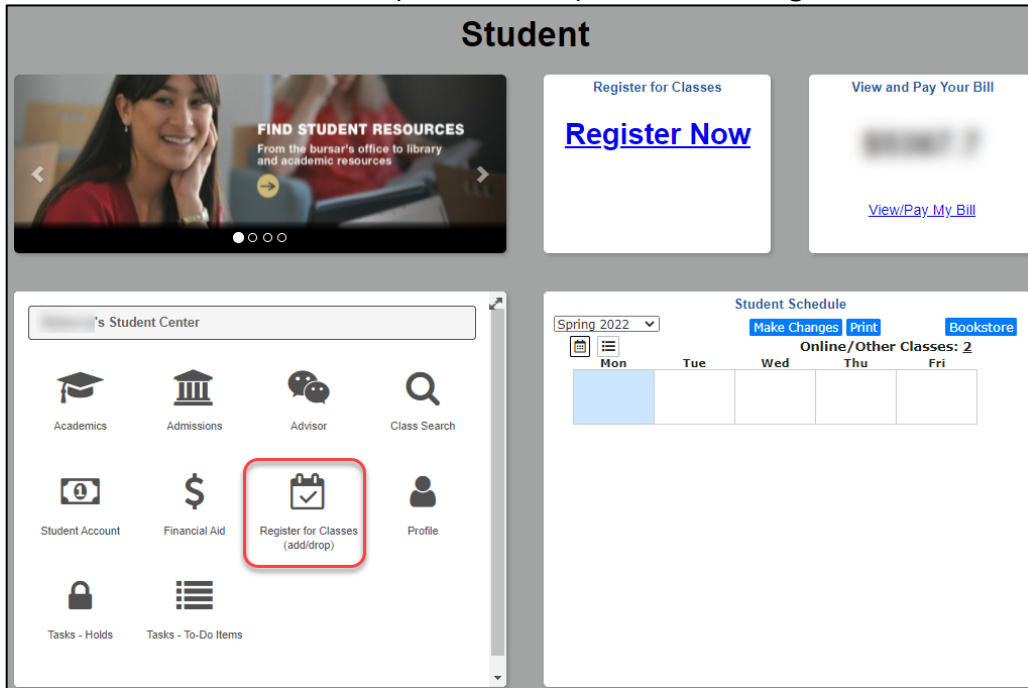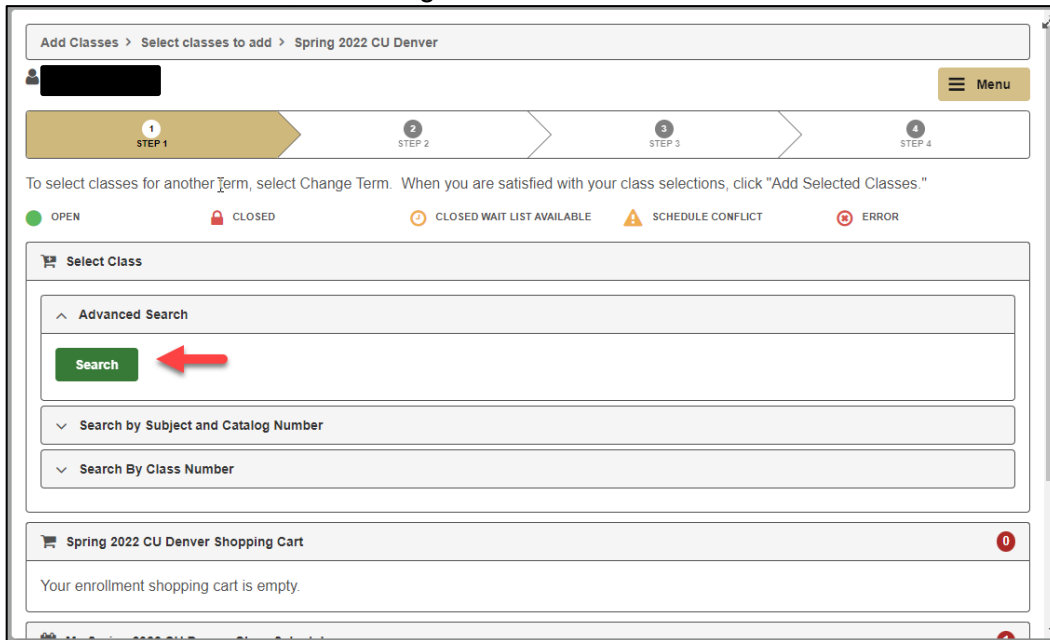

2. After the *Register for Classes (add/drop)* menu opens, select **Add Classes**.
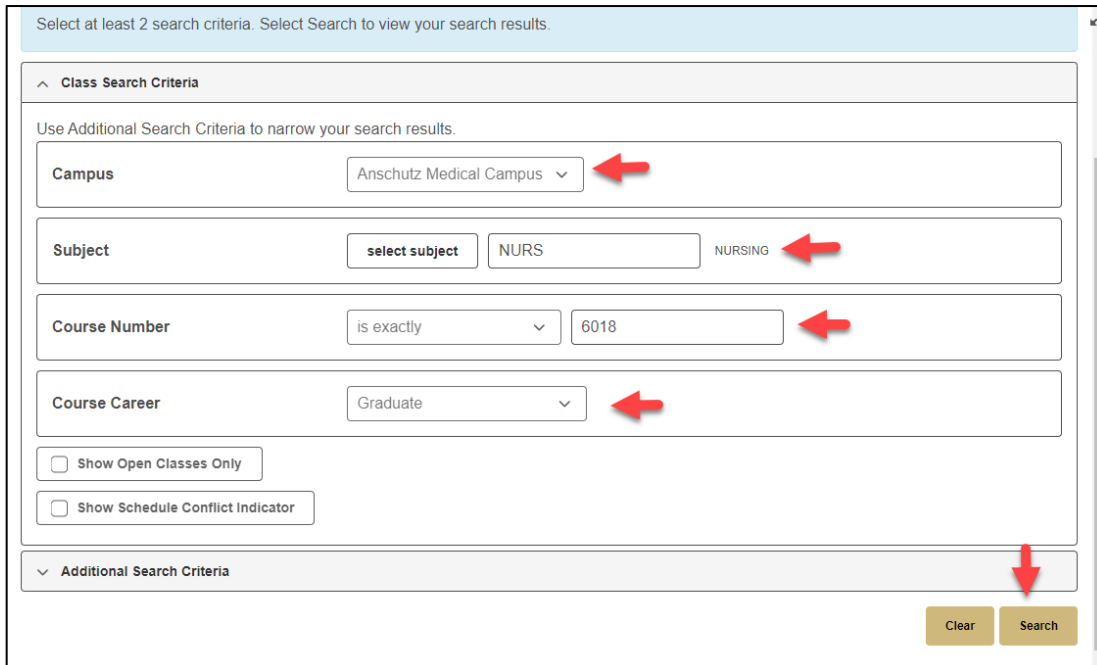
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3. To find classes to add, click the green **Search** button.

4. Within *Class Search Criteria*, enter applicable information for the desired course, including Campus, Subject, Course Number, and Course Career (if known). After entering all known course information, click the gold **Search** button.

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5. The search results will return courses matching the entered criteria. Click the green **Select** button to choose the preferred course, and enter additional details, including a Permission Number.

6. When *Class Preferences* loads, scroll down in the window to enter the Permission Number provided by your school, college, or program, then click the gold **Next** button to complete adding the course to your shopping cart.

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Dropping a Class

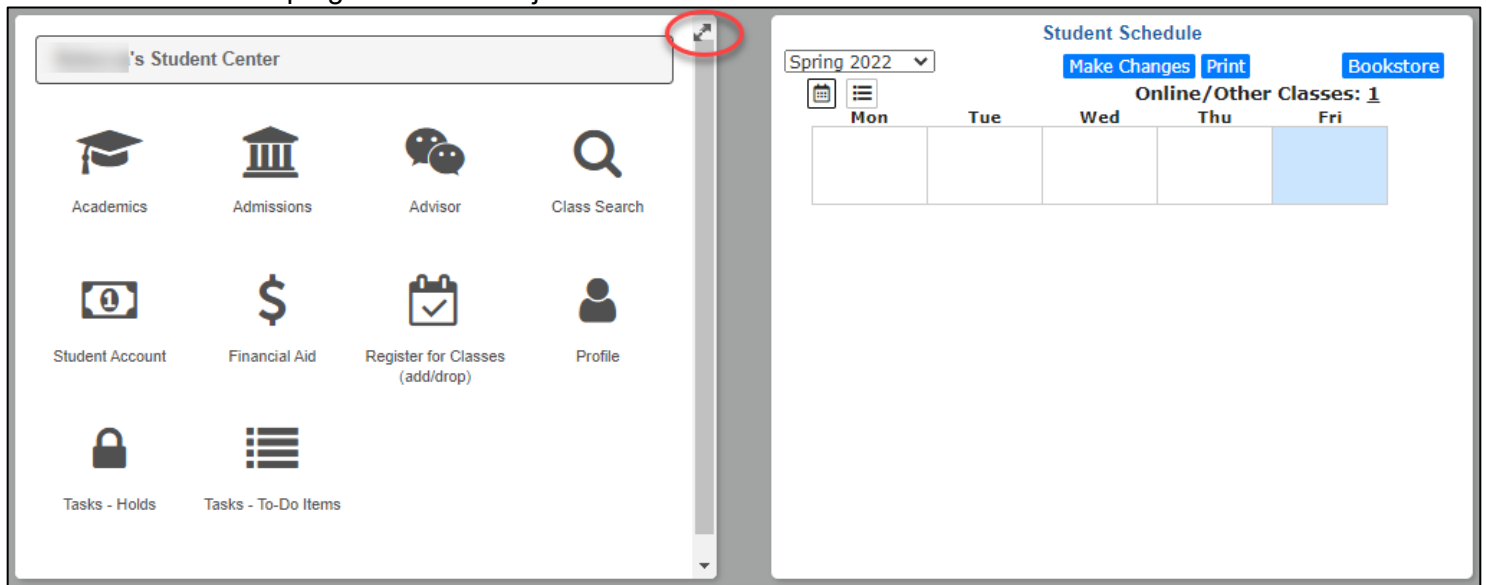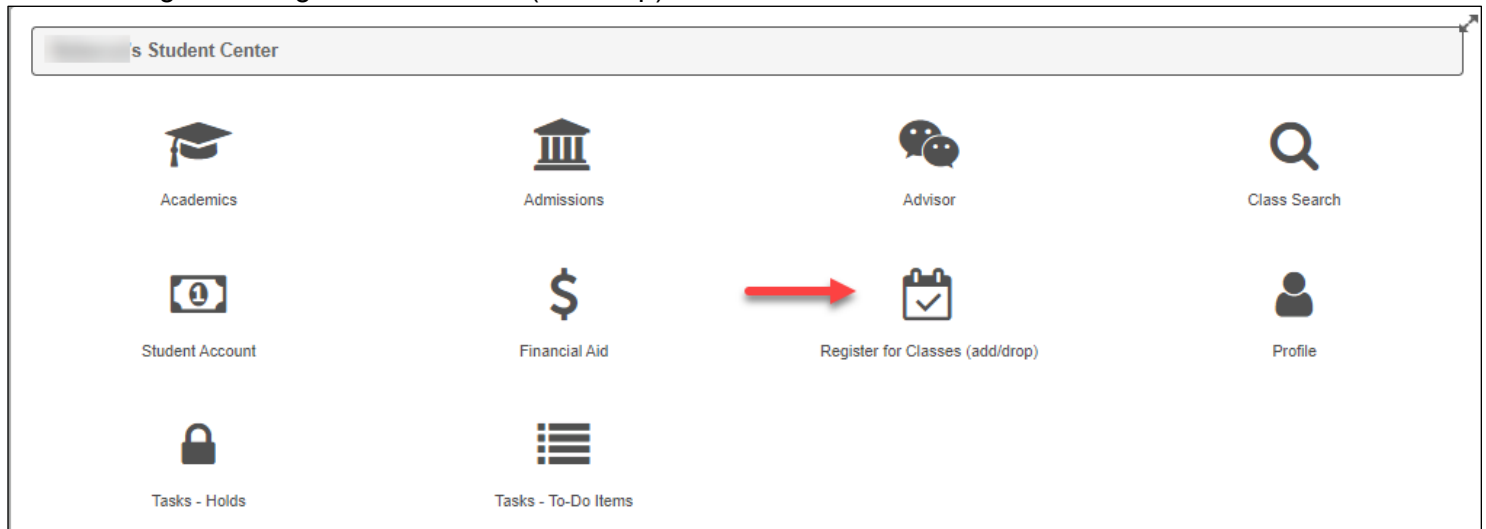1. Log into your student portal and navigate to Student Center on the left hand side of the screen. Use the arrow in the top right corner to adjust the size of the Student Center tile.
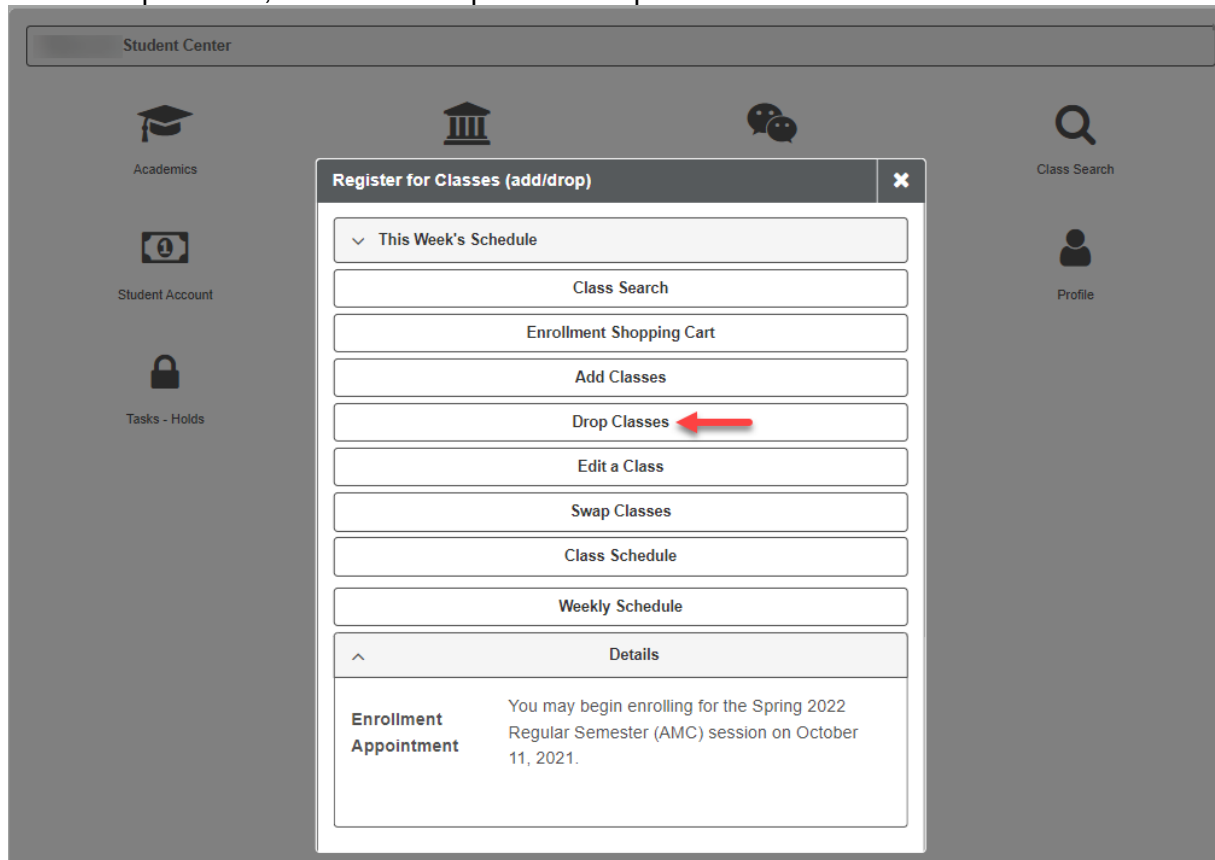

2. Navigate to Register for Classes (add/drop).

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3. To drop classes, select the "Drop Classes" option from the menu.

4. Select the appropriate term, and click the gold **Continue** button.

5. A message will display, advising you of the potential financial implications of dropping one or more classes.

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6. To continue, select the course(s) you wish to drop, and click the green **Drop Selected Classes** button.

7. To complete the drop transaction, click the gold **Finish Dropping** button, or click **Cancel** to cancel the request and remain enrolled.

8. If the drop was successful, a green "Success" status will appear.

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9. If the drop was unsuccessful, a red "X" will appear, indicating an error. Additional text will appear in the message area, if available. Depending on the error message, you may need to contact your school, college, program, or Registrar's Office for further information or assistance.

Drop Classes > View results > Spring 2022 CU Denver

☰ Menu

① STEP 1   ② STEP 2   ③ STEP 3

View the results of your enrollment request. Select Resolve Errors to make changes to your request.

✓ SUCCESS: DROPPED   ⊗ ERROR: UNABLE TO DROP CLASS

CLASS	MESSAGE	STATUS
EPID 6630	Error: Instructor Consent Required to Drop from Class, Drop Not Processed. Consent is needed to drop from the class. The drop transaction was not processed.	⊗

Resolve Errors   My Class Schedule