

Enrollment Processes in the Student Portal

Topics Covered in this Document

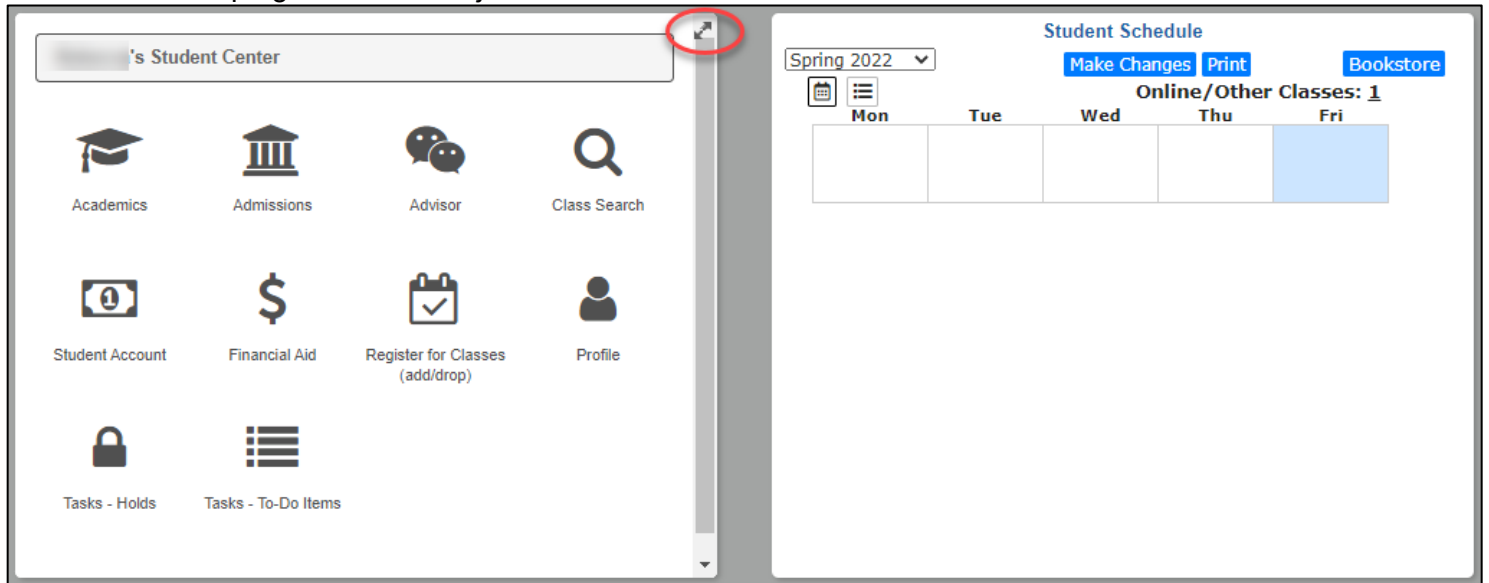
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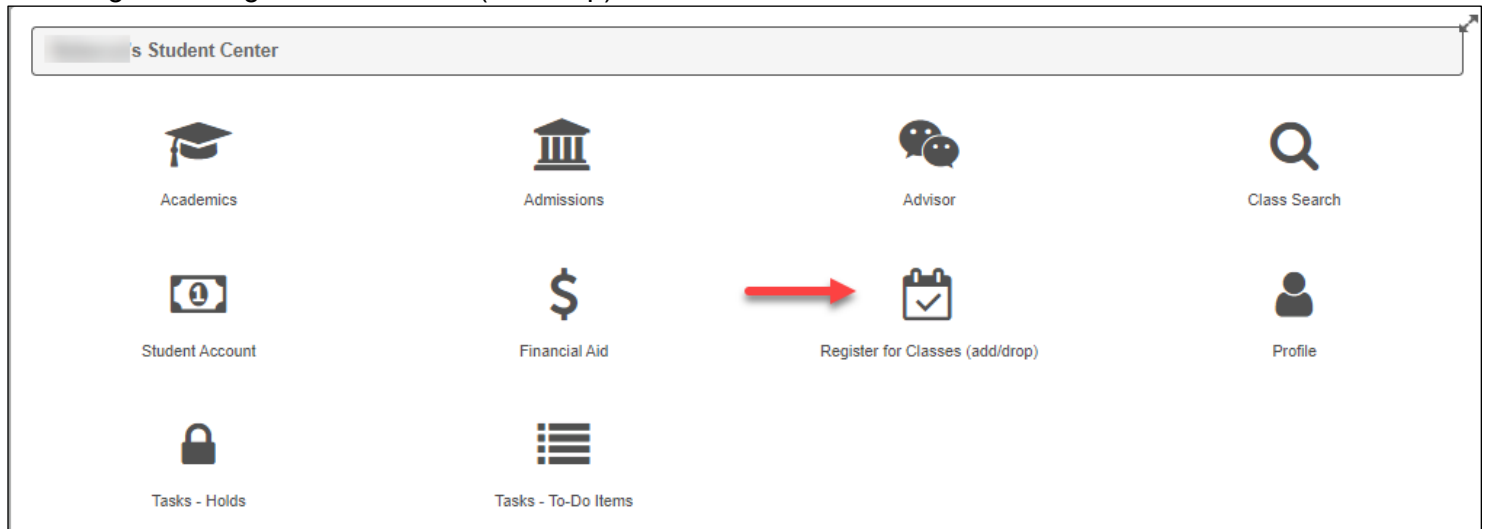
Enrollment Processes in the Student Portal

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.

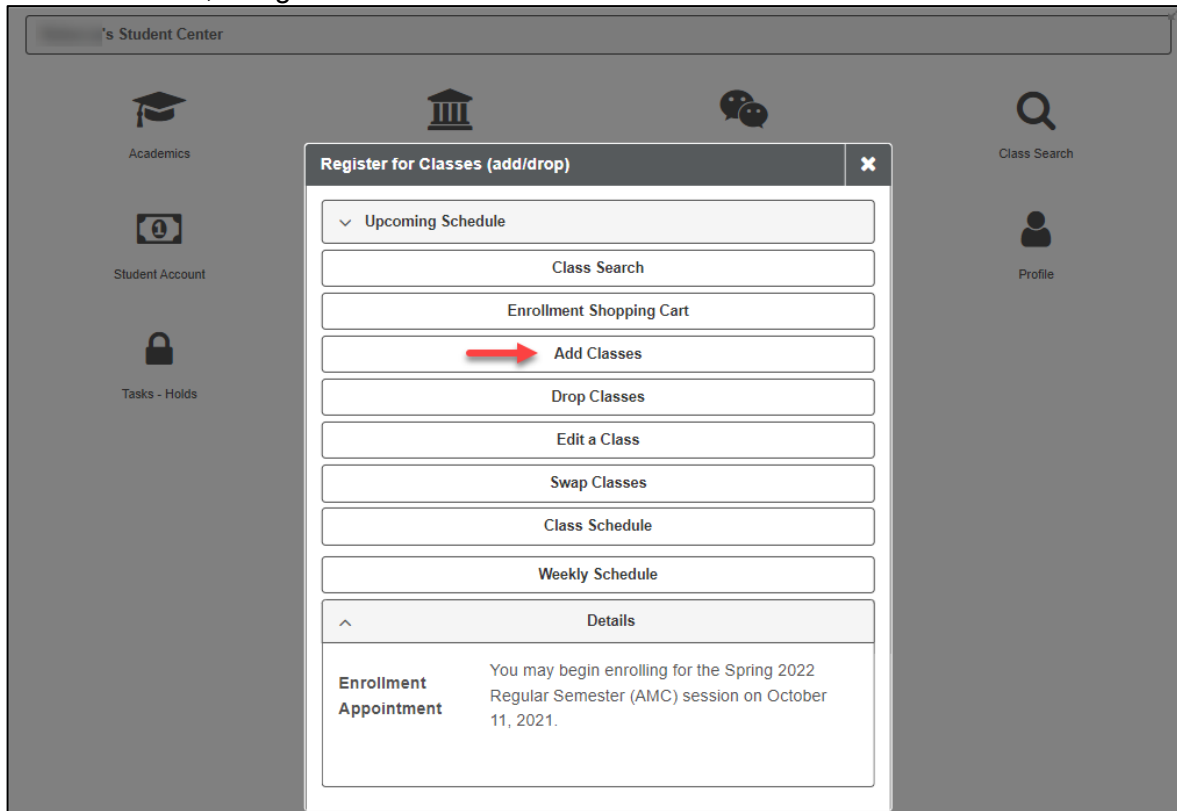


2. Navigate to Register for Classes (add/drop)



Enrollment Processes in the Student Portal

3. To Add classes, navigate to “Add Classes”:



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

Add Classes > Select Term

Menu

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SELECT	TERM	CAREER	INSTITUTION
<input checked="" type="radio"/>	Spring 2022 CU Denver	Graduate	CU Denver
<input type="radio"/>	Summer 2022 CU Denver	Graduate	CU Denver

Continue

Enrollment Processes in the Student Portal

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 not 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.

Addresses

HOME and LOCAL are required.

*ADDRESS TYPE	*ADDRESS	
Home	Centennial, CO Arapahoe United States	Edit
Local	Centennial, CO Arapahoe United States	Edit

+ Add a new address

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

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 TYPE	*TELEPHONE	EXT	PREFERRED	
Cell/Mobile			<input checked="" type="checkbox"/> Select	Delete

+ Add a Phone Number

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

☐ Select

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.
☐ Select

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.

PRIMARY CONTACT	*CONTACT NAME	*RELATIONSHIP	*PHONE	EXTENSION	EMAIL ADDRESS		
<input checked="" type="checkbox"/> Primary Contact						Edit	Delete

+ Add an Emergency Contact

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

*Required Field

[Continue](#)

Enrollment Processes in the Student Portal

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.

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS > Tuition and Fee Agreement and Disclosure

ID:

Print

Menu

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

The payment of all tuition, fees and charges becomes an obligation of the student upon registration at the University of Colorado Denver | Anschutz Medical Campus ("University"). By agreeing to these terms and conditions, I authorize the University to add to my account all tuition and fees, and costs associated with housing as approved by the Board of Regents.

Bills:

After I register, or I am block enrolled by my department, I understand that my bill will be made available online, and I will be sent notification of its availability at my University (@ucdenver.edu or @cuanschutz) email address. If I do not receive an email notification, I understand that I am still responsible for the required payment. I agree that I am responsible for checking online through UCDAccess to see whether I have a bill and whether I owe any money to the University. I understand that I will not be receiving a paper bill in the mail.

See the Billing Calendar on the Bursar's Office website: www.ucdenver.edu/Bursar for specific dates and deadlines each semester.

Payment:

Payment for the tuition and fees detailed on my e-bill is due on the date listed on the e-bill in the student portal. I will receive my tuition and fee e-bill the month after I register for courses and payment will be due on the date specified on my 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 my account past due and result in an assessment of past due charges, (details below). I understand that in order to avoid these charges, I must pay my bill by the due date of my e-bill. Please see the Denver [Bursar's Calendar](#) or [Anschutz: Bursar Calendar](#) for specific dates and deadlines each semester.

I understand that I am registering for educational courses at the University and that I will be expected to pay for them. I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at the University even if course modality (online, remote, hybrid, in-person) changes or circumstances result in modification, termination, or suspension of some services. Tuition and fee charges are subject to change every term. I understand that I am responsible for maintaining my current address and phone number via my student portal. If I expect financial aid to pay all or part of my financial obligation to the University, I understand that it is my responsibility to meet all requirements for disbursement to my student account. It is my responsibility to ensure that all requirements of grantors, lenders, employers and other third-party payers are met on a timely basis. I understand that if my financial aid is reduced or cancelled, I am responsible for paying back to the University any amounts that I am not eligible for under applicable financial aid guidelines. I understand and agree that by registering for courses I will be responsible for payment regardless of attendance unless I meet the posted withdrawal dates.

Payment Plans:

I have the option of signing up for a payment plan that spreads the cost of tuition and fees over a period of months (depending on when charges were assessed to me). 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 (or after) the 20th of the month, for each month of the plan. For example, in the spring semester:

- 1/4 of the charges will be automatically withdrawn on January 20th
- 1/4 of the charges will be automatically withdrawn on February 20th
- 1/4 of the charges will be automatically withdrawn on March 20th
- 1/4 of the charges will be automatically withdrawn on April 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 me to correct inaccurate information, or to change funding sources. If the second attempt fails, a \$30 returned payment fee will be applied, and I will be removed from the payment plan and may be subject to additional service charges. While I am enrolled in a payment plan I will not be subject to late fees and service charges as long as I am actively making my scheduled payments. The monthly payment amounts may change due to recalculations resulting from changes to my bill, such as adding or dropping classes, tuition waivers, financial aid, etc. If this occurs, I understand and agree to take action to rebalance my payment plan by logging in to my student portal via UCDAccess and following the on-screen instructions.

I agree to abide by the Terms and Conditions of the Payment Plan Agreement if I choose to enroll. Information and instructions for payment plans are available on the Pay Your Bill page of the Bursar's Office website: www.ucdenver.edu/Bursar

Late Payment Charges:

Past due accounts are assessed a once-per-term late charge, as well as monthly service charges on the past due balance. The late charge amount is based on the past due balance. Please see table below. The service charge is 1% of the past due balance, and is assessed every month a balance remains outstanding.

Late Payment Charge Table:

BALANCE DUE	LATE CHARGE
\$1.00 - \$99.99	\$5.00
\$100.00 - \$99.99	\$10.00
\$200.00 - \$99.99	\$20.00
\$300.00 - \$99.99	\$30.00
\$700.00 - \$99.99	\$40.00
\$900.00 - and over	\$50.00

Returned Payment Policy:

I understand that I will be assessed a \$20 fee for each payment returned (regardless of the amount) and my payment plan may be cancelled. If my payment plan becomes void, I understand that I may be assessed a late payment charge as described above, and a 1 percent (1%) monthly service charge on the unpaid balance. I also may be required to use certified funds to make future payments.

Withdrawal:

I understand that if I do not officially withdraw from registered courses during the 100 percent tuition refund/credit period, or have any change in my financial aid eligibility, I will be responsible for paying some or all of the tuition amount and fees based on the date that I officially withdraw. Even if I withdraw from my classes, I may still incur additional charges, including but not limited to, room, board, and other departmental or university fees. See How to Withdraw From Courses on the Office of the Registrar's website: www.ucdenver.edu/registrar

Failure to Pay:

If I do not make the required payment in accordance with the due dates of the charges and my student account becomes past due, I will pay a late charge and service charge on the unpaid balance of my tuition and fees. The University will calculate the service charge on the unpaid principal balance by applying the periodic rate of 1 percent (1%) per month (Annual Percentage Rate of 12%) to the unpaid principal balance amount less any payments or credits made. In addition, I will pay a late charge per semester according to the late charge schedule above. I understand that I may avoid assessment of service charges and the late charge by paying the full amount, or establishing a payment plan for amount of the tuition and fees due by the published date for the term in which I am enrolled. I understand that if I am eligible for a payment plan option and I elect to enroll in a payment plan, I am responsible for any unpaid balance on my student account.

I also understand that if an authorized payer and plan owner fails to honor the terms and conditions of the Payment Plan Agreement, I will be responsible for any unpaid balance. <http://www.ucdenver.edu/student-finances/billing-payments/payment-plans>

Past Due Accounts:

I understand that if I fail to pay the total amount due for all charges, I am subject to the following penalties:

1. Registration for future terms will not be allowed on all balances of \$500.01 and over.
2. No transcripts, diplomas, or certification materials will be issued to me until my account is paid in full.
3. My past due account may be referred to the University's Student Debt Management Department for collections.
4. My overdue student account may be referred to a third-party collection agency and reported to one or more credit bureau reporting services. I explicitly authorize the University to release personal and financial information under those circumstances. To the extent permitted by applicable law, I agree to reimburse the University the fees and or costs 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 fees, we incur in such collection efforts, as allowed under Colorado law.
5. I authorize collection agencies acting on behalf of the University of Colorado Denver|Anschutz Medical Campus to contact me on all numbers associated with my account including my mobile phone or other wireless devices using automated telephone dialing equipment, text messaging, and artificial or pre-recorded voice messages to discuss my past due tuition account, loan(s), and other institutional services now and in the future so long as they comply with the requirements of the Colorado Fair Debt Collection Practices Act, section 12-14-101 et seq., C.R.S.
6. I am responsible for reasonable attorneys' fees and court costs associated with collecting or enforcing my past due account as allowed under Colorado law.
7. Pursuant to Colorado Revised Statutes (CRS) § 23-5-115, in the event of a default of my account owed to the University, the University may certify to the Colorado Department of Revenue (DOR) information about me, including my name, social security number, the amount of the debt and any other identifying information required by the DOR. The DOR may then disburse funds.

All outstanding tuition account balances are considered qualified educational loans under 26 United States Code (USC) § 221 and are extended with the express understanding that future repayment shall be made to the University. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my student account balance as a qualified education loan under Internal Revenue Code 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 USC (USC) § 523(a)(8).

Entire Agreement:

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University and constitutes the entire agreement between the parties with respect to the matters described. This agreement shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Severability:

If any term of this agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect, and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

Agreement:

This agreement will be presented to me every six months for review of the University of Colorado Denver | Anschutz Medical Campus's policies regarding my financial obligation, or every term that I register myself for classes (whichever is more applicable).

I hereby acknowledge that I have read and expressly consent to the University's Tuition and Fee Agreement and Disclosure. By clicking on the "I AGREE" button below, I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

I AGREE

Office of the Registrar
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

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Enrollment Processes in the Student Portal

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.

Select Class

Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

Enter Class Number 41377

Submit Class Number

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

OPEN CLOSED CLOSED WAIT LIST AVAILABLE SCHEDULE CONFLICT ERROR

- 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.

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2 STEP 2

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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

Enrollment Processes in the Student Portal

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.

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^ ISMG 6340 - Cloud Computing Concepts

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
H01	Lecture	Mo 6:30PM - 9:15PM	Business School Building 2501	Kayla Andersen, Robert Mickus	01/16/2018 - 05/12/2018

^ Class Preferences

ISMG 6340-H01

Component: Lecture

Status: Wait List

Session: Regular Semester (Den)

Career: Graduate

Restriction: Restricted to graduate majors and NDGR majors with a sub-plan of NBA or CPA within the Business School and CSCI graduate students at CU Denver.

☒ Wait list if class is full

Grading: Letter Grade

Units: 3.00

COF Eligible

^ Class Notes

Hybrid Section Course. Additional \$50 Fee Applies. For more information, please contact CU Online at 303-315-3700 or www.cuonline.edu.

If Enrolled from Wait List Drop This Class

Cancel Next

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.

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To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

OPEN CLOSED CLOSED WAIT LIST AVAILABLE SCHEDULE CONFLICT ERROR

Select Class

^ Advanced Search

Search

^ Search by Subject and Catalog Number

Subject Area: NURS

Catalog Nbr: 6018

Search

^ Search By Class Number

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

Enrollment Processes in the Student Portal

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.

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.

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v. Proceed to Step 8.

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^ ISMG 6340 - Cloud Computing Concepts

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
H01	Lecture	Mo 6:30PM - 9:15PM	Business School Building 2501	Kayla Andersen, Robert Mickus	01/16/2018 - 05/12/2018

^ Class Preferences

ISMG 6340-H01

Component Status: Lecture
Wait List

Session: Regular Semester (Den)

Career: Graduate

Restriction: Restricted to graduate majors and NDGR majors with a sub-plan of NBA or CPA within the Business School and CSCI graduate students at CU Denver.

☒ Wait list if class is full

Grading: Letter Grade

Units: 3.00

COF Eligible

^ Class Notes

Hybrid Section Course. Additional \$50 Fee Applies. For more information, please contact CU Online at 303-315-3700 or www.cuonline.edu.

If Enrolled from Wait List Drop This Class

Cancel Next

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**.

Add Classes > Select classes to add > Spring 2022 CU Denver

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To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

OPEN CLOSED CLOSED WAIT LIST AVAILABLE SCHEDULE CONFLICT ERROR

Select Class

^ Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

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

Enrollment Processes in the Student Portal

view matching results.

Add Classes > Enter Search Criteria [Return To Add Classes](#)

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

Class Search Criteria

Use Additional Search Criteria to narrow your search results.

Campus

Subject **NURS** NURSING

Course Number

Course Career

☐ Show Open Classes Only

☐ Show Schedule Conflict Indicator

Additional Search Criteria

Use Additional Search Criteria to narrow your search results.

Meeting Start Time MEETING START/END TIME. EXAMPLE: 1:00PM

Meeting End Time

Days of Week

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

☐ Saturday ☐ Sunday

Instructor Last Name **Treyball**

Class Nbr EXAMPLE: 1136

Course Keyword EXAMPLE: STATISTICS

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Location

Department

School/College

Class Attribute(Core, GT, Honors etc.)


Course Attribute Value

- 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

Enrollment Processes in the Student Portal

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

[Add Classes](#) > [Search Results](#) [Return To Add Classes](#)

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The following classes match your search criteria:


- Course Subject: Nursing
- Show Open Classes Only: No
- Instructor Last Name: contains 'TREYBALL'


NOTE: If you enroll for both Main Campus and Continuing Education / Extended Studies classes in the same term, your Continuing Education / Extended Studies tuition is separate from any Main Campus tuition and may be billed separately. Continuing Education / Extended Studies class(es) are NOT eligible for the COF stipend.


[Collapse All](#) [Expand All](#)

 OPEN

 CLOSED


 CLOSED WAIT LIST AVAILABLE


 SCHEDULE CONFLICT

 ERROR

^ NURS 6018 - Home from the Battlefield: Psychological Health Care

NURS 6018 - Home from the Battlefield: 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	01/24/2022 - 05/20/2022		Select
Available Seats		10					
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	01/24/2022 - 05/20/2022		Select
Available Seats		40					
Waitlist Total		NA					
Units		3					
Consent Required		N					
Enrollment Restriction		N					

^ NURS 6025 - Veteran and Military Health Care Admin Internship

^ NURS 8000 - DNP Project Variable Hours Course

[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.

Enrollment Processes in the Student Portal

^ 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.

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^ ISMG 6340 - Cloud Computing Concepts

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
H01	Lecture	Mo 6:30PM - 9:15PM	Business School Building 2501	Kayla Andersen, Robert Mickus	01/16/2018 - 05/12/2018

^ Class Preferences

ISMG 6340-H01

Component: Lecture
Status: Wait List

Session: Regular Semester (Den)
Career: Graduate

* Restriction: Restricted to graduate majors and NDGR majors with a sub-plan of NBA or CPA within the Business School and CSCI graduate students at CU Denver.

☒ Wait list if class is full

Grading: Letter Grade
Units: 3.00
COF Eligible

^ Class Notes

Hybrid Section Course. Additional \$50 Fee Applies. For more information, please contact CU Online at 303-315-3700 or www.cuonline.edu.

If Enrolled from Wait List Drop This Class

Cancel Next

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

Enrollment Processes in the Student Portal

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

Add Classes > Select classes to add > Spring 2022 CU Denver

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To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

✓ NURS 6018 has been added to your Shopping Cart.

OPEN

CLOSED

CLOSED WAIT LIST AVAILABLE

SCHEDULE CONFLICT

ERROR

Select Class

Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

Spring 2022 CU Denver Shopping Cart

0

SELECT	ENROLLMENT ORDER	CLASS	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS	ENROLL STATUS	MESSAGE
<input checked="" type="checkbox"/>		NURS 6018-I01 (41377)	TBA	TBA	M. Pearl Treyball, L. Trego	3.00			

Delete Selected

Add Selected Classes

My Spring 2022 CU Denver Class Schedule

1



Enrollment Processes in the Student Portal

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

Add Classes > Confirm classes > Spring 2022 CU Denver

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

Enrollment Shopping Cart

OPEN CLOSED CLOSED WAIT LIST AVAILABLE SCHEDULE CONFLICT ERROR

STATUS	ENROLL STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
OPEN		NURS 6018-101 (41377)	Vet & Mil Psych Health (Other)	TBA	TBA	M. Pearl Treyball, L. Trego	3.00

Cancel Previous Finish Enrolling

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

Add Classes > View results > Spring 2022 CU Denver

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View the following status report for enrollment confirmations and errors

SUCCESS: WAIT LISTED SUCCESS: ENROLLED ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
NURS 6018	Success: This class has been added to your schedule.	ENROLLED

My Class Schedule Add Another Class

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

STEP 1 STEP 2 STEP 3

View the following status report for enrollment confirmations and errors

SUCCESS: WAIT LISTED SUCCESS: ENROLLED ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
NURS 8990	Error: Unable to add this class - requisites have not been met. Requisite: NURS Main and Poster Masters	UNABLE TO ADD CLASS

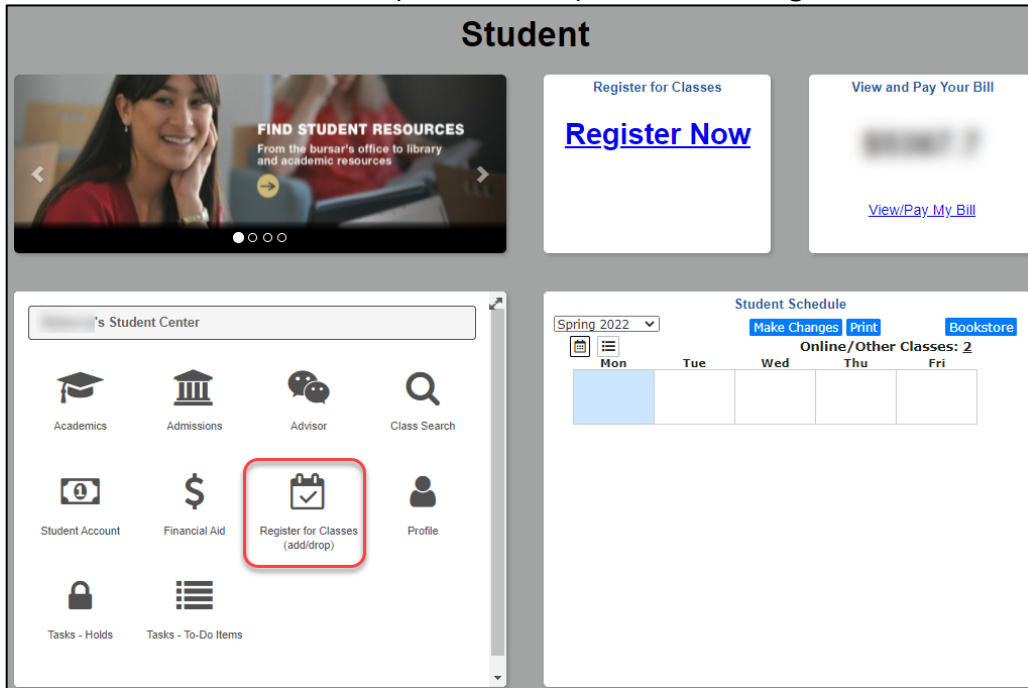
Resolve Errors My Class Schedule Add Another Class

Enrollment Processes in the Student Portal

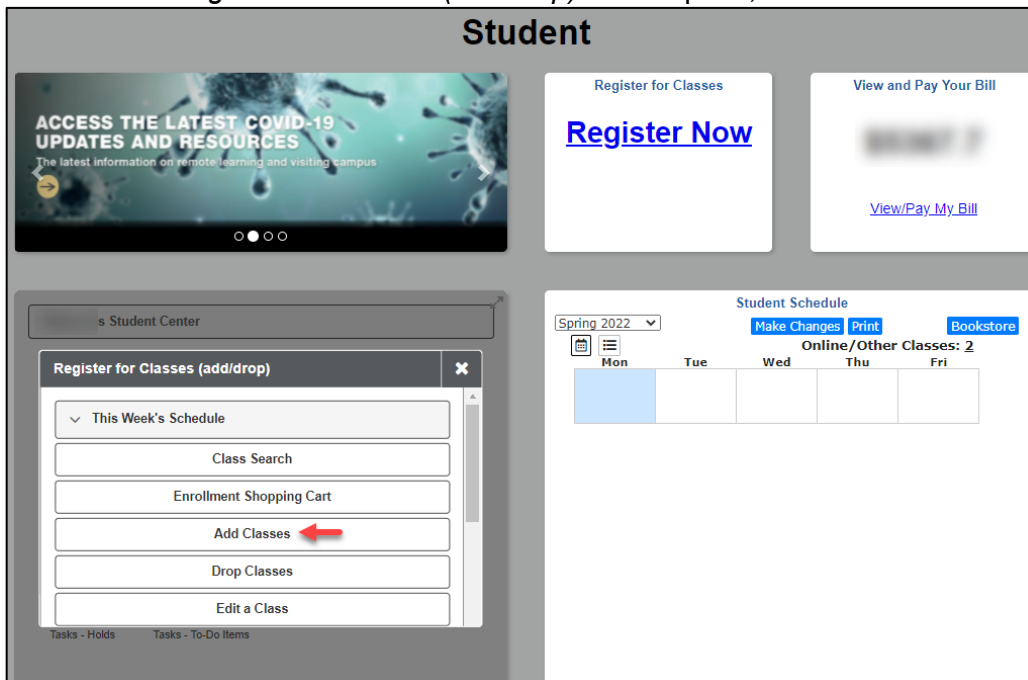
Using Permission Numbers for Enrollment

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**.

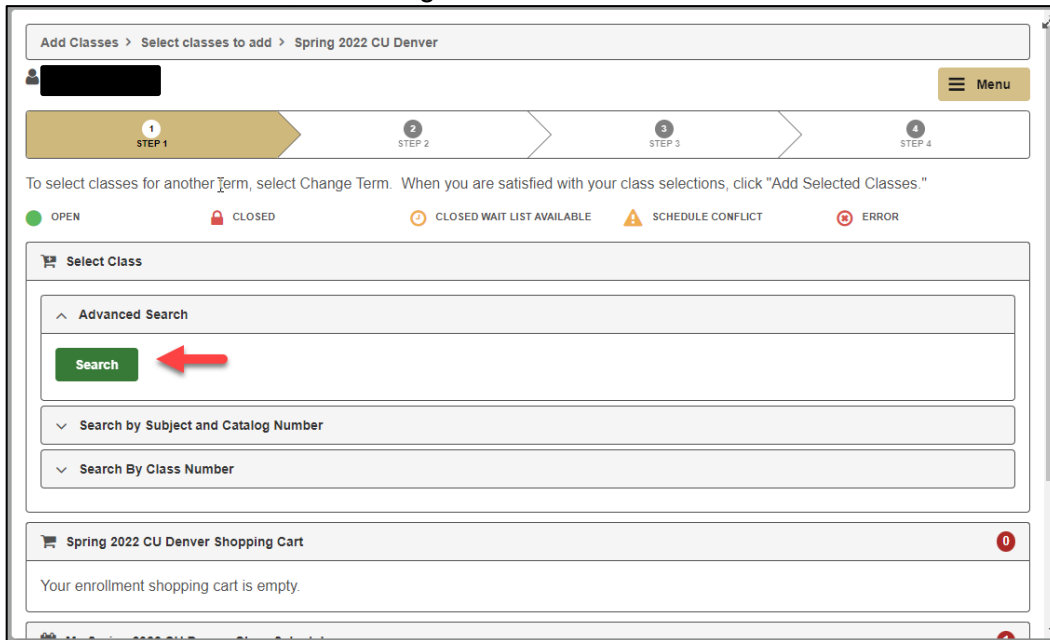


2. After the *Register for Classes (add/drop)* menu opens, select **Add Classes**.

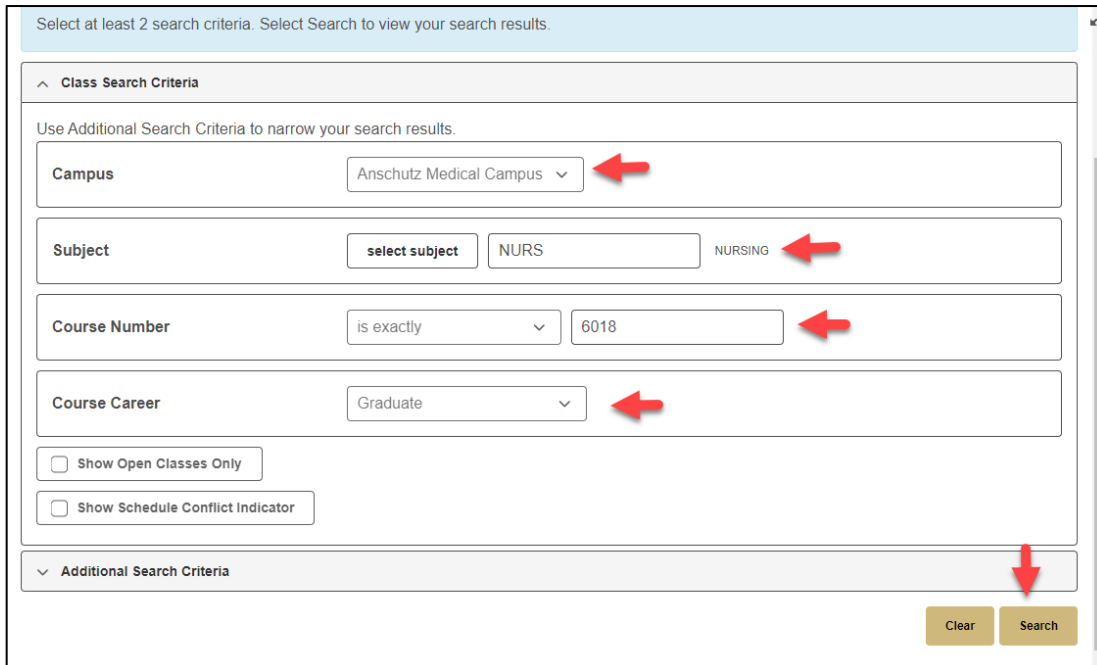


Enrollment Processes in the Student Portal

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.



Enrollment Processes in the Student Portal

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.

• Campus: Anschutz Medical Campus


NOTE: If you enroll for both Main Campus and Continuing Education / Extended Studies classes in the same term, your Continuing Education / Extended Studies tuition is separate from any Main Campus tuition and may be billed separately. Continuing Education / Extended Studies class(es) are NOT eligible for the COF stipend.

[Collapse All](#) [Expand All](#)

● OPEN 🚫 CLOSED ⌚ CLOSED WAIT LIST AVAILABLE ⚠️ SCHEDULE CONFLICT ❌ ERROR

^ NURS 6018 - Home from the Battlefield: Psychological Health Care

NURS 6018 - Home from the Battlefield: 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	01/24/2022 - 05/20/2022	●	Select 

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

[Modify Search](#) [New Search](#)

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.

^ 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

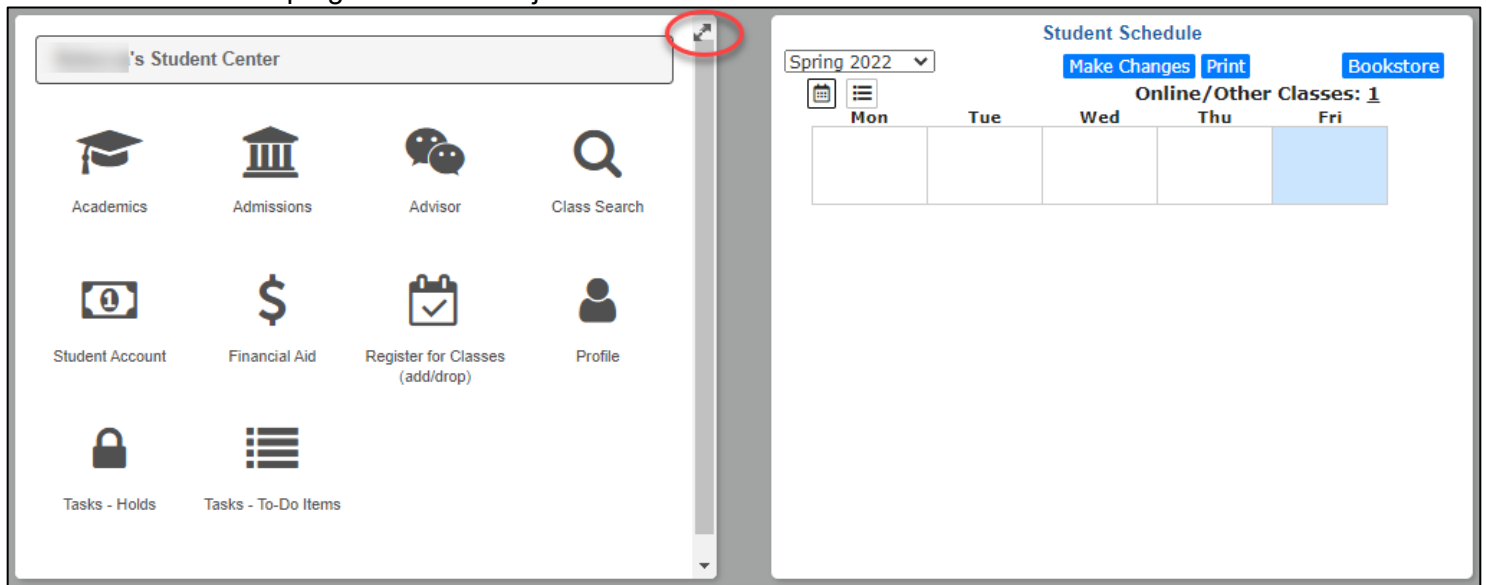
[Cancel](#) [Next](#) 



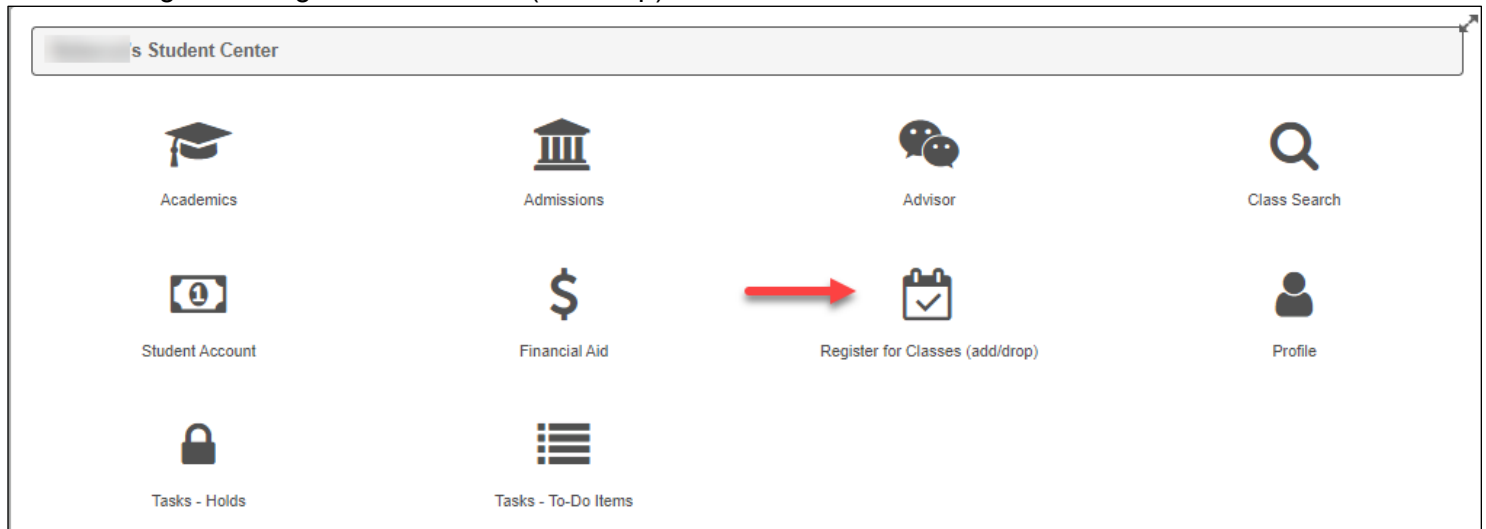
Enrollment Processes in the Student Portal

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.

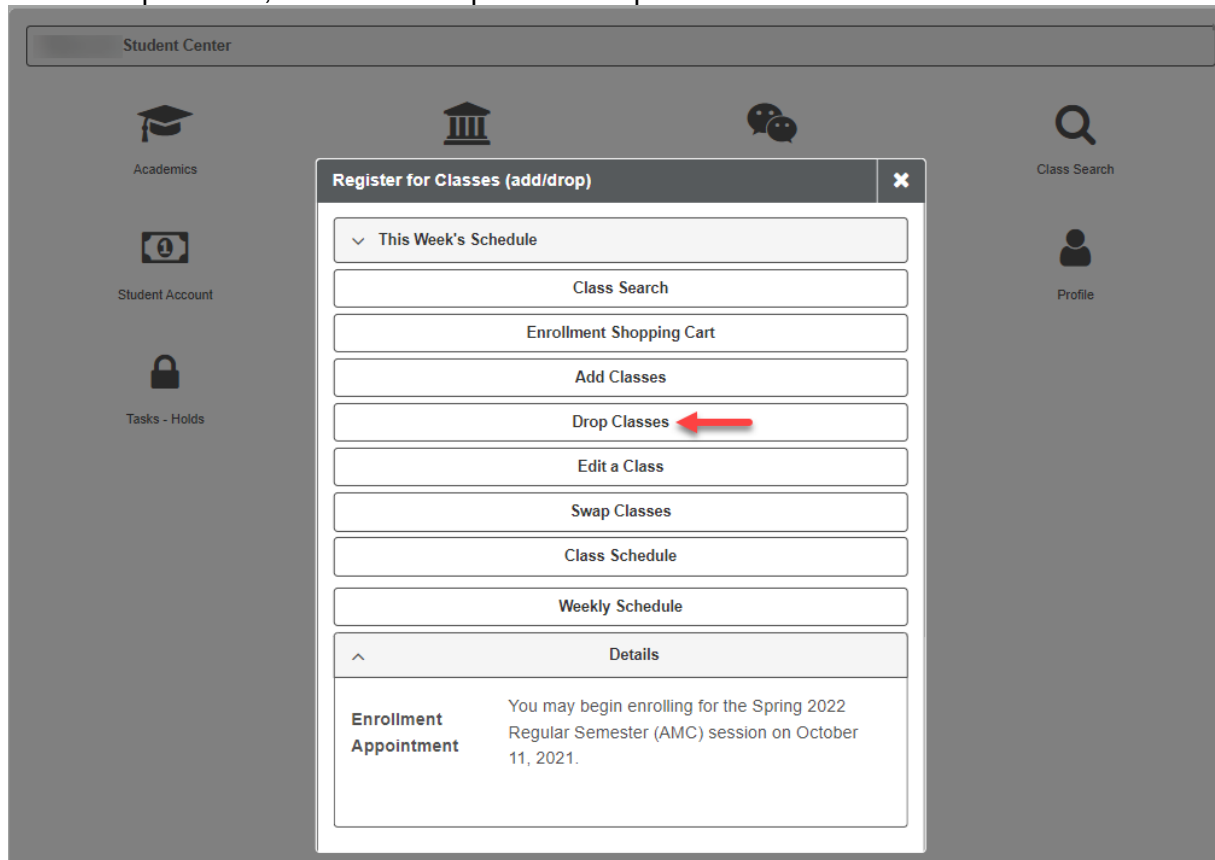


2. Navigate to Register for Classes (add/drop).



Enrollment Processes in the Student Portal

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



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

The screenshot shows the 'Add Classes > Select Term' form. It features a progress bar with four steps: STEP 1 (selected), STEP 2, STEP 3, and STEP 4. Below the progress bar is a table with four columns: SELECT, TERM, CAREER, and INSTITUTION. The first row has a selected radio button (indicated by a red arrow) for 'Spring 2022 CU Denver', 'Graduate', and 'CU Denver'. The second row has an unselected radio button for 'Summer 2022 CU Denver', 'Graduate', and 'CU Denver'. A red arrow points to the 'Continue' button at the bottom right.

SELECT	TERM	CAREER	INSTITUTION
<input checked="" type="radio"/>	Spring 2022 CU Denver	Graduate	CU Denver
<input type="radio"/>	Summer 2022 CU Denver	Graduate	CU Denver

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

The screenshot shows the 'Drop Classes > Select classes to drop' form. It features a progress bar with three steps: STEP 1 (selected), STEP 2, and STEP 3. Below the progress bar is a red-bordered box containing a message: 'All students understand that they may be financially responsible for part or all tuition and fees for any class drops or withdrawals and that drops or withdrawals may lead to adjustments to their financial aid/awards package, Department of Veteran Affairs education benefits, or other eligibility/benefits that are dependent upon enrollment status. International students understand that class drops or withdrawals may impact their immigration status. A W grade appears on the transcript after published deadlines. Contact your campus registrar's office with questions about class drops or withdrawals.'

Enrollment Processes in the Student Portal

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

Drop Classes > Select classes to drop > Spring 2022 CU Denver

Change Term

Menu

1 STEP 1

2 STEP 2

3 STEP 3

All students understand that they may be financially responsible for part or all tuition and fees for any class drops or withdrawals and that drops or withdrawals may lead to adjustments to their financial aid/awards package, Department of Veteran Affairs education benefits, or other eligibility/benefits that are dependent upon enrollment status. International students understand that class drops or withdrawals may impact their immigration status. A W grade appears on the transcript after published deadlines. Contact your campus registrar's office with questions about class drops or withdrawals.

Spring 2022 CU Denver Enrollment Shopping Cart

ENROLLED

WAIT LISTED

DROPPED/WITHDRAWN

SELECT	STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
<input type="checkbox"/>	✓	EPID 6630-001 (36196)	Epidemiology (Lecture)	TBA	TBA	T. Crume	3.00
<input checked="" type="checkbox"/>	✓	NURS 6018-101 (41377)	Vet & Mil Psych Health (Other)	TBA	TBA	M. Pearl Treyball, L. Trego	3.00

Drop Selected Classes

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

Drop Classes > Confirm your selection > Spring 2022 CU Denver

Menu

1 STEP 1

2 STEP 2

3 STEP 3

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

ENROLLED

WAIT LISTED

DROPPED/WITHDRAWN

STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
✓	NURS 6018-101 (41377)	Vet & Mil Psych Health (Other)	TBA	TBA	M. Pearl Treyball, L. Trego	3.00

Previous

Cancel

Finish Dropping

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

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
NURS 6018	Success: This class has been removed from your schedule.	✓

My Class Schedule

Enrollment Processes in the Student Portal

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