Enrollment Processes in the Student Portal

Topics Covered in this Document

Enrollment: How to Register for Classes (add/drop) .........................................................................................................................2
  Address Confirmation/Update Emergency Contact Information ......................................................................................................4
Tuition PaymentDisclosure Statement ......................................................................................................................................................5
Adding a Class & Enrollment Search Functions ..............................................................................................................................6
  Search using Class Number ..........................................................................................................................................................6
  Search using Subject & Catalog Number ....................................................................................................................................7
  Search using Advanced Search ....................................................................................................................................................9
Using Permission Numbers for Enrollment .......................................................................................................................................15
Dropping a Class ...............................................................................................................................................................................18
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:
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.
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.
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.

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.
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 waitlist 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.

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
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

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
Enrollment Processes in the Student Portal

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

![Student Center Screen](image)

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

![Register for Classes Screen](image)
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.
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.
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).
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.
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.

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.
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.