# Adding a Class

Important information prior to registering for classes.

- Complete the Pre-Registration Task. This task must be completed to maintain access to the student portal and proceed with self-registration. Students will be required to verify the following information: Personal Contact Details, Home and Local Addresses, Emergency Contact(s), and review of the University's Tuition Fee Agreement.
  - If this option does not first appear when entering the portal, it will open after a class section has been selected (before step 7).
- Review any task holds and to-do items.
- View Enrollment Appointment(s) (if applicable).
- For more information on these tasks, please refer to the Student How-To Guides & Documentation website.

Note: The Class Search function is available to view classes prior to registration. The function allows students to add a course to favorites and save time locating the class when registration begins.

1. Log into the UCDAccess Student Portal. In the Student Center, click **Register for Classes (add/drop)**.
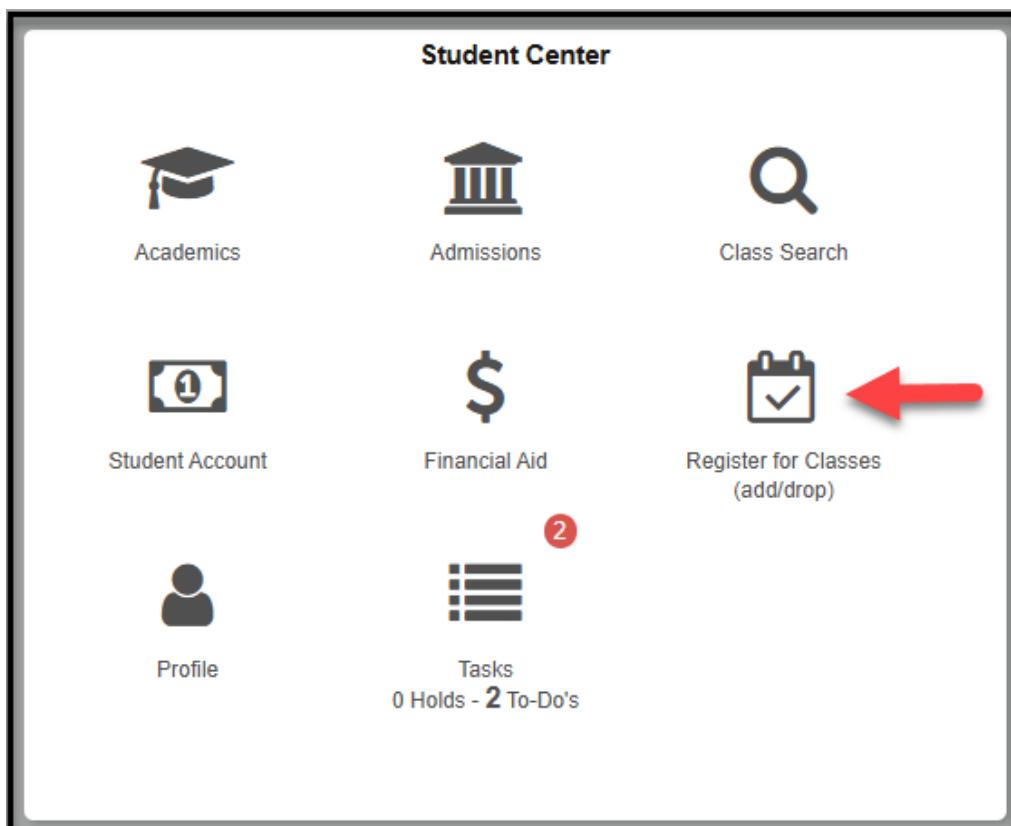
2. On the navigation menu on the left-hand side of the screen, click **Register for Classes**.

![CU Anschutz logo]

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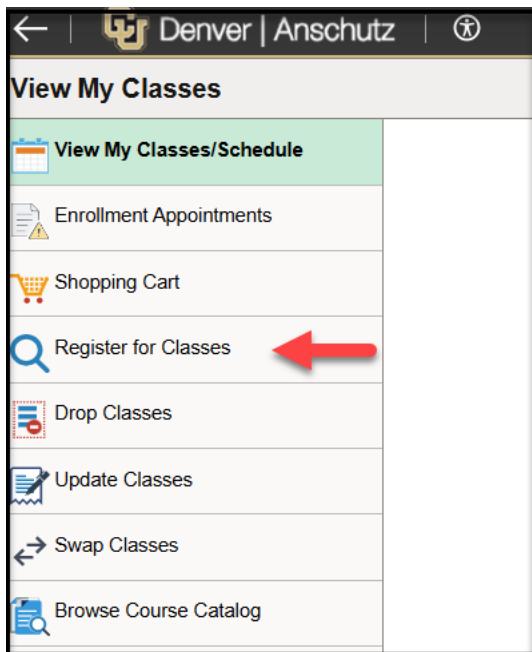
3. Select the **term** for registration.
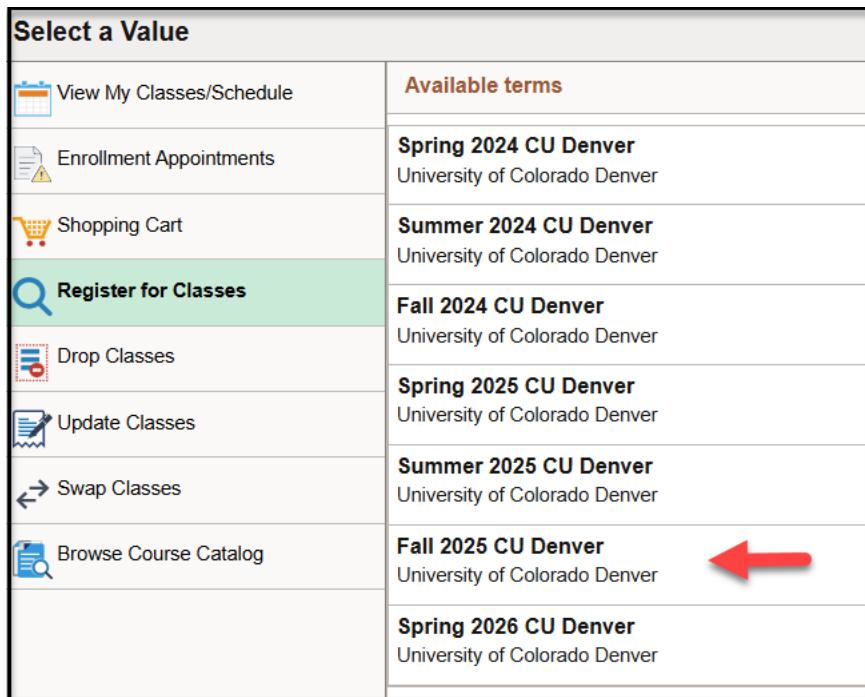
4. In the Search for Classes box, enter a keyword for the search and then click the ➔ button or press **enter** on a keyboard to search. There are a variety of ways to search for courses using *keywords*, **Additional ways to search**, **Favorites**, or **Recently Viewed**.

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a. Keywords include searching by topic, course title, five-digit Class Number (ex. 12345), Class Attribute, Subject Code and Catalog Number (ex. IDPT 8110)
    i. Search results are limited to 100 returned values. The message below will appear when the results exceed this limit. This is likely to happen when searching with broad topics or keywords. It is recommended students use multiple keywords to help further narrow the search results.

b. Additional ways to search
    i. This will open a new window with Available Subjects, Catalog Number, and Instructor Last Name. At least one of the three fields will need to be entered.


c. Favorites are the list courses that were added as Favorites from current or previous terms.
    i. To view/select Favorites, click the → button next to *Favorites*. This will expand the accordion with any favorites that have previously been added. Click the **course(s)** for more information.
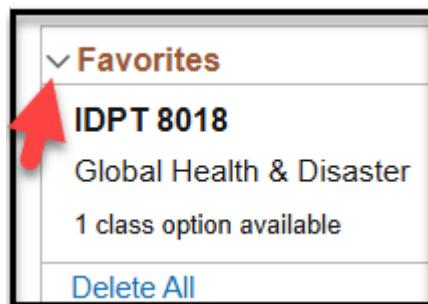
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    d. Recently Viewed are courses that were viewed while searching.
        i. To view/select Recently Viewed, click the **arrow** next to the *Recently Viewed*. This will expand the accordion with any courses that were viewed. Click the **course** for more information.
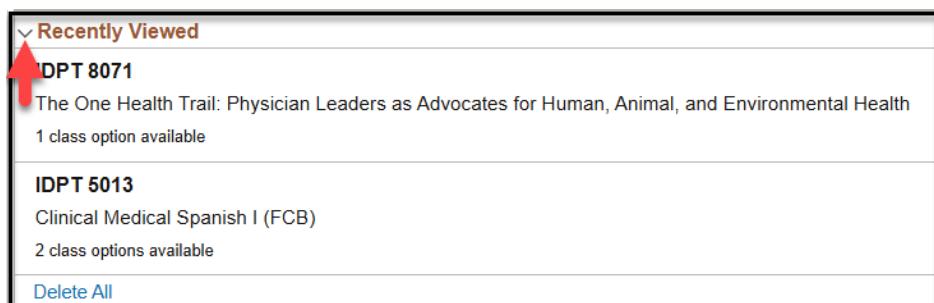
5. Click on the **arrow** on the right-hand side to choose a search result to view class options.

    a. If the search yields multiple results, use the filters on the left-hand side menu to help narrow the course options.
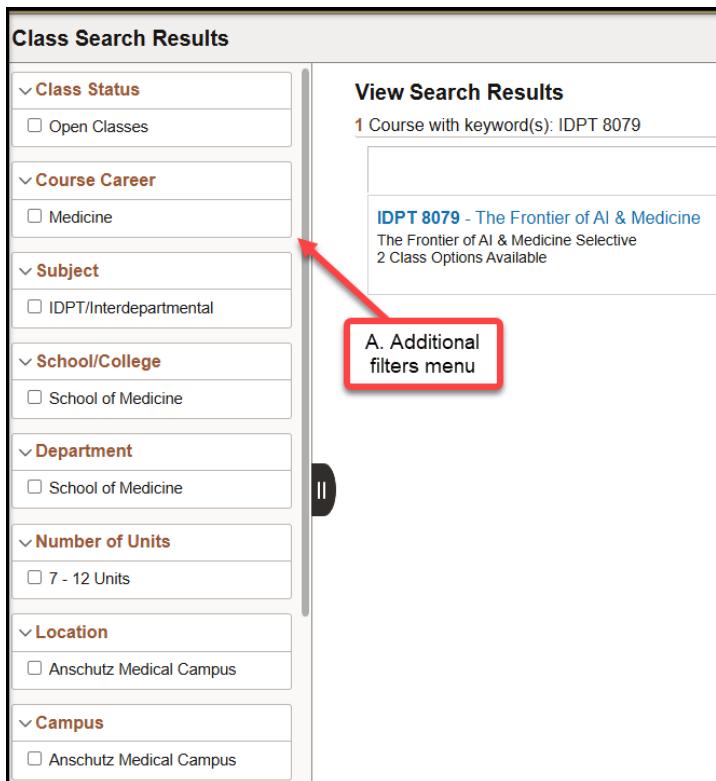
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6. Course Information provides additional details about course and allows students to enroll into a section of the class. After all information has been reviewed click on the **Class Selection** to add to the schedule.

   a. Subject Code and Catalog Number.

   b. Course Title.

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 c. Add to favorite courses saves the course to Favorites. This does not add the course to the shopping cart for enrollment.
  i. To add to favorites, click the blue **Add** to favorite courses link. The star will then turn orange and the wording will update to Remove from favorite courses.
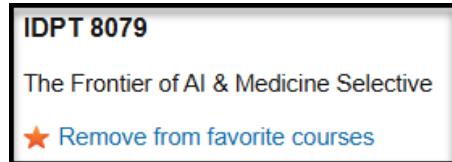
> **IDPT 8079**
>
> The Frontier of AI & Medicine Selective
>
> ★ Remove from favorite courses

 d. Course Information provides the course description, units (credit hours), grading method, component(s), and course career the course is offered under.

 e. Class Selection provides information about the class sections being offered for the given term. This includes:
  i. Selection: click Select Class after reading through the other information to add the course to the schedule.
  ii. Status: will show if a section is open, closed, or has a waitlist available.
  iii. Session:
  iv. Class: gives the Subject Code and Catalog number (ex- IDPT 8079), Section Number (ex- A39F) and class number (ex- 37617). When the blue hyperlink is clicked, this opens a new window to provide further details about the specific section.
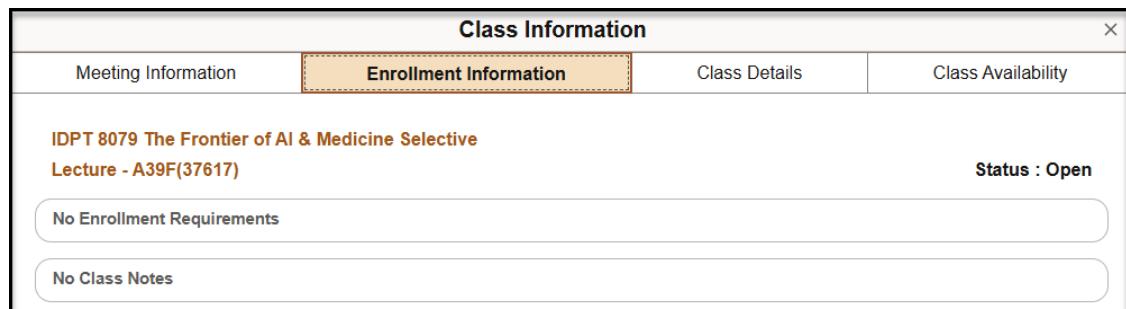
Class Information			×
Meeting Information	**Enrollment Information**	Class Details	Class Availability

IDPT 8079 The Frontier of AI & Medicine Selective
Lecture - A39F(37617)   **Status : Open**

> No Enrollment Requirements

> No Class Notes

   1. Meeting Information provides the meeting dates, days, times, room, and instruction information. Important note: some schools/colleges/departments may update this information at a later time or students may need to contact their school/college/department for more information.
   2. Enrollment Information lets students know if there are additional enrollment requirements to take the course, such as department or instructor consent is required. The Class Notes area may also provide additional information regarding location, contact information for scheduling the course, etc.
   3. Class Details provides units (credit hours), grading method, instruction mode (the modality of how the course will be taught), location, and campus.
   4. Class Availability alerts students to the class capacity, current enrollment total at the time of scheduling the section, available seats at the time of scheduling the section, waitlist capacity (if applicable), and waitlist total (if applicable).
  v. Meeting Dates: the dates the section will be running.

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      vi.   Days and Times: the specific days of the week and times the course will meet, if applicable.

     vii.   Instructor: the person(s) teaching the course.

   viii.   Seats: the number of open seats for the course.

7. Review the class section details to confirm the course, class (the blue hyperlink will open the Class Information box from Step 6), session, meeting dates, days and times, and seats. If the information is correct, click the **Next** button in the top right corner. If this is not the anticipated section, click the **Exit** button in the top left corner.
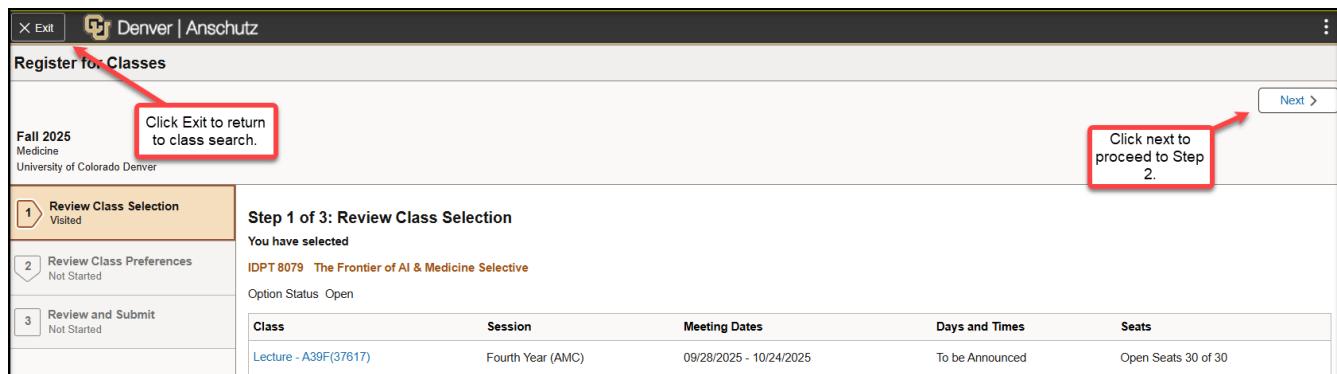
8. Choose to enroll or add the class to the shopping cart. Click **Accept** to proceed to Step 3. Click **Previous** to return to Step 1. Click **Exit** to return to Class Search.

Other Important Information

   a. Placing a class in the shopping cart does not save a place in the class. The enrollment process must be completed to have a seat in the class. The shopping cart functionality is recommended for use prior to the beginning of the enrollment appointment.

   b. If a permission number was given to enroll in the course, add this number to the Permission Box. Click **Accept** when completed.

   c. If applicable, a waitlist is available for the course, an option to be added to the waitlist if the class is full will also appear here.

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    d. If applicable, for variable credit courses, a drop-down menu will show to select the number of credits to be enrolled into for the section.

9. Review the class section details to confirm the course, class (the blue hyperlink will open the Class Information box from Step 6), session, meeting dates, days and times, and seats. If the information is correct, click the **Submit** button in the top right corner to enroll in the course. Click the **Previous** button to return to step 2 to switch the enrollment option. Click the **Exit** button in the top left corner to return to the class search.

10. A pop-up window will appear asking "Are you sure you want to submit?" Click **Yes** to enroll.
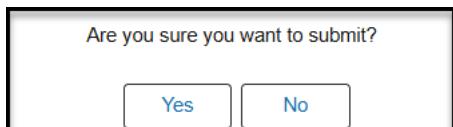
11. Confirmation
    a. If enrollment was not successful, an error message will appear. Click the **Return to Keyword Search Page**. This may have happened if there was not a waitlist and the course could not be added. This may also occur if a course is being added after the add/drop deadline.
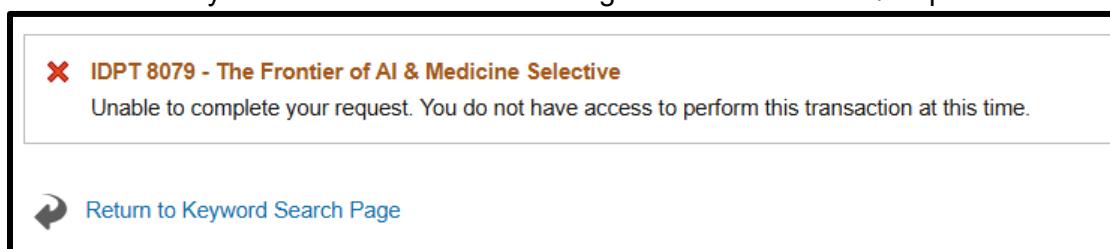
    b. If enrollment was successful, a confirmation message will confirm the class was added to the student's schedule. The enrollment process is complete.

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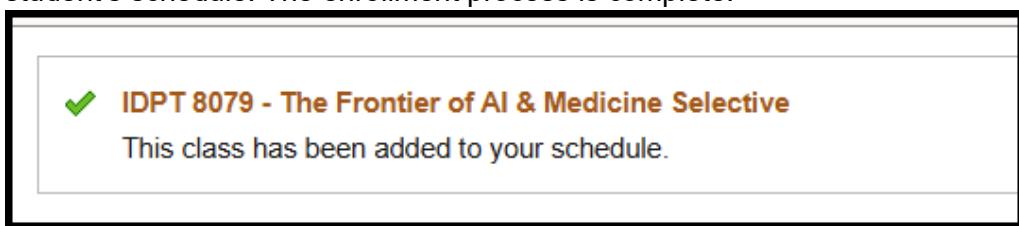
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   c. If adding a course to the shopping cart, a confirmation screen will confirm the class was added to the shopping cart.

Follow the steps below to finalize enrollment for courses added to the shopping cart.

12. Continue to add courses to the shopping cart using the steps above. To enroll, click **Shopping Cart** in the left side navigation menu.

13. The shopping cart will have the options to **Enroll**, **Delete**, or **Validate** the courses.

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a. Enroll moves the selected courses through the enrollment process. See Step 14.
b. Delete removes the selected courses from the shopping cart. A pop-up window will appear to confirm the deletion of the course. After clicking "Yes" the updated version of the shopping cart will appear.

c. Validate reviews the selected courses to ensure requirements are met to enroll.

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14. To enroll in the course(s), check the box(es) next to section course(s). Then click **Enroll**.

15. Click **Yes** to confirm enrollment.
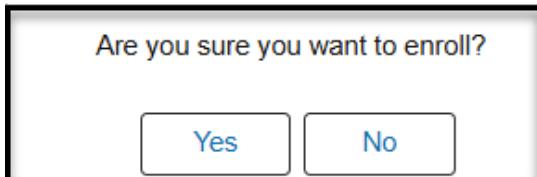

16. A confirmation screen will confirm which courses were added to the schedule.
    a. If a course was added to the schedule, a success message will appear.
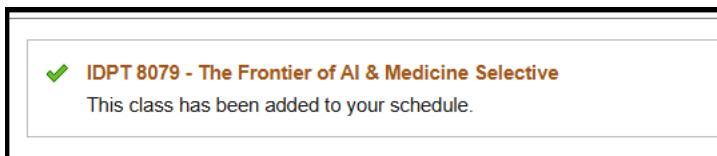
    b. If a course(s) were unable to be added to the schedule, an error message will appear.
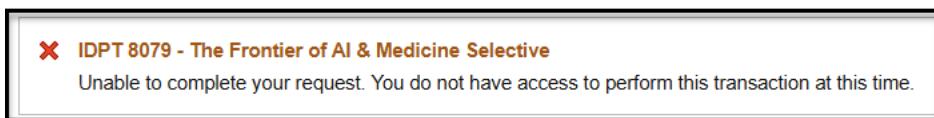
If there is an issue with adding a class, please contact the CU Anschutz Office of the Registrar (Registrar@cuanschutz.edu) for additional assistance.

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