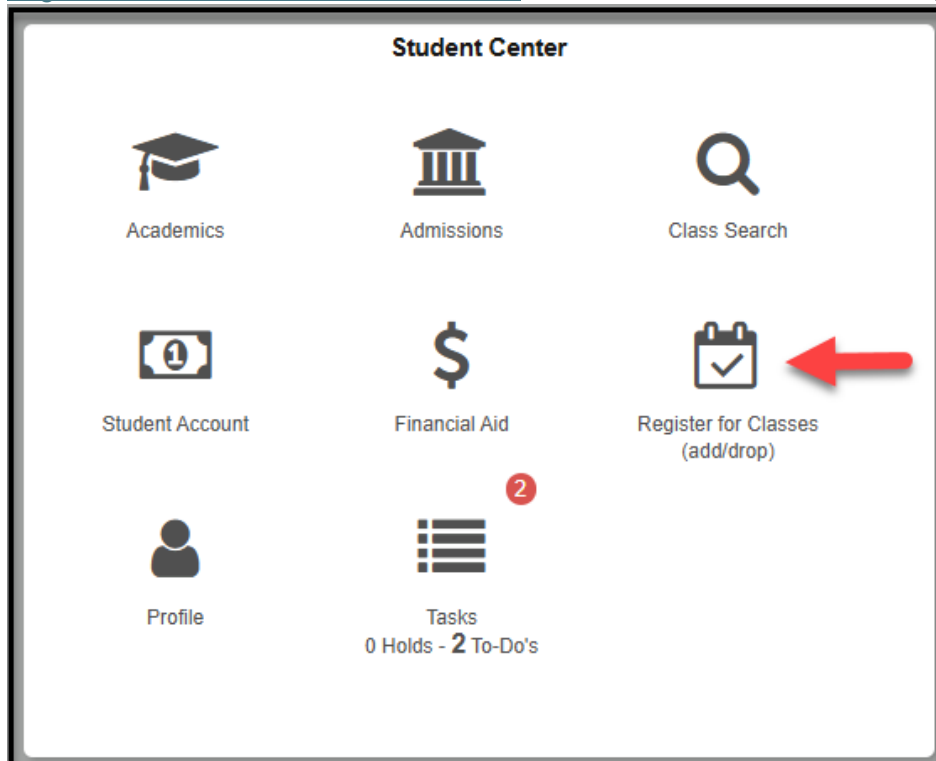


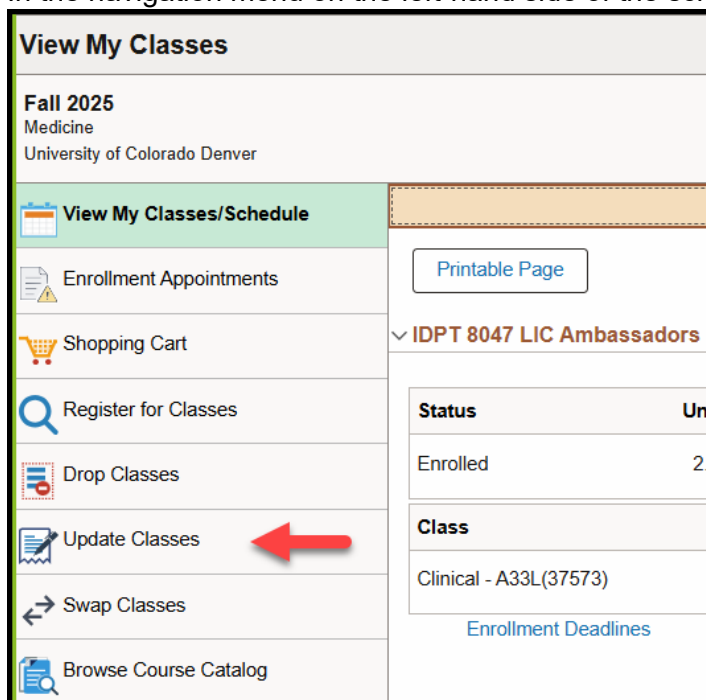
Changing Enrolled Units for a Class

Important Information: The following steps are applicable to students enrolled in variable credit courses. Fixed credit courses cannot be updated in the student portal.

1. [Log into the UCDAccess Student Portal](#). In the Student Center, click **Register for Classes (add/drop)**.

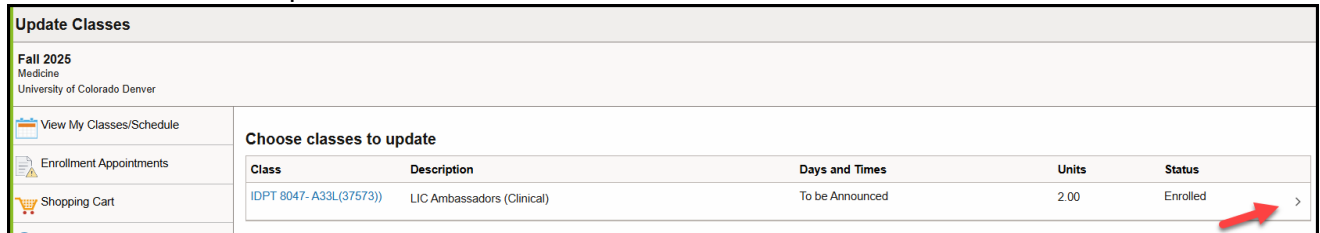


2. In the navigation menu on the left-hand side of the screen, click **Update Classes**.



Changing Enrolled Units for a Class

3. Choose the class to update.



Update Classes

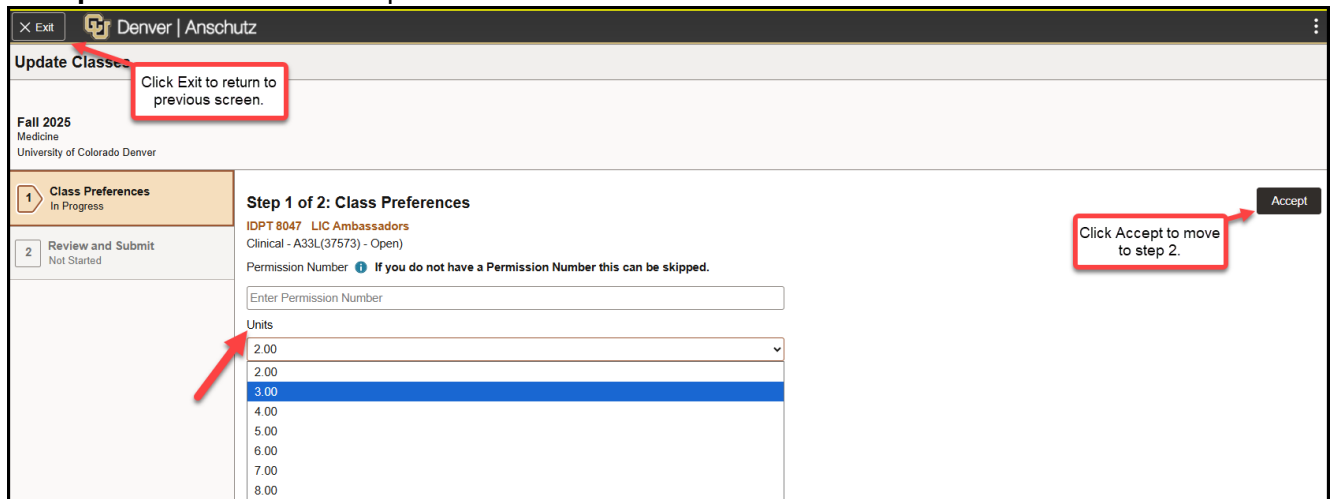
Fall 2025
Medicine
University of Colorado Denver

View My Classes/Schedule
Enrollment Appointments
Shopping Cart

Choose classes to update

Class	Description	Days and Times	Units	Status
IDPT 8047 - A33L(37573)	LIC Ambassadors (Clinical)	To be Announced	2.00	Enrolled

4. For step 1, click the **Units** drop down menu to change the credit hour/units to be enrolled in. Click the **Accept** button to move to step 2.



Update Classes

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1 **Class Preferences**
In Progress

2 Review and Submit
Not Started

Step 1 of 2: Class Preferences

IDPT 8047 LIC Ambassadors
Clinical - A33L(37573) - Open

Permission Number ⓘ If you do not have a Permission Number this can be skipped.

Enter Permission Number

Units

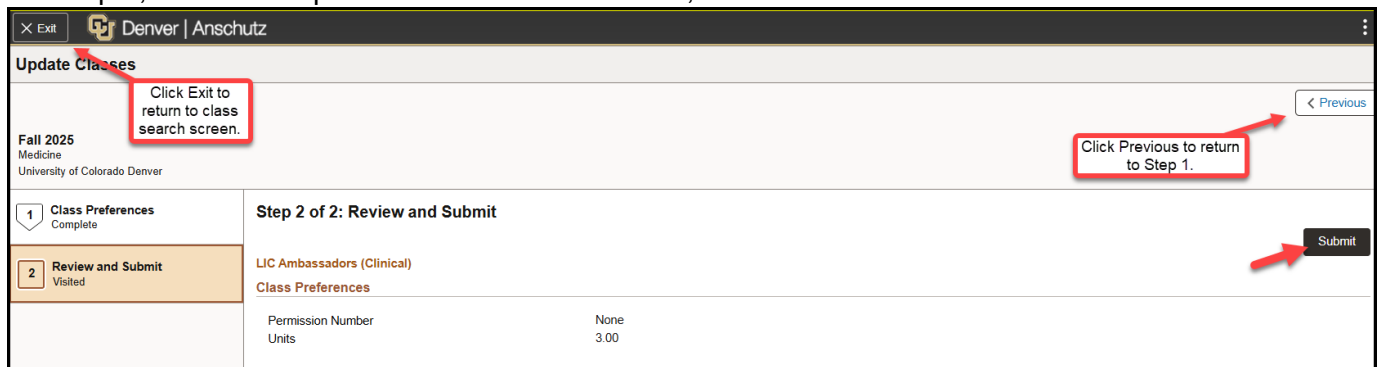
- 2.00
- 2.00
- 3.00
- 4.00
- 5.00
- 6.00
- 7.00
- 8.00

Accept

Click Exit to return to previous screen.

Click Accept to move to step 2.

5. For step 2, review the updated information. If correct, click **Submit**.



Update Classes

Fall 2025
Medicine
University of Colorado Denver

1 **Class Preferences**
Complete

2 **Review and Submit**
Visited

Step 2 of 2: Review and Submit

LIC Ambassadors (Clinical)
Class Preferences

Permission Number None
Units 3.00

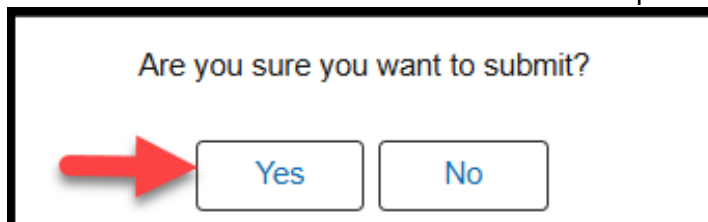
Submit

Previous

Click Exit to return to class search screen.

Click Previous to return to Step 1.

6. Click **Yes** to confirm and submit the enrollment update.



Are you sure you want to submit?

Yes No

Changing Enrolled Units for a Class

7. The confirmation message will appear showing the class has been updated.

Confirmation	
Fall 2025 Medicine University of Colorado Denver	
 View My Classes/Schedule	 IDPT 8047 - LIC Ambassadors Selected class has been updated.
 Enrollment Appointments	

If there is an issue with changing the enrolled units for a variable credit course, please contact the CU Anschutz Office of the Registrar (Registrar@cuanschutz.edu) for additional assistance.