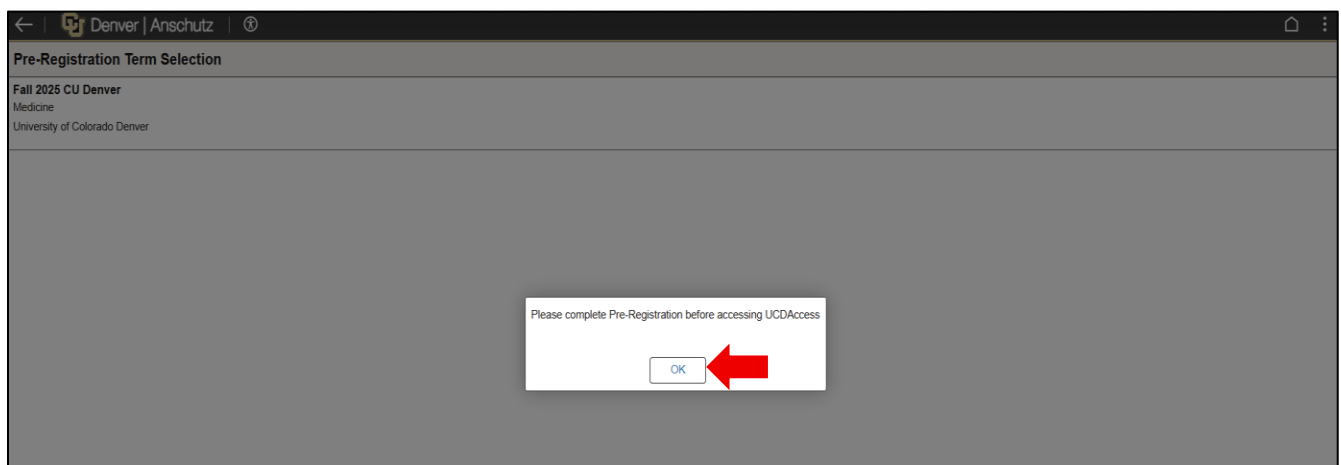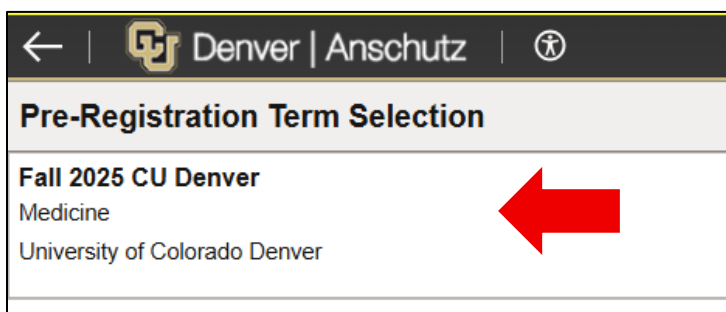# Pre-Registration Task

Once per term or registration period, students will be prompted to complete the Pre-Registration Task. This task must be completed in order 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.

Pre-Registration Task Steps:

    a) Verify the accuracy of the phone number listed. A cell phone number is required to proceed.
    b) Verify the addresses. A home and local address type must be entered. These addresses may be identical and can be edited if necessary.
    c) Verify the Emergency Contact. At least one Emergency Contact must be listed to proceed.
    d) Review of the Tuition Fee Agreement. Once all steps have been completed, students may proceed with registration.

1) After logging into the UCDAccess student portal, the Pre-Registration Task will load and prompt students to complete the task. Click OK to proceed.

2) Click or select the term listed.

3) Complete steps 1 through 5 to finish the Pre-Registration Task as shown on the left-hand side of the screen.

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Pre-Registration Task

a) As progression is made, the status for each step will update to reflect if the step is visited, complete, in progress, or not started.

1	**Introduction** Visited
2	**Contact Details** Complete
3	**Addresses** In Progress
4	**Emergency Contacts** Not Started
5	**Tuition Fee Agreement** Not Started

4) Step 1: Begin the Pre-Registration process. Click Begin Pre-Registration to continue to Step 2.

Pre-Registration

Fall 2025
University of Colorado Denver
Medicine

1	**Introduction** Visited
2	**Contact Details** Not Started
3	**Addresses** Not Started
4	**Emergency Contacts** Not Started
5	**Tuition Fee Agreement** Not Started

Step 1 of 5: Introduction

Pre-registration Tasks

Complete the following pre-registration tasks, review, and submit.

Begin Pre-Registration

Next >>

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Pre-Registration Task

5) Step 2: Review and verify the Contact Details are accurate.

    a) Please note: Only one of each type of phone number type can be added.

6) If a phone number needs to be added, click the + button between the words Phone.

    a) A new window will appear. Enter the information for the new phone number and click Save.

The phone number will now be shown in the Phone Numbers box.
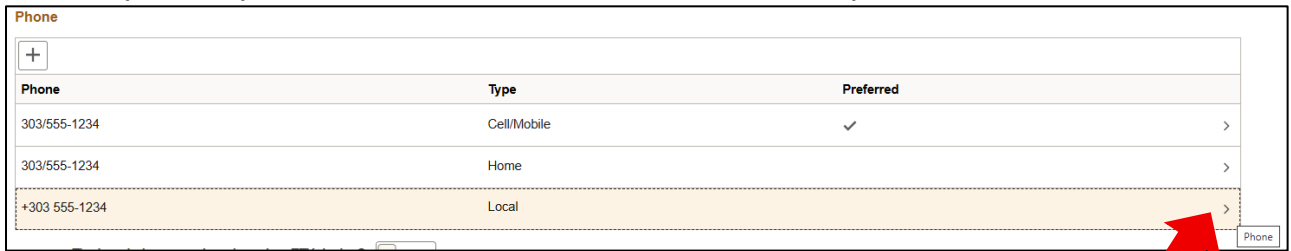
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3

Pre-Registration Task
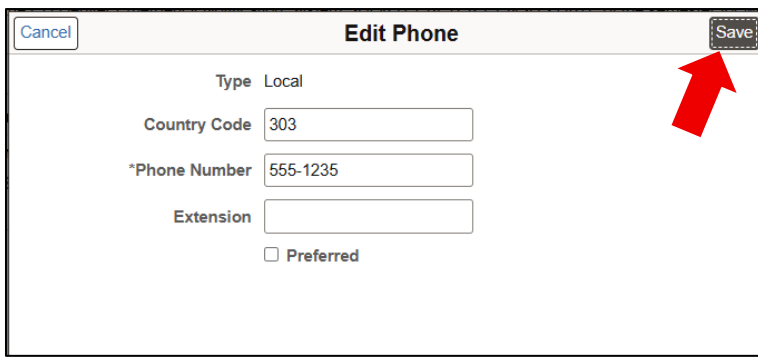
b) To edit/update a phone number, click the > in the row of the phone number to be edited.

A window will open to edit the phone number. Make the necessary updates and click Save.
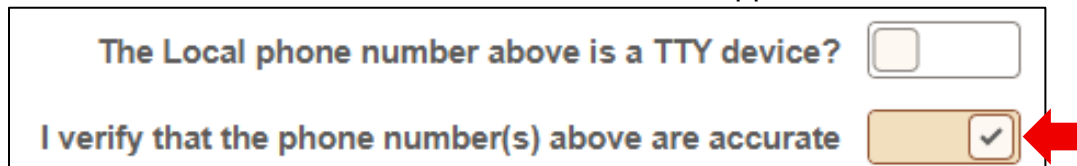
7) Review the statements for the Local phone number and Verification statement. To verify the statement(s), click the box.

After the box has been selected, a checkmark will appear.

After each verification statement is acknowledged for contact information, the system will automatically move to Step 3.

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Pre-Registration Task

8) Step 3: If an address needs to be added, click the + button under the address category needed.

Step 3 of 5: Addresses

You must provide the university with any updates to your **home** and **local** addresses as well as your **emergency** contact information each semester before you may register. This information will be used in the event we need to contact you urgently for health or safety reasons. All sections must be completed below.

Additional address instructions:
1. **Home** - Your legal or permanent place of residence
2. **Mailing** - Where you receive your mail, if different from above
3. **Local** - Where you will be physically located while accessing CU classes/course content this semester

HOME and LOCAL are required.

Home Address

+	
Address	**From**
1800 Grant St. Denver CO 80203 United States	Current >

Mailing Address

+	
Address	**From**
1800 Grant St. Denver CO 80203 United States	Current >

A new window will open to enter Address information. Enter the information and click Save.

Cancel	**Add Address**	Save

Type	Mailing
*From	09/02/2025 📅 Copy From
*Country	United States 🔍
*Address 1	
Address 2	
Address 3	
City	
State	🔍
Postal	
County	

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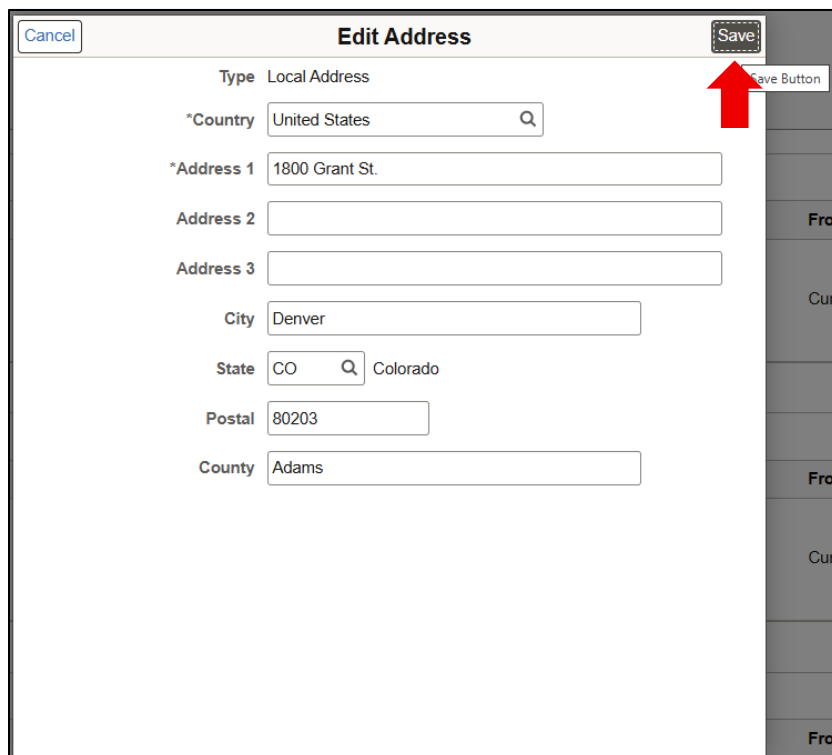**W:** www.cuanschutz.edu/registrar

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Pre-Registration Task

To edit address, information, click the > button for the address that needs to be edited.

A new window will open. Update the information as needed and click Save.

Once all addresses have been reviewed, added, or edited, click the toggle at the end of the verification statement.

After the toggle has been selected, a checkmark will appear and the system will automatically move to Step 4.

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Pre-Registration Task

9) Step 4: verify Emergency Contacts. Verify the contact information. If a contact does not exist and needs to be added, click the Add Contact button.

Step 4 of 5: 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.

No contacts defined.

[Add Contact]

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

This will open a new window.

| Cancel | **Add Contact** | Save |

*Name

*Relationship   Other

☑ Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

[Add Phone]

Contact Address

No address defined

[Add Address]

Email Address

Email Address

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Pre-Registration Task

Enter the contact information and click save.

To Add an additional contact, click the + button.

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8

Pre-Registration Task

Enter the contact information and click Save.

To edit an existing contact, click the > button.

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Pre-Registration Task

Edit the Contact Information as needed, including adding additional information.

Once all Emergency Contacts have been reviewed, added, or edited, click the toggle at the end of the verification statement.

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Pre-Registration Task

After the toggle has been selected, a checkmark will appear, and the system will automatically move to Step 5.

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

10) Step 5: Review the Tuition and Fee agreement.
   a) If a printed copy is desired, use the Print button to generate a printer friendly version of the agreement.

Step 5 of 5: Tuition Fee Agreement
Please review the following agreement and complete the process with the "I Agree" button at the bottom of the page.

Print

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

Tuition and Fee Agreement and Disclosure

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, fees, and housing costs as approved by the Board of Regents.

Bills:

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. 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 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; postmarked 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 account 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. I am responsible for ensuring 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 canceled, 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 understand that I may have the option to pay my tuition bill over a period of time by enrolling in a payment plan. If I am eligible and choose to enroll in a payment plan, the following terms apply:

After reviewing the Tuition and Fee Agreement, click I Agree at the bottom of the page.

Agreement:

This agreement will be presented to me every term of enrollment for review of the University of Colorado Denver | Anschutz Medical Campus's policies regarding my financial obligation.

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

11) At this point, the Pre-Registration Task is complete. Click Close to exit the Pre-Registration Task and return the student portal homepage.

Pre-Registration Complete ✕

The Pre-Registration process is complete for University of Colorado Denver term Fall 2025

Close

Anschutz

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