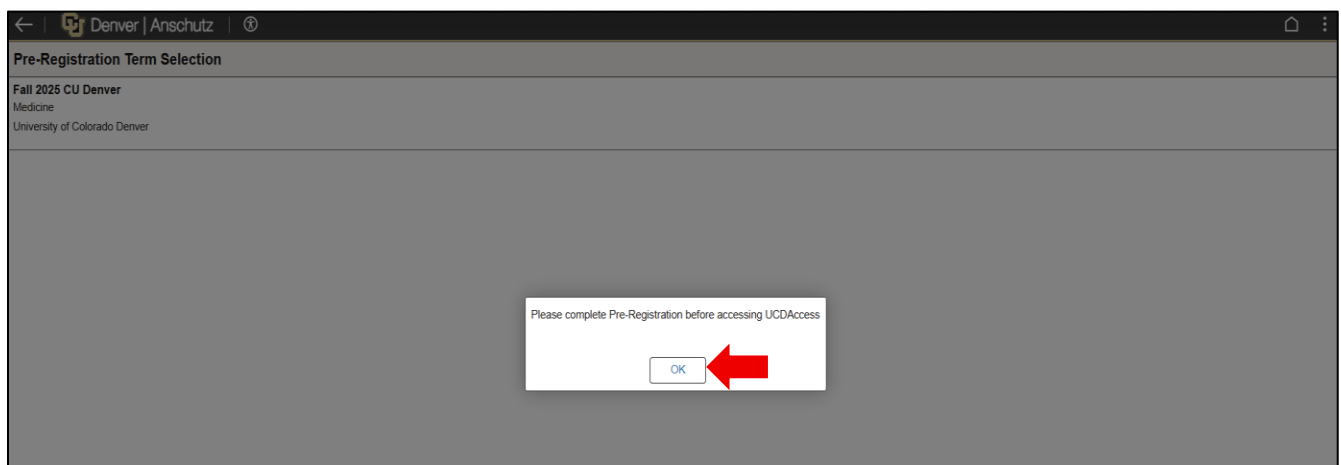


Pre-Registration Task

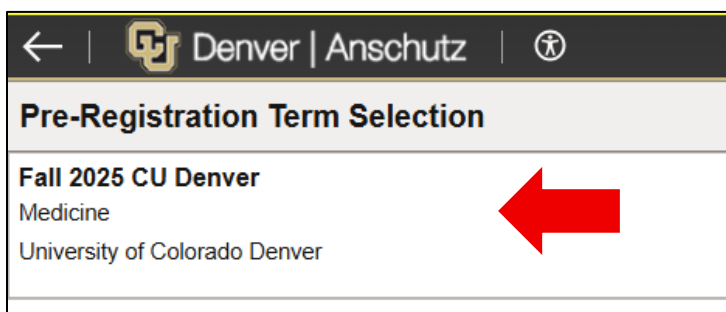
Once per term or registration period, students will be prompted to complete the Pre-Registration Task. This task must be completed in order to maintain access to the student portal and proceed with self-registration. Students will be required to verify the following information: personal contact details, 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.

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											
<table><tr><td>1</td><td>Introduction Visited</td></tr><tr><td>2</td><td>Contact Details Not Started</td></tr><tr><td>3</td><td>Addresses Not Started</td></tr><tr><td>4</td><td>Emergency Contacts Not Started</td></tr><tr><td>5</td><td>Tuition Fee Agreement Not Started</td></tr></table>	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. <div>Begin Pre-Registration</div> <div>Next >></div>
1	Introduction Visited										
2	Contact Details Not Started										
3	Addresses Not Started										
4	Emergency Contacts Not Started										
5	Tuition Fee Agreement Not Started										

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.

Step 2 of 5: Contact Details

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.

Emergency Notification Opt-out

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 to opt-out ☐

CELL/MOBILE is required.

Phone

+

Add Phone

Phone	Type	Preferred
303/555-1234	Cell/Mobile	✓
303/555-1234	Home	

The Local phone number above is a TTY device? ☐

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

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

Cancel

Add Phone

Save

*Type

Country Code

*Phone Number

Extension

☐ Preferred

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

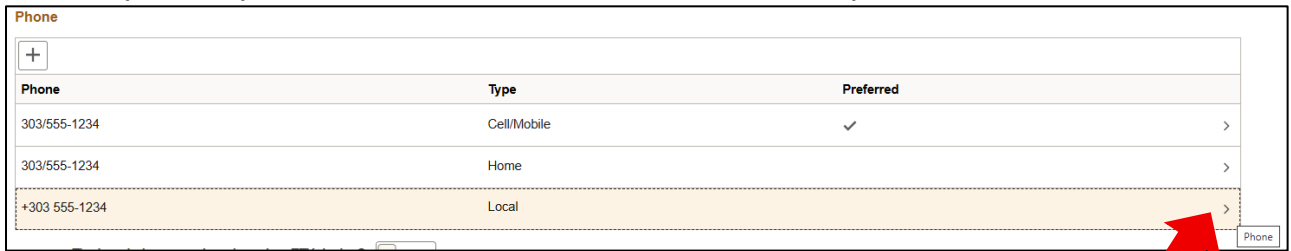
Phone

+

Phone	Type	Preferred
303/555-1234	Cell/Mobile	✓
303/555-1234	Home	
+303 555-1234	Local	

Pre-Registration Task

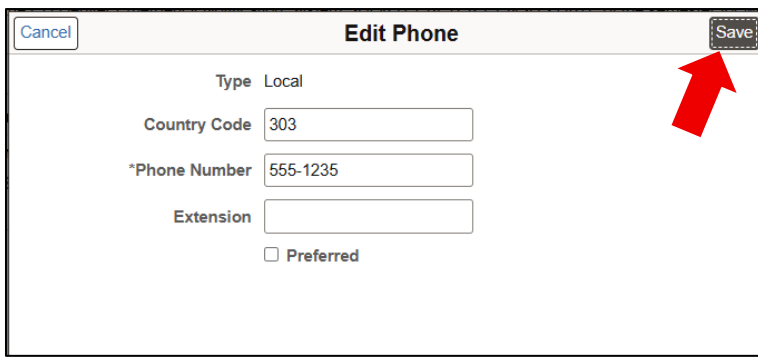
- b) To edit/update a phone number, click the > in the row of the phone number to be edited.



The screenshot shows a 'Phone' management interface. At the top, there is a '+ Phone' button. Below it is a table with three columns: 'Phone', 'Type', and 'Preferred'. The table contains three rows of phone numbers: '303/555-1234' (Cell/Mobile, Preferred), '303/555-1234' (Home, Preferred), and '+303 555-1234' (Local, Preferred). A red arrow points to the right arrow icon in the last row, indicating where to click to edit the phone number.

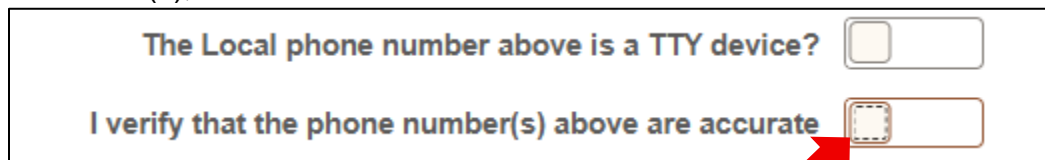
Phone	Type	Preferred
303/555-1234	Cell/Mobile	✓
303/555-1234	Home	✓
+303 555-1234	Local	✓

A window will open to edit the phone number. Make the necessary updates and click Save.



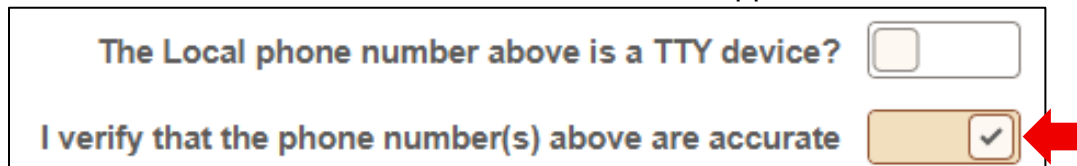
The screenshot shows the 'Edit Phone' window. It has a 'Cancel' button on the top left and a 'Save' button on the top right. The 'Type' is set to 'Local'. The 'Country Code' is '303', the '*Phone Number' is '555-1235', and the 'Extension' is empty. There is a 'Preferred' checkbox which is currently unchecked. A red arrow points to the 'Save' button.

- 7) Review the statements for the Local phone number and Verification statement. To verify the statement(s), click the box.



The screenshot shows two verification statements. The first is 'The Local phone number above is a TTY device?' with an unchecked checkbox. The second is 'I verify that the phone number(s) above are accurate' with an unchecked checkbox. A red arrow points to the second checkbox, indicating where to click to verify the statement.

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



The screenshot shows the same two verification statements. The first is 'The Local phone number above is a TTY device?' with an unchecked checkbox. The second is 'I verify that the phone number(s) above are accurate' with a checked checkbox. A red arrow points to the checked checkbox, indicating that the statement has been verified.

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

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

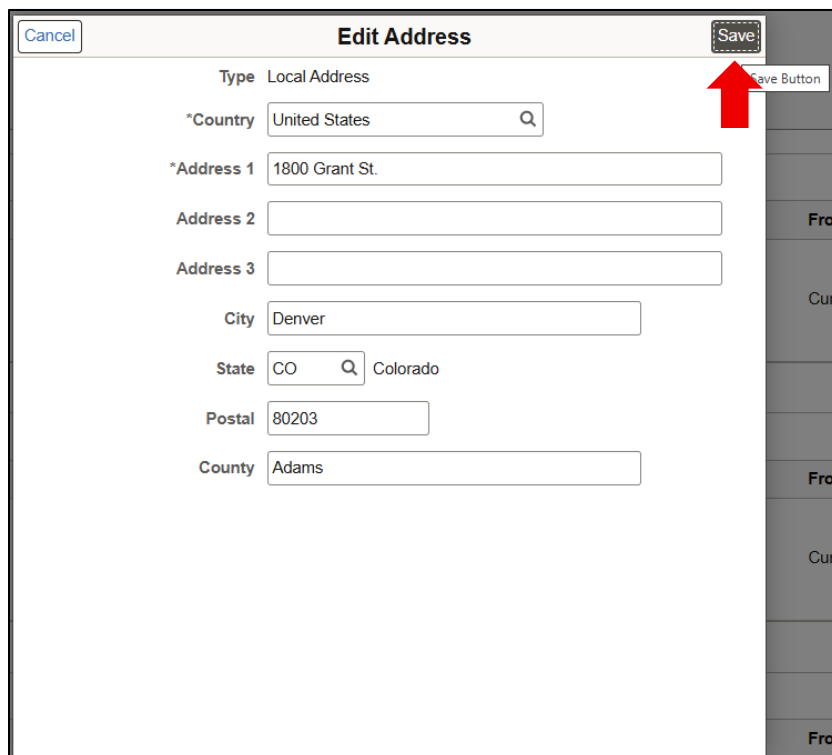
Pre-Registration Task

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



The screenshot shows a table titled "Local Address" with a "+" button in the top left. The table has two columns: "Address" and "From". The "Address" column contains the text "1800 Grant St.", "Denver", "CO 80203", "Adams", and "United States". The "From" column contains the text "Current". A red arrow points to a ">" button at the end of the "Current" row, which is used to edit the address.

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



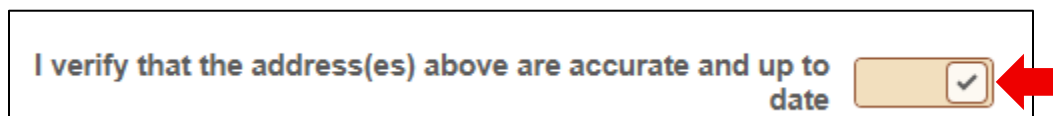
The screenshot shows the "Edit Address" form. It has a "Cancel" button in the top left and a "Save" button in the top right. The form contains the following fields: "Type" (set to "Local Address"), "*Country" (set to "United States"), "*Address 1" (set to "1800 Grant St."), "Address 2", "Address 3", "City" (set to "Denver"), "State" (set to "CO" with a dropdown arrow and "Colorado" next to it), "Postal" (set to "80203"), and "County" (set to "Adams"). A red arrow points to the "Save" button.

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



The screenshot shows a verification statement: "I verify that the address(es) above are accurate and up to date". To the right of the text is a toggle switch. A red arrow points to the toggle switch.

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



The screenshot shows the same verification statement as before, but the toggle switch is now selected, showing a checkmark. A red arrow points to the toggle switch.

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** ▼

☒ **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

Pre-Registration Task

Enter the contact information and click save.

Cancel

Add Contact

Save

*Name

Joe Student

*Relationship

Other

☒ Preferred

Primary Phone Number

Country Code

*Phone Number

303-555-1236

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Contact Address

No address defined

Add Address

Email Address

Email Address

To Add an additional contact, click the + button.

+

Conf Add Contact

Phone

Preferred

Joe Student

303/555-1236


✓

Pre-Registration Task

Enter the contact information and click Save.

Cancel

Add Contact



Save

*Name

Jane Student

*Relationship

Other

▼

☐ Preferred

Primary Phone Number

Country Code

*Phone Number

303-555-1236

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

Contact Address

No address defined

Add Address

Email Address


To edit an existing contact, click the > 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.

+

Contact	Phone	Preferred	
Joe Student	303/555-1236	✓	>
Jane Student	303/555-1236		>



Emergency Contacts

Verify that the emergency contact information is accurate

Pre-Registration Task

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

Cancel

Edit Contact

Save

*Name

Jane Student

*Relationship

Other

☐ Preferred

Primary Phone Number

Country Code

*Phone Number

303/555-1236

Extension

Other Phone Numbers

+

Phone	Type
303/555-1237	Home

Contact Address

No address defined

Add Address

Email Address

Delete

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

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

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.

- 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 AgreementPrint

Please review the following agreement and complete the process with the "I Agree" button at the bottom of the page.

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

