Enrollment: How to Register For Classes (add/drop)

1. Log into your portal and navigate to Student Center>All Student Functions on the left hand side of the screen:

2. Navigate to Register for Classes (add/drop)

3. To Add classes, navigate to “Add Classes“:

Class Search
Enrollment Shopping Cart
Add Classes
Drop Classes
Edit a Class
Swap Classes
Class Schedule
Open Enrollment Dates
4. Select your term, and select the “Continue” button:

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:

5a. You will not be able to proceed to registration until you enter a home and local address type.
5b. Verify that your phone number is accurate. A cell phone number is required to proceed.

5c. Verify your emergency contact. You must list at least one person as an emergency contact before proceeding.

5d. Once you have verified this information, select “Continue” on the bottom right side of the page:
6. If you have not taken classes at the University of Colorado Denver before, you will be asked to electronically sign a Tuition Payment Disclosure Statement. If you agree, press “I Agree” at the bottom of the page.

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 such as Denver Core Requirement, campus, etc.)
7a. **Class Number**: If you’d like to register by class number, please have your five digit class number ready. Open the area marked “Search by Class Number”:

Enter your five digit class number and press “Submit Class Number”:

Your selected class should appear. The class status will appear as an icon in the “component” column:

If the class is in “open” status, you can press “Next” to proceed:

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:

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.

You can press “Next” to proceed:
Proceed to step 8.

7b. **Subject and Catalog Number**: For the Subject and Catalog Number option, select “Search by Subject and Catalog Number” and enter the four letter Subject Code and four digit Catalog Number, then press “Search”:

You will see the results appear once you press “Search”:

- **ENGL 1020 - Core Composition I**
To see more information about the class, and to see the available sections listed, expand the class by selecting the chevron to the left of the class:

If offered, you will see options listed.

The class status will appear as an icon in the “status” column:

If the class is in “open” status, you can press the “Select” button on the right side of the screen:
Your selected class should appear, and you may press “Next” to proceed:

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:

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.

You can press “Next” to proceed:
Proceed to step 8.

7c. **Advanced Search**: If you’d like to select a class, but you don’t know the exact class number or the subject code and catalog number, select “Advanced Search”:

You will need to select at least two criteria on this page before searching.

If you require more selection options, use “Additional Search Criteria”:

For example, you may wish to search by the Class Attribute “Denver Core Requirement”.

If so, select Campus: Denver Campus:
Once opening “Additional Criteria”, select “Denver Core Requirement” as your Class Attribute and Search:

Expand the class you wish to take to reveal more information about the offering by selecting the chevron to the left of the class:

Opening the class up reveals more information about the offerings:

The class status will appear as an icon in the “status” column:

If the class is in “open” status, you can press the “Select” button on the right side of the screen:
Your selected class should appear, and you may press “Next” to proceed:

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:

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.

You can press “Next” to proceed:
Proceed to step 8.

8. Once you have classes in your shopping cart, you are ready to proceed with enrollment. Select classes you wish to enroll in and press “Add Selected Classes”:
To finish the process, select “Finish Enrolling”:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ENROLL STATUS</th>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>DAYS/TIMES</th>
<th>ROOM</th>
<th>INSTRUCTOR</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ENGL 1020-001 (17235)</td>
<td>Core Composition I (Lecture)</td>
<td>TuTh 10:30AM - 1:00PM</td>
<td>TBA</td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>

If your request is successful, you will receive a message of “Success”.

View the following status report for enrollment confirmations and errors:

- SUCCESS: WAIT LISTED
- SUCCESS: ENROLLED
- ERROR: UNABLE TO ADD CLASS

<table>
<thead>
<tr>
<th>CLASS</th>
<th>MESSAGE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

If your request is not successful, you will receive an “Error” message with information about what has prevented enrollment.

View the following status report for enrollment confirmations and errors:

- SUCCESS: WAIT LISTED
- SUCCESS: ENROLLED
- ERROR: UNABLE TO ADD CLASS

<table>
<thead>
<tr>
<th>CLASS</th>
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<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 6054</td>
<td>Error: Unable to add this class</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Enrollment: Dropping a class**

1. Log into your portal and navigate to Student Center> All Student Functions on the left hand side of the screen:
2. Navigate to Register for Classes

3. To Drop classes, navigate to “Drop Classes”

4. Select your term and then select the Continue button
5. You will see a message informing you of possible implications when dropping courses. To proceed, select the class you are dropping, and click “Drop Selected Classes”:

6. To complete the drop request select “Finish Dropping”, or you may select “Cancel” to cancel the request.

7. If the drop was successful, a green check mark will appear. If there is additional information available, it will appear in the “Message” box:
7a. If the drop was unsuccessful, a red “X” will appear. If there is additional information available, it will appear in the “Message” box. If you are unable to drop classes in the portal, you will need to submit a Schedule Adjustment Form. The form and instructions for completing the form are available on the www.ucdenver.edu/registrar website under “Student Services” and “Forms". 

<table>
<thead>
<tr>
<th>CLASS</th>
<th>MESSAGE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISMG 2075</td>
<td>Error: Unable to complete your request. You do not have access to perform this transaction at this time</td>
<td></td>
</tr>
</tbody>
</table>

View the results of your enrollment request. Select Fix Errors to make changes to your request.