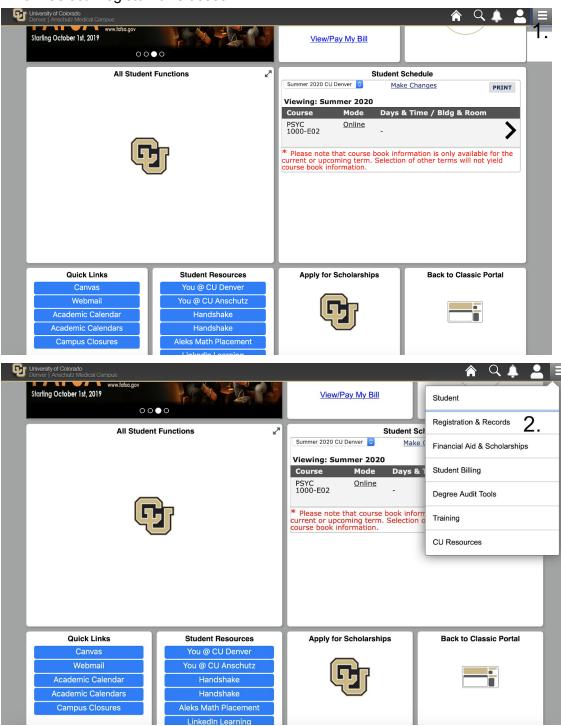
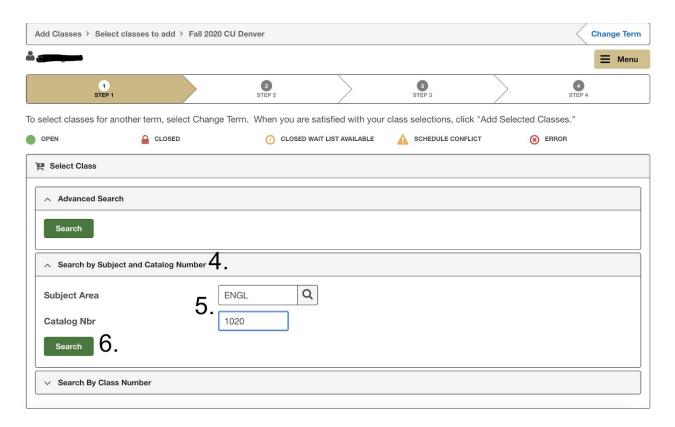
University of Colorado Denver: Registering for Classes

- 1. Click on the three bars tab on the right-hand corner.
- 2. Click on the 'Registration/Records' tab.
- 3. Select 'Register for Classes.'





- 4. When you meet with your Academic Advisor, they will give you a degree with different recommended classes for registration. The easiest way to search for these classes will be by clicking on 'Search by Subject and Catalog Number.'
- 5. Enter the search criteria for the class you want to enroll in (Core Composition I is used as an example below). The Subject Area will always be four letters, and the Catalog Number will always be four numbers.
- 6. After you entered your search criteria, click 'Search.'



7. Click on the name of the course to view a list of the days and times that course is offered. There are a couple of things to keep in mind at this step:

o Pay attention to the section number (outlined in yellow below). The letters, or lack of letters, in front of the section number will tell you the style of the course.

- L or No Letters: Traditional lecture course.
- E: Online course.
- **H**: Hybrid course. This class is half online, half in person.
- R: Recitation. Recitations are designed to give students extra time, help, and instruction that is

valuable for success in that course (typically math courses). If recitation is required for a course, you

will be automatically enrolled in the recitation when you enroll in the course.

• **B**: International College Beijing. We also have a campus in Beijing, so make sure you are not registering

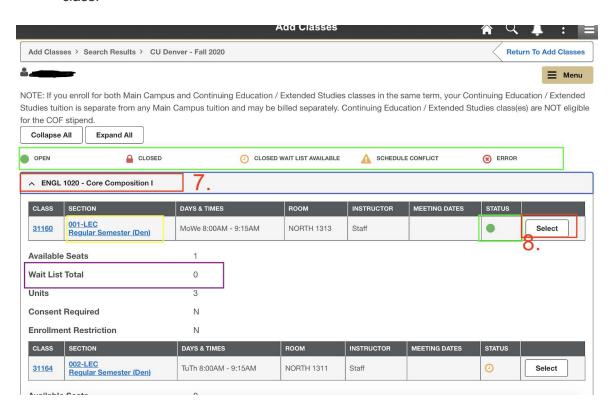
for classes with this section code unless you are planning on taking classes in China!

- o You will also want to pay attention to the status of each class (outlined in green below).
 - Green Circle: Open. You can enroll in this class.

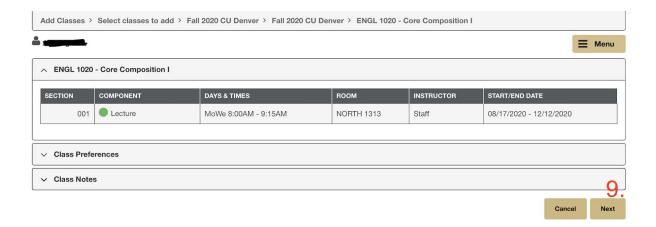
- Red Lock: Closed. This class is no longer available for enrollment.
- Yellow Clock: Closed, but waitlist available. Make sure you are looking at how many people are on the

waitlist ahead of you (outlined in purple below). Although there is no guarantee that you will be enrolled in the class, if there are three people or less in front of you, your chances of being enrolled are typically higher.

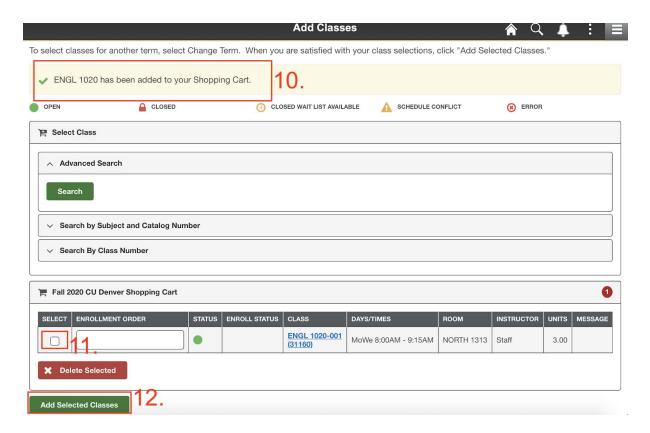
- Yellow Triangle with Exclamation Point: Schedule Conflict. This indicator appears if the class you are searching for conflicts with another class you have already fully enrolled in. You will not be able to enroll in any classes that have the schedule conflict indicator.
- Red Circle with X: Error. Any classes that you attempt to enroll in but are unsuccessful in doing so will show this indicator. If this happens, there will be a 'Resolve Errors' button.
- 8. Once you have found the days and times that work for you, click on 'Select' next to that class.



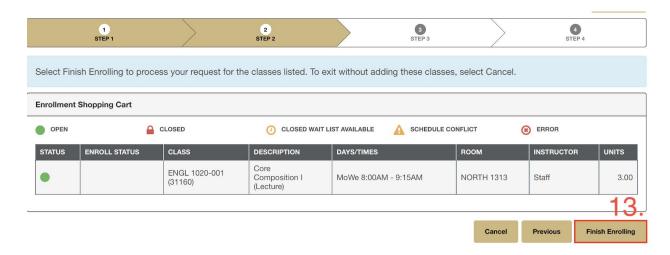
9. The next page will give you an overview of the class that you have selected. If you are happy with your class selection, click 'Next."



- 10. You should see a message saying that the class has been added to your shopping cart. When classes are in your shopping cart, you are not fully enrolled in that course, and you do NOT have a seat saved. Any courses that you add to your shopping cart will be saved there so that you do not have to search for them again.
- 11. Click on the box next to the course(s) in your shopping cart that you want to fully enroll in.
- 12. Click 'Add Selected Classes"



13. Click on the 'Finish Enrolling' button to fully enroll in classes. There will be a status page that shows whether or not you were successfully added to the course. If there are any errors, click the 'Resolve Errors' button to see what is preventing you from enrolling.



Below is a campus map with building abbreviations. Using your class schedule, find what buildings your classes are in, and locate them on the map! Note that some buildings have multiple abbreviations.

