

REGISTRATION PROCESS

CU Denver students can register and obtain information regarding their academic and financial records by logging into their **UCD Access portal**.

The registrar's office will send an e-mail message to the student's university-assigned e-mail address inviting the student to register, including registration information and a registration time assignment. Registration is by time assignment only. Students may register via the web on or after their assigned time. Online registration allows the student to check the availability of specific courses prior to their registration time and to search for available courses by department, course level or meeting time. If registration in a course is denied, the reason will be specified in UCD Access.

Enrollment Appointment

An enrollment appointment is a specific time and date at which a student can register for classes through UCDAccess. This enrollment appointment is assigned to a student the semester prior to the term of registration. Students cannot enroll for classes prior to the date and time specified. Enrollment appointment dates are based on the number of academic hours completed. Enrollment appointment times are randomly assigned in fifteen minute timeslots. Students can check their UCDAccess student portal for their specific enrollment appointment date and time. The general progression of registration will start with graduate students, 5th-year seniors, seniors, juniors, sophomore, freshman, and non-degree students. Students who register as soon as their enrollment appointment begins are more likely to find space in the courses they prefer.

Course Load/Restriction

In most cases, students wishing to take more than 18 semester hours (12 in the summer session) must have the overload approved by the dean of their college or school. Consult the individual college or school for specific guidelines as to course-load restrictions.

Web Registration and Student Information

Denver Campus students can register and obtain information regarding their academic and financial records by logging into their **UCD Access portal**.

Online registration allows the student to check the availability of specific courses prior to their registration time and to search for available courses by department, course level, or meeting time. If registration in a course is denied, the reason will be specified in UCD Access.

Student information available online currently includes mailing address verification (or change), admission application status, financial aid information, schedule by semester, grades by semester, unofficial transcript, account balance, online payment and degree audit (for some programs).

Adding a Course

From your registration time assignment to the published add deadline, you are able to add classes through the UCDAccess portal. If a class is closed/full, you can add your name to the waitlist (if available) through this date. Click here (p. 2) for more information regarding Waitlists.

To add a class after the published add deadline date to census date, you may need to obtain the instructor's permission by completing the

Schedule Adjustment Form found here (<https://www.ucdenver.edu/registrar/student-resources/forms/>).

Adding a Course After Census

To add a class after census, a Schedule Adjustment Form with both the instructor's and authority's signatures needs to be submitted to the Registrar's Office. These deadlines vary for intensive, module, and off-cycle classes.

Withdraw Process

From census until the 10th week of classes, a student may withdraw from most courses using the UCDAccess portal.

Students may be financially responsible for part or all tuition and fees for any class drops or withdrawals. Class drops or withdrawals may lead to adjustments to financial aid/awards packages, Department of Veteran Affairs education benefits, or other eligibility/benefits that are dependent upon enrollment status. Class drops or withdrawals may impact immigration status for international students. A W grade appears on the transcript after published deadlines. Contact the Registrar's Office with questions about class drops or withdrawals.

Please review the current term's academic calendar (<https://www.ucdenver.edu/student/registration-planning/academic-calendars/>) for the most recent add/drop deadlines.

Administrative Drop

An administrative drop is processed by university officials in the Registrar's office by approval of a school/college dean's office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including but not limited to:
 - class cancellations
 - failure to meet course prerequisites
- whenever the safety of the student, faculty member, or other students in a course would be jeopardized
- academic suspension, including but not limited to failure to attain or maintain a required GPA
- as a potential sanction for a violation of the code of student conduct
- disruptive behavior determined by the chair and/or associate dean or Office of Student Conduct and Community Standards to be detrimental to the progress of the course and the education of other students

Outstanding Debt/Administrative Drop Policy

Students who owe a past due debt to the university in excess of \$1500 will be administratively dropped from any future terms if past due amount is not paid in full before the Friday prior to the first day of classes of the next term.

To Withdraw from CU Denver

To withdraw from the University of Colorado Denver, students must drop all courses for the semester. Prior to census (see current academic calendar (<https://www.ucdenver.edu/student/registration-planning/academic-calendars/>) for census date), students must use the web

registration system to drop courses. Courses dropped during this period are not recorded on the student's permanent record.

After the census date (see current academic calendar (<https://www.ucdenver.edu/student/registration-planning/academic-calendars/>) for census date), through the 10th week (fourth week for summer) students may withdraw from their courses using the UCDAccess Portal. Courses dropped during this period will be recorded on the student's permanent record with a grade of W.

Students seeking to withdraw after the 10th week (fourth week for summer) must complete a petition through their school/college.

A student who stops attending classes without officially withdrawing from the university will receive grades of F for all course work during that term.

Medical Withdrawal

A student who wishes to withdraw under the Medical Withdrawal Policy must withdraw from all classes. Additionally, international students must contact their assigned International Services Specialist to discuss visa implications associated with withdrawing. Students seeking to withdraw for non-medical reasons will need to review the withdrawal policies and procedures for their respective school/college. For more information, see The Office of Case Management (<https://www.ucdenver.edu/student/health-wellness/case-management/>).

Waitlist

If you are eligible to take a class but find that it is closed/full, you may request to be placed on a waitlist (if available) through the UCDAccess portal. Placing your name on a waitlist does not guarantee that you will be enrolled in that class. However, waitlists have proven to be a very effective tool for students wishing to register in closed classes.

You cannot be enrolled in, and/or waitlisted, for classes offered at the same time. You cannot be enrolled/waitlisted for two sections of the same class (except in the case of Special Topics classes). Use the 'drop this class if enrolled' function in the UCDAccess portal to maximize your enrollment choices.

Monitor your status on the waitlist; you will be enrolled in the class if space becomes available. You may attend all classes until you confirm whether or not you are officially enrolled in the class. You will receive an email if you get enrolled into the class. You are responsible for the tuition if you become enrolled from the waitlist, even if you do not attend. If you do not wish to take the class, you are responsible for dropping it according to the published deadlines in the Academic Calendar (<https://www.ucdenver.edu/student/registration-planning/academic-calendars/>).

Waitlist Positions and Enrollment

When someone drops a closed class, the student who is next in line on the waitlist is automatically enrolled. Schools and colleges reserve the right to make exceptions to manage their waitlists based on unique needs and circumstances. Please check your class schedule in the UCDAccess portal to see if you have been enrolled in the class(es).

Online-Waitlisted Courses

You will have access to an online class while you are on the waitlist. While you are waiting for confirmation or denial of enrollment, you may participate in a waitlisted online class. After the first week of class, if you have not been automatically enrolled into the class, you will be dropped.

If you want to be added to a closed class, you must obtain permission from the instructor.

Dropping Waitlisted Courses

If you choose not to remain on a waitlist, drop the class as soon as possible. Or if you find that you have been enrolled in a class that you no longer want, drop the class as soon as possible.

Registration for Non-Degree Seeking Students

Students who have been matriculated as main campus, non-degree are eligible to enroll in classes that are offered as part of a degree program or as part of extended studies. Main campus, non-degree seeking students can register during open enrollment, which begins after enrollment periods for degree-seeking students.

Students who have been matriculated as continuing and professional education are only eligible to enroll in extended studies classes. Enrollment periods for these courses vary because not all of them meet in accordance with the regular semester. Students should check with the school or department offering the extended studies course or program for add and drop deadlines, course details, and eligibility.

Holds

A hold is a service indicator that may prevent registering for classes and receiving an official transcript and/or diploma. A hold can be placed on a student's record for a variety of reasons that may include financial, health, academic standing, required documentation, and advising. Students can view holds in UCDAccess. These holds should be resolved in a timely manner. Students should contact the appropriate department identified in the hold details to get these holds addressed.

Candidate for Degree

You must be registered for at least one course during the semester in which you take the comprehensive exam, defend your dissertation or thesis, or present your final project. If you are **not** registered for any other courses, you **must** register for CAND 5940 Candidate for Degree. You may only register for this course once.

To register for CAND 5940 Candidate for Degree (you may **not** be registered for any other courses) obtain the class number from your department or program director. You will be billed at one credit hour of resident tuition plus the CU-SIS fee and the information technology fee. Students registered for CAND 5940 Candidate for Degree will be considered full-time for financial aid and enrollment verification purposes.