

Registration Instructions

Have you already taken a CU Succeed class? If “Yes”, skip to Step 2.

STEP 1

Apply to Become a CU Succeed Student

STEP 2

Log In to your **Student Portal** and **Register** for your courses

STEP 3

Turn in your **Parent/Guardian Financial Responsibility Form** to your instructor and **pay your tuition**

Step 1: Apply to CU Succeed Do not apply if you have already taken CU Succeed classes

1: Go to <https://application.admissions.ucdenver.edu/apply/>

- click create account on the bottom of the page

First-time users:



Create an account to start a new application.

2: Fill out your information and **record the password you set.**

- Your **Username** will be emailed you to.
- **BE SURE TO SAVE THIS INFORMATION.** You will need this information in order to log into your Student Portal.
- Click “Continue to application”.

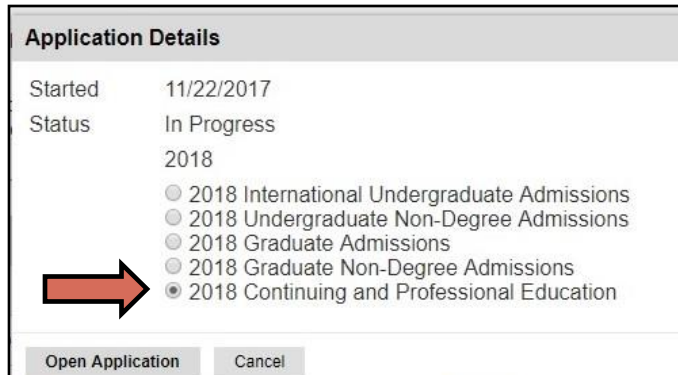
STUDENT PORTAL INFORMATION

USER NAME: _____

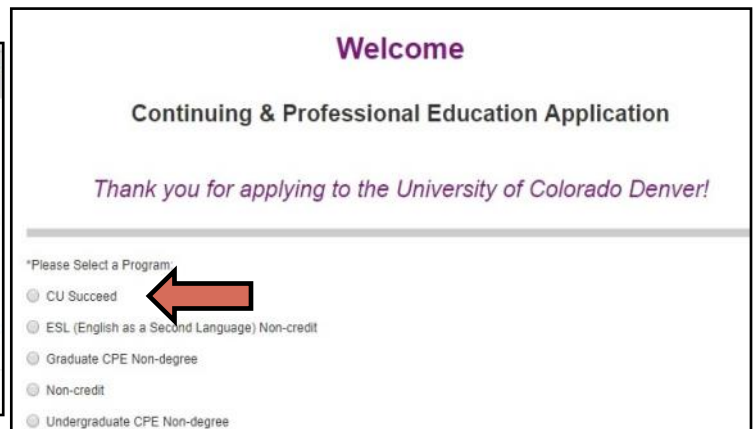
PASSWORD: _____

3: Select “Start a New Application” link at the bottom of the page.

- The application type is “2018 Continuing and Professional Education” and click “Create Application”.
- Select “2018 Continuing and Professional Education” and “Open Application”.
- Select “CU Succeed” as the program; hit “Continue”.



Application Details	
Started	11/22/2017
Status	In Progress
	2018
	<input type="radio"/> 2018 International Undergraduate Admissions
	<input type="radio"/> 2018 Undergraduate Non-Degree Admissions
	<input type="radio"/> 2018 Graduate Admissions
	<input type="radio"/> 2018 Graduate Non-Degree Admissions
	<input checked="" type="radio"/> 2018 Continuing and Professional Education
<input type="button" value="Open Application"/> <input type="button" value="Cancel"/>	



Welcome

Continuing & Professional Education Application

Thank you for applying to the University of Colorado Denver!

*Please Select a Program

☒ CU Succeed

☐ ESL (English as a Second Language) Non-credit

☐ Graduate CPE Non-degree

☐ Non-credit

☐ Undergraduate CPE Non-degree

- Fill in required fields in each screen
 - **Tips:**
 - Use your full legal name, not a nick name
 - Leave your Social Security Number blank if you do not know it
 - When entering your high school, type the name and city of your high school to find it on the drop down list.
- Electronically sign and your name, “Confirm”
- Select “Submit Application”

4. Check your email for your **Username** if you have not yet done so. Your **CU Student ID Number** will be emailed separately.

If you don't receive an e-mail within an hour of completing your application and you have checked your **Junk Mail**, call CU Succeed at **303-315-7030**.



You are not yet registered for your class!
You must complete step #2.



Step 2: Register For Your Class

Before you register, find your Class Number:

- Go to clas.ucdenver.edu/cusucceed/students click [Course Number Listing](#)
- Select the appropriate course list (Spring 2018)
- Find your high school and your class, write down your **5-digit class number**

Class Number _____

Class Number _____

Class Number _____

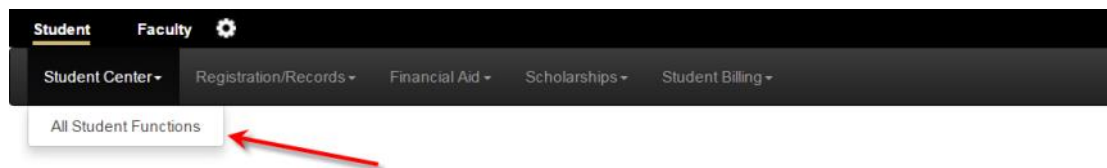
You must register by February 12, 2018 to earn credit

How to Register For Classes:

- Go to the Student Portal (PassportID portal) and log in <https://passport.ucdenver.edu/login.php>
ON THE SERVICE LIST, CHOOSE UCDACCESS.

*Forgot your password/password not working? Reset it here www.ucdenver.edu/passwordreset

Navigate to Student Center>All Student Functions on the left hand side of the screen:



- Navigate to Register for Classes (add/drop):



- To Add classes, navigate to "Add Classes" and then "SEARCH BY CLASS NUMBER"; you will need the five-digit course number which you can find [here](#).

1 STEP 1

2 STEP 2

3 STEP 3

4 STEP 4

To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

Select Class

Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

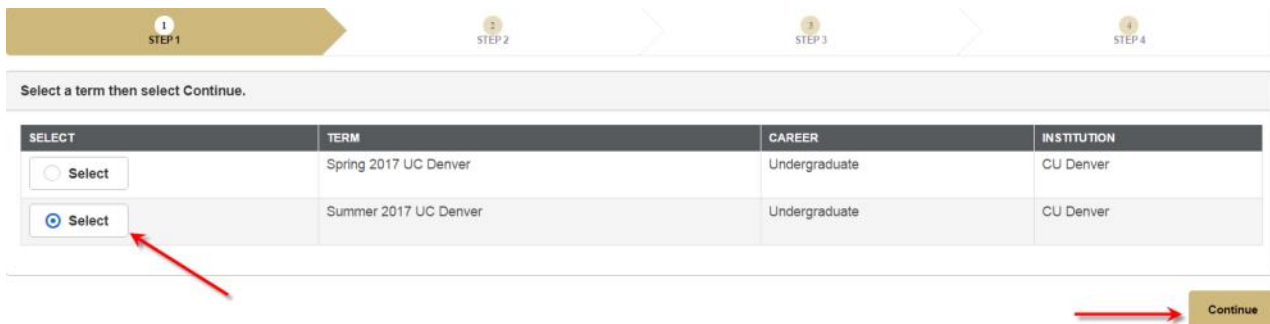
Spring 2018 UC Denver Shopping Cart

Your enrollment shopping cart is empty.

My Spring 2018 UC Denver Class Schedule

You are not enrolled for classes in this term.

4. Select your term, and select the “Continue” button:



1 STEP 1

2 STEP 2

3 STEP 3

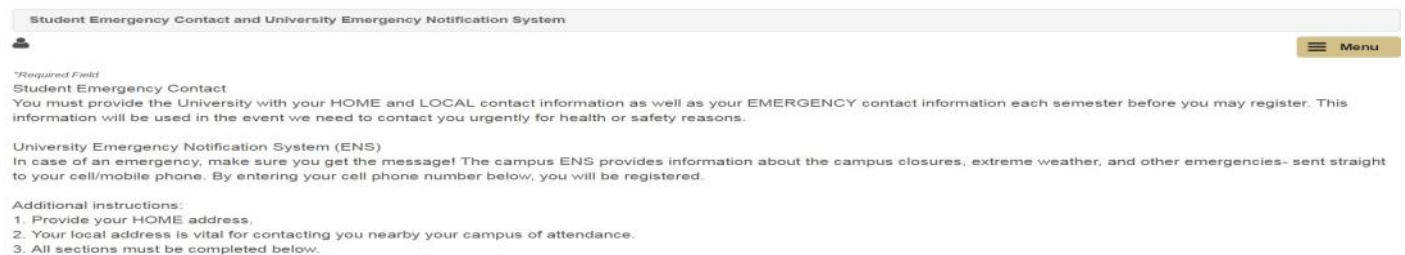
4 STEP 4

Select a term then select Continue.

SELECT	TERM	CAREER	INSTITUTION
<input type="radio"/> Select	Spring 2017 UC Denver	Undergraduate	CU Denver
<input checked="" type="radio"/> Select	Summer 2017 UC Denver	Undergraduate	CU Denver

Continue

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:



Student Emergency Contact and University Emergency Notification System

Menu

**Required Field*
Student Emergency Contact
You must provide the University with your HOME and LOCAL contact information 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.

University Emergency Notification System (ENS)
In case of an emergency, make sure you get the message! The campus ENS provides information about the campus closures, extreme weather, and other emergencies- sent straight to your cell/mobile phone. By entering your cell phone number below, you will be registered.

Additional instructions:
1. Provide your HOME address.
2. Your local address is vital for contacting you nearby your campus of attendance.
3. All sections must be completed below.

5a. You will not be able to proceed to registration until you enter a **home** and **local** address type.



Addresses on file

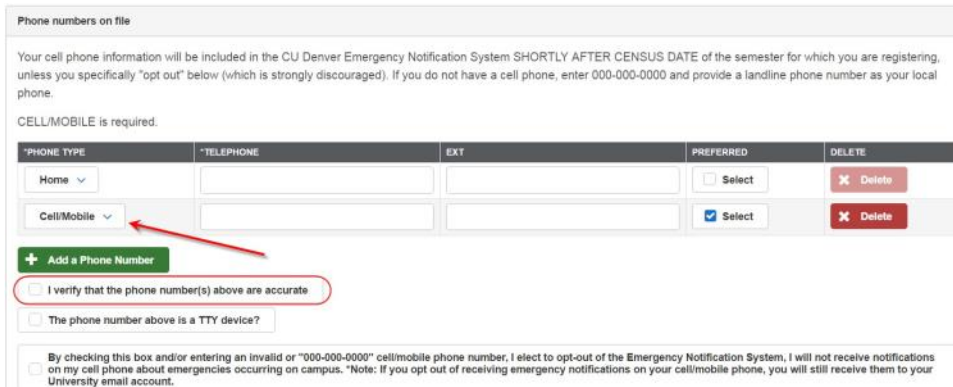
HOME and LOCAL are required.

ADDRESS TYPE	ADDRESS	EDIT
Home		Edit
Mail		Edit
Local		Edit

[+ Add a new address](#)

☐ I verify that the address(es) above are accurate and up to date

5b. Verify that your phone number is accurate. A cell phone number is required to proceed.



Phone numbers on file

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.

CELL/MOBILE is required.

PHONE TYPE	TELEPHONE	EXT	PREFERRED	DELETE
Home			<input type="checkbox"/> Select	Delete
Cell/Mobile			<input checked="" type="checkbox"/> Select	Delete

[+ Add a Phone Number](#)

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

☐ The phone number above is a TTY device?

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.

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

Emergency contacts on file

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.

PRIMARY CONTACT	CONTACT NAME	RELATIONSHIP	PHONE	EXTENSION	EMAIL ADDRESS	EDIT	DELETE
<input checked="" type="checkbox"/> Select		Parent					
<input type="checkbox"/> Select		Parent					

[+ Add an Emergency Contact](#)

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

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. Search by your Class Number:

Don’t have it? Find it at www.clas.ucdenver.edu/cusucceed/student-information; on the right side of the page select the button for “Spring 2018 Course Offerings” **DO NOT SEARCH BY SUBJECT**

Select Class

- Search By Class Number
- Search by Subject and Catalog Number
- Advanced Search

[Search](#)

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

Search By Class Number

Enter Class Number [Submit Class Number](#)

Search by Subject and Catalog Number

Advanced Search

Your selected class should appear, and you can press “Next” to proceed:

1 STEP 1

2 STEP 2

3 STEP 3

4 STEP 4

ENGL 1020 - Core Composition I

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
001	Lecture	TuTh 10:30AM - 1:00PM	TBA		06/05/2017 - 07/29/2017

Class Preferences

[Cancel](#) [Next](#)


8. Once you have your class/classes in your shopping cart, you are ready to proceed with enrollment. Select class/classes you wish to enroll in and press “Add Selected Classes”:

Summer 2017 UC Denver Shopping Cart 1

OPEN
CLOSED
CLOSED WAIT LIST AVAILABLE
SCHEDULE CONFLICT
ERROR

<input checked="" type="checkbox"/>	ENROLLMENT ORDER	STATUS	ENROLL STATUS	CLASS	DAYS/TIMES	ROOM
<input checked="" type="checkbox"/>		●		ENGL 1020-001 (17235)	TuTh 10:30AM - 1:00PM	TBA

✕ Delete Selected

Add Selected Classes 

To finish the process, select “Finish Enrolling”:

STATUS	ENROLL STATUS	CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS
●		ENGL 1020-001 (17235)	Core Composition I (Lecture)	TuTh 10:30AM - 1:00PM	TBA		3.00

Cancel
Previous
Finish Enrolling

If your request is successful, you will receive a message of “Success”. If you receive an error message you are not enrolled, follow the prompts to resolve errors if necessary.

View the following status report for enrollment confirmations and errors:

● SUCCESS: WAIT LISTED
✓ SUCCESS: ENROLLED
✕ ERROR: UNABLE TO ADD CLASS

CLASS	MESSAGE	STATUS
ENGL 1020	Success: This class has been added to your schedule.	✓

Resolve Errors
My Class Schedule
Add Another Class

Congratulations, you are enrolled!

Don't forget to submit your **Parent/Guardian Financial Responsibility Form** to your Instructor by **February 12, 2018**

How to Pay Tuition

Pay Tuition by March 30, 2018

Online:

1. Go to the Student Portal (Passport ID portal) and log in <https://passport.ucdenver.edu/login.php>
2. Select the “Student Billing” drop down menu on the left side of the screen.
3. Select “Pay Your Bill” to view your balance and make a payment.

By Mail:

Check payable to CU Denver

CU Denver Bursar’s Office

13120 E. 19th Ave.

Campus Box A098

Aurora, CO 80045

****Please include the Student name and Student ID number on the check.**

By Phone:

Call the Bursar’s Office at **303-315-1800**.

****Have your Student ID number ready.**

****SPECIAL NOTE: CU Denver Email Account**

All CU Succeed students and faculty are automatically given a CU Denver student email account. CU Succeed will use the email you provide in your application for all non-sensitive communications. All official CU Denver communications will be sent to your CU Denver student email account, please check this account frequently at www.ucdenver.edu/email (Click the login button at top right)

Alternatively, you can forward CU Denver email to an account you check regularly. **Be aware that your personal account may not be secure**, and some sensitive information may be forwarded from your CU Denver account if you choose this option. We have included instructions on how to forward messages from your CU student email address to a different account. Call 303-724-4357, option 6, for help.

Be sure to add cusucceed@ucdenver.edu to your contacts so our emails won't be classified as junk mail.

How to forward your CU Denver email to your personal email address:

1. Go to <http://www.ucdenver.edu/email/Pages/login.aspx> and log in at top right of page. The username and password are the same for your Student Portal (Passport ID Portal.) (See pg. 1)
2. At the top right, click the settings gear icon- select "Options"
3. On the left side of the screen expand "Mail", expand "Automatic Processes" and select "Inbox rules"
 - i. Click on the + symbol to add a new rule
 - ii. Give the rule a name such as "Forward"
 - iii. Select "Apply to all messages" in the first drop down
 - iv. Select "Redirect" in the second drop down
 - v. Enter desired email at the top next to **TO:**
 - vi. Click ok
4. Click ok/save

Only messages sent after this rule is created will be forwarded.

Be aware that not all personal email accounts will be secure and some sensitive information may be forwarded.