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.
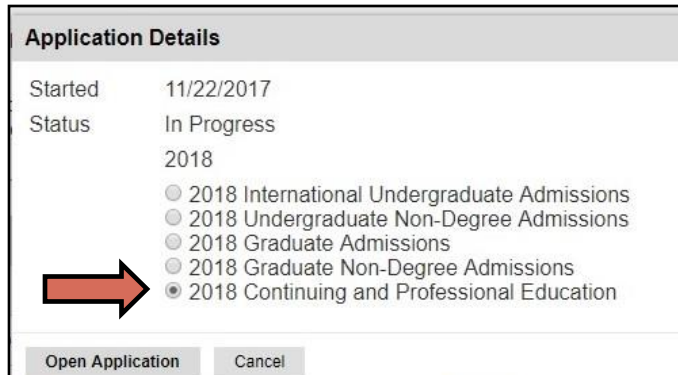
- Click "Continue to application".

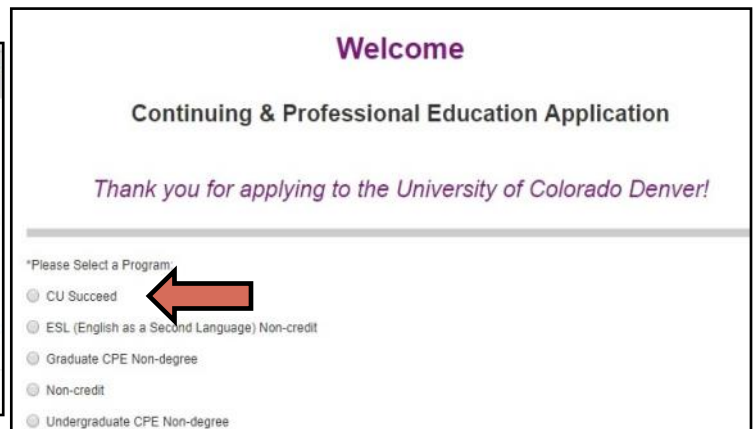### STUDENT PORTAL INFORMATION

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

  ○ 2018 International Undergraduate Admissions
  ○ 2018 Undergraduate Non-Degree Admissions
  ○ 2018 Graduate Admissions
  ○ 2018 Graduate Non-Degree Admissions
  ● 2018 Continuing and Professional Education

Open Application   **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**

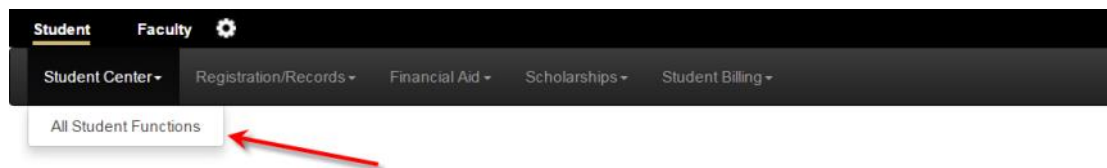Class Number _____

Class Number _____

Class Number _____

You must register by February 12, 2018 to earn credit

How to Register For Classes:

1. 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:

Student	Faculty	⚙
Student Center ▾	Registration/Records ▾ Financial Aid ▾ Scholarships ▾ Student Billing ▾	
All Student Functions		

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

Academics   Admissions   Advisor

Student Account   Financial Aid   Register for Classes (add/drop)

3. 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.

STEP 1   STEP 2   STEP 3   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
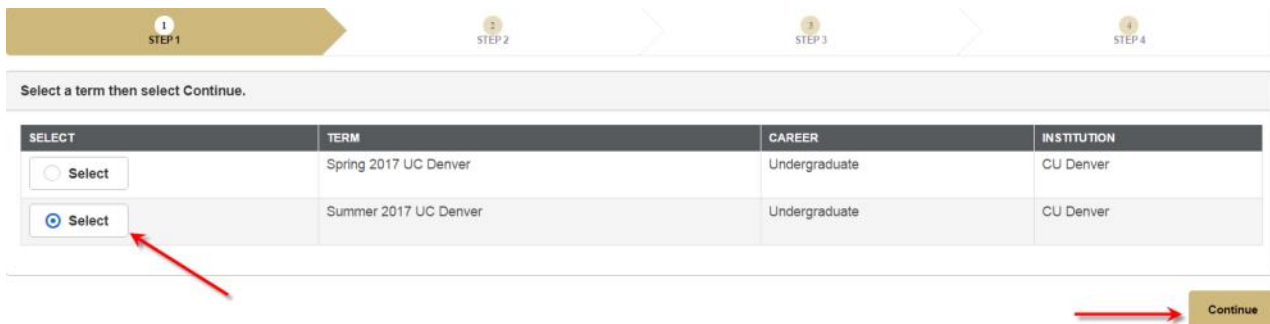
∨ Search By Class Number

🛒 Spring 2018 UC Denver Shopping Cart

Your enrollment shopping cart is empty.

📅 My Spring 2018 UC Denver Class Schedule

You are not registered for classes in this term.

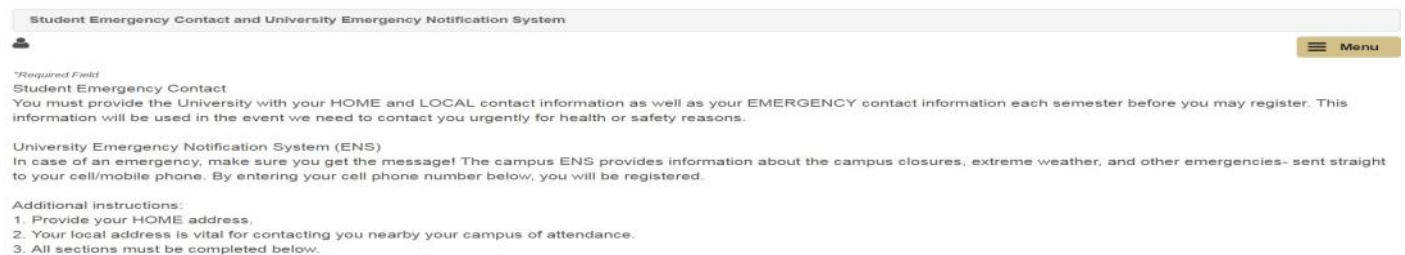4. Select your term, and select the "Continue" button:

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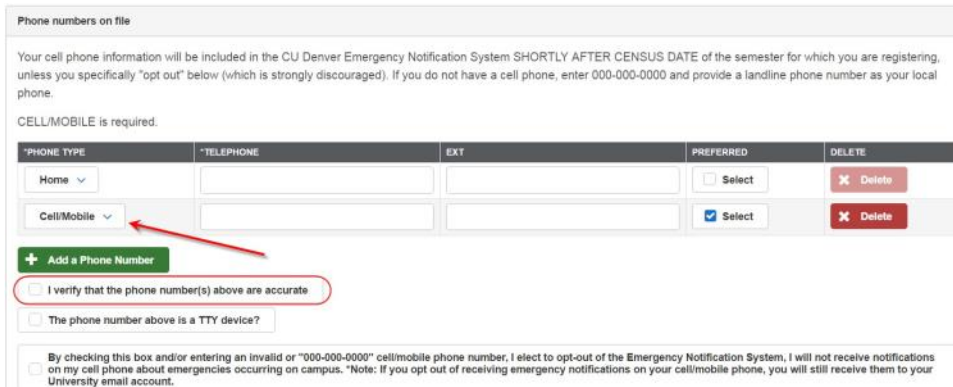
5b. Verify that your phone number is accurate. A cell phone number is required to proceed.

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. **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**

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

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

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

• • • • • • • • • ◁ ▷

☑	ENROLLMENT ORDER	STATUS	ENROLL STATUS	CLASS	DAYS/TIMES	ROOM
☑		●		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

<u>**Online**</u>:

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.

<u>**By Mail:**</u>

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.

<u>**By Phone:**</u>

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.