

New Students

Registration

Guide

The Boulder.

Office

Table of Contents

Get to Know MyCUInfo's Student Tab.....	4
Tasks to Complete Before You Enroll.....	5
Complete Your Preregistration Items.....	5
Page One: Address, Emergency Notification & Contact Summary.....	5
Page Two: Tuition and Fee Agreement and Disclosure.....	6
Page Three: COF Authorization/Review.....	6
Page Four: Student Opportunities.....	7
Register for Selective Service (Students Assigned Male at Birth).....	7
Set Your Security Passphrase.....	8
Set It Through MyCUInfo.....	8
Review Your Incoming Credit Hours.....	9
Review Your Pre-CU Transfer Credit.....	9
About Transfer Credit Reports.....	9
View Your Report.....	9
Track Your Degree Progress.....	9
About Degree Audits.....	9
Run a Degree Audit.....	—

Enroll in Classes	15
View Your Schedule	15
Calendar Format	15
List Format	15
Swap Classes	16
Drop a Class	16
Waitlist for a Closed Class	17
Add Your Name to a Waitlist	17
Check Your Waitlist Position	18
Drop if Enrolled	18
Enrollment from the Waitlist	19
Waitlist Deadlines	19
Student Record Privacy (FERPA)	20
What FERPA Does for You	20
Directory Information	20
FERPA-Protected Information	21
Accessing Your Own Information	21
Granting Access	21
Glossary of Terms	23

Section One

MyCUInfo

viewing, accepting or declining your financial aid

authorizing your financial aid and/or scholarships to cover university charges

updating and verifying your addresses, cell/mobile phone number and emergency contact

finding your enrollment dates

searching available student job postings

When you log in for the first time, you'll be asked to [consent to conduct business electronically](#) at CU. If you don't consent, you'll lose access to MyCUInfo and instead receive information about [conduct your official university business offline](#)

Section 2:

Section 2:

b) **Term Authorization:** Authorize CU Boulder to apply your COF stipend to your bill for the

Section 2:

Section Three

Review Your Pre-CU Transfer Credits

About Transfer Credit Reports

Your transfer credit report shows you any classes or exams you've submitted to CU Boulder for college credit, including AP/IB exams and credit from other colleges and universities.

We update this report as we receive official transfer credit documents, so if you're expecting to see credits and don't, you may just need to check back later.

View Your Report

Under the **Student** tab, click **Track Academic Progress**

Click the **Transfer Evaluations** tab.

When you scroll down, you'll see a table with information about each of your transfer courses.

_____: The first four digits are the calendar year, and the last digit represents the term (i.e., 1 = spring, 4 = summer, 7 = fall).

_____: The equivalent CU Boulder course.

R-Title: The text before the colon indicates the institution from which the credit was transferred in; the text after the colon indicates the course taken.

_____: The number of credit hours/units accepted in transfer to CU Boulder.

_____ **T** indicates that no letter grade was assigned to the transfer course; a letter **NTR**

Section 3:

identifies academic/degree requirements

allows you to review hypothetical, "what-if" degree information

identifies transfer credits and course rules for repeated courses

_____ webpage for more information about degree audit reports.

Run a Degree Audit

_____ **Student** tab, click **Track Academic Progress**

_____ : If you've officially chosen a degree program, view its requirements and how your AP or transfer credit applies to that program. Click **Run Declared Programs**

"What If" Program: Select a program you're interested in to see its requirements and how your AP or transfer credit applies to that program. Click **Run Different Program**

Once the audit is finished running, click **View Audit**

Use the Degree Audit Report

If you have questions about your degree audit report that aren't covered here, view the **Help** webpage **Settings**

Audit Information

At the top of the audit, you'll see the date and time of your audit request, your student ID number and name, and the degree program and catalog year you requested.

Requirements

Requirements are specific areas of course work that are required for a degree program. Three different symbols can appear on these sections:

_____ : The requirement is not complete.

Blue dots: The requirement will be met if you pass in-progress (IP) courses.

Green check mark: The requirement is complete.

Sub-requirements

Clicking on a requirement expands the view to display its sub-requirements. These are more specific requirements that are also needed for the degree program.

The following descriptions match the numbers on the image above.

Section 3:

in-progress courses (blue dots) or complete (green check mark).

Completed sub-requirements show a summary of the class(es) used to fulfill them, including the term taken, course number, credits earned, grade received, course title and where/how it was taken (if not at CU Boulder).

NOTE: T T and a letter grade were either completed through testing (e.g., AP, IB, ***

Most incomplete sub-requirements show a **select from** list of all CU Boulder courses that meet the sub-requirement. Click on a course number to view the catalog description.

TIP: **select from** lists to identify courses that meet your program's requirements.

Section Four

enrollment dates begin, but you can start outlining a schedule at any time.

You'll probably run into some unfamiliar words during this process, so take advantage of the glossary

Log in to CU Boulder Class Search

[CU Boulder Class Search](#), click **Login**

NOTE: If you have an active session in another CU Boulder application (e.g., the MyCUInfo portal), the system will recognize your credentials and automatically log you in to CU Boulder Class

Set Your Search Criteria

When searching for classes, you can narrow your results by term and one or more additional criteria.

To start the search, click **Search Classes**. To clear all search criteria, click either **Reset All Filters**

Reset Search

Basic Search

Title, Subject, Instructor or Keyword

subject (e.g., history), instructor (e.g., Stephen Becker) or keyword (e.g., globalism) in the search field.

Term: This defaults to the upcoming term. Click the drop-down menu to change terms.

And Subject Only show classes in a specific subject (e.g., DNCE).

And Camps

Boulder Main Camps

Boulder Continuing Education

And Career

Graduate

La

Non-Credit

Undergraduate

Avoid Schedule Conflicts

Open, Waited, or Closed



Section 4:

Check the Status and Warning Icons

In Your Search Results

Check mark, green: You've taken this class before. Some classes (especially special topics) are repeatable for credit; read the class notes for details.

Shopping cart, blue: You've added this class to your shopping cart, but you haven't finished

In Your Shopping Cart

Check mark, gray:

Step Classes

NOTE:

Under the **Student** tab, click **Register for Classes**

If prompted, select the term you're dropping in, then click **Continue**

Click the gold **Menu** button.

Under the **Enroll** heading, click **Drop**

6) Click the checkbox next to the class you want to drop, then click **Drop Selected Classes**

7) Review your selection, then click **Finish Dropping**

If it worked, you'll see a green check mark (Enrolled Status) message, "Success: This class has been removed from your schedule."

b) If you see an **Error** (Status) details, then click **Resolve Errors**

Waitlist for a Closed Class

In CU Boulder Class Search, closed classes with a waitlist available have a status of **Waitlisted**

If a student who has enrolled in the class drops out, the next person in line is automatically enrolled, if they meet all the enrollment requirements. For details, visit the [webpage](#).

Add Your Name to a Waitlist

[CU Boulder Class Search](#)

At the bottom of the cart panel, click **Continue to Enrollment**

If prompted, select the term, then click **Continue**

Under the **UC Boulder Shopping Cart** block and click the checkbox next to the

6) Click **Add Selected Classes**

7) If you get an error message, read the description for details; otherwise, review your selection(s), then click **Finish Enrolling**

If it worked, you'll see a yellow clock (Closed Waitlist Available Status) the message, "Message: Class [number] is full. You have been placed on the waitlist in position number [X]."

b) If you see an **Error** (Status) details, then click **Resolve Errors**

Section 5:

Check Your Waitlist Position

you are in the waitlist before classes start:

Student tab, click **Register for Classes**

If prompted, select the term, then click **Continue**

Click the gold **Menu** button.

If you want to filter out your enrolled classes, uncheck everything under **Class Schedule Filter Options** except **Show Waitlisted Classes**, then click **Filter**

6) Your waitlist position is listed in the first row; the waitlist type (see next section) is listed next

If you're on an automatic waitlist, the position number represents the number of seats that would have been available if you had enrolled.



Enrollment from the Waitlist

Appendix A

What FERPA Does for You



School/college or division of enrollment.

Majors, minors and field of study.

Classification level (e.g., freshman, sophomore, graduate student).

University-recognized honors and awards.

Degree status (e.g., expected graduation date and/or conferral dates/terms).

Employment related to student status (e.g., teaching assistant, resident assistant or work-

Participation in officially recognized activities/sports, including height and weight of athletes.

Photos and videos taken or maintained by the university.

*Campus email addresses are only disclosed to requestors who agree to not use them for

_____ webpage for details.

FERPA-Protected Information

All other information in your education record is protected under FERPA. CU Boulder is careful to verify that any requestor has legitimate access to your record before disclosing any information.

Accessing Your Own Information

If you contact a CU Boulder office with questions related to your FERPA-protected information, you'll be asked to confirm your identity by showing your photo ID or stating your security passphrase, as described in "Set Your Security Passphrase" on page 7

Granting Access

_____ webpage for details).

There are two ways to grant others access to your non-directory information:

CU Guest Access is a read-only, online option for guests to view specific aspects of a student's

view, and can modify or revoke access at any time. Guests can't make any changes to the student's record or complete any transactions on the student's behalf.

Appendix B

academic advisor – A professional staff or faculty member who assists students in identifying, **departmental advisor**

academic calendar – A list of key dates associated with a specific term.
www.colorado.edu/registrar/students/academic-calendar

institution to use the stipend for eligible undergraduate classes. (www.colorado.edu/registrar/students/cof)

corequisite – A course that must be taken simultaneously with another course.

core curriculum **general education requirements**

course – An approved term- or session-length curriculum identified by a subject and a four-digit number (e.g., ENGL 1234).

course catalog – The full set of courses that may be offered by an institution.
catalog.colorado.edu/courses-a-z/

course reservation – Course reservation helps undergraduate degree-seeking students get the courses they need to graduate by allowing eligible students to enroll in courses in which they were
www.colorado.edu/registrar/students/registration/reserve-course

course section number – This three- or four-character identifier refers to a specific section of a course (i.e., a class) and its specific meeting pattern and location. Programs that use four-character

credits/hours – Credit/units earned for the successful completion of a course in an academic term.

cross-listed course

at the same time by the same instructor, and can typically be used to fulfill a requirement in either department or career. For example, MATH 4120 is cross-listed as APPM 4120. A mathematics major enrolls in MATH 4120, and an applied mathematics major enrolls in APPM 4120, and each student

CU Boulder Class Search – A robust search tool used to filter CU Boulder class offerings and build your

degree (2s. major)

example, students may earn a bachelor of arts (BA) degree in the College of Arts and Sciences, with

degree audit – A web-based tool that displays a student's progress toward graduation. It tracks students' various degree requirements and lists courses that fulfill each incomplete requirement. Degree audits may be viewed in _____

departmental advisor – A professional staff or faculty member who advises declared majors in one or

Disability Services (DS) – Campus department that provides students with disabilities the tools, reasonable accommodations and support services to participate fully in the academic environment. DS works cooperatively with students as they develop self-awareness and independence, learn self-advocacy and create a network of resources. Their services are based on evaluation of each individual's diagnostic/assessment information. DS addresses students' needs and concerns on a case-by-case basis. Emphasis is placed on developing strategies so that students feel empowered and self-reliant. 303-492-8671 (_____disabilityservices/)

double/dual degree – A double degree can be two different degrees from the same college or school (e.g., a BA and BFA from the College of Arts and Sciences), or two degrees from different colleges or

recitation – A discussion class that clarifies lecture information and offers individualized attention. Attendance in recitations is generally required.

restriction/requirement – Requirement placed on a class that a student must meet in order to enroll (e.g.,

schedule of classes – The set of course selections offered during a specific term.

session – A subset of a term during which courses are scheduled (e.g., Boulder Campus 4-Wk

SID (student identification number) – A unique, system-generated student ID number (SID) is used as the primary identifier for each student.

Student Academic Success Center (SASC) – The Student Academic Success Center provides eligible
