

# Next Steps

## Matriculation & Registration Guide for Post-BA Students

**Welcome** to the School of Education at the University of Colorado Boulder! Your application has been forwarded to the university Admissions Office for general processing so that you may be matriculated as a CU-Boulder student. **This process typically requires 8 weeks to complete.** You can track your status online by logging into the [MyCU Boulder](#) portal. Please proceed through the steps below to get started in the teacher licensure program.

### Step 1 **Apply for Financial Aid**

If you will be applying for financial assistance, you may begin this step by logging into the [MyCUBoulder](#) portal and following the instructions on the Finances tab. You do *not* need to wait until the Admissions Office completes processing on your application to initiate this step. Details about funding options and the application process are also accessible through the university [Financial Aid Office](#).

### Step 2 **Confirm Enrollment & Pay Registration Deposit**

Once the Admissions Office processes your application, you will be asked to confirm or decline your enrollment in the Post-BA program. Remember, it will take up to 8 weeks before you can complete this step. When you confirm your enrollment, you will also be required to submit a \$200 *non-refundable* registration deposit. To complete this step:

Log in to the [MyCUBoulder](#) portal using the username and password you created in the online application. Click the 'Confirm' tab and follow the instructions. This is the easiest, quickest, and recommended way to confirm your enrollment. However, if you encounter problems accessing the portal, contact the Office of Admissions at (303) 492-6301. The Admissions Office can send you the intent to enroll form and details for paying the registration deposit by check.

We encourage you to complete this step as early as possible. The sooner you confirm, the sooner you can register for courses.

### Step 3 **Activate your IdentiKey**

Your IdentiKey is a username and password that allows you to log into MyCUInfo, the CU-Student portal. The IdentiKey will also allow you to use computers and printers on campus. Your IdentiKey is created automatically when you confirm your enrollment in the Post-BA program. Visit the [Office of Information Technology](#)'s website for step-by-step instructions on activating your IdentiKey.

#### **What is the difference between MyCUBoulder and MyCUInfo?**

**MyCUBoulder** is a portal designed for prospective students that allows you to apply, track your application, and begin the financial aid process.

**MyCUInfo** is the portal you will use after admission to CU-Boulder. This is where you will register for classes, manage your finances, and access campus resources.

### Step 4 **Register for Courses**

After you have confirmed your intent to enroll in the Post-BA program and paid the registration deposit, you will be assigned a registration "appointment." Your appointment is simply an allotted timeframe when you can register for classes through MyCUInfo. Please allow a few business days after confirming your enrollment for your appointment to be assigned. You can view your registration appointment and enroll in classes by logging into the [MyCUInfo](#) portal with your IdentiKey. Refer to the appropriate [Registration Guide](#) for guidance planning your courses.

**Need help enrolling in classes?** The [Office of the Registrar](#) publishes step-by-step instructions and video tutorials to assist students in navigating the registration portal. These include screenshots so that you can find your registration appointment and get enrolled in classes.

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### Step 5 **Sign in to your Colorado.edu e-mail account and check it regularly – even over the summer!**

E-mail is an official means of communication on the CU-Boulder campus. The School of Education sends important information to your Colorado.edu account; you must check and maintain it regularly. If you prefer, it is possible to configure your campus e-mail to forward to a different account. Use your IdentiKey to [log in to your campus e-mail account](#).

### Step 6 **Read the Post-Baccalaureate Student Handbook**

The [Student Handbook](#) is published online and covers our policies and expectations for teacher licensure students. The *Student Handbook Acknowledgement Contract* is on page 39 of the handbook. You will be required to submit the completed contract at orientation.

### Step 7 **Attend the School of Education New Student Orientation**

The School of Education's new student orientation is a *mandatory* meeting for all students admitted to the teacher licensure program. The presenters will cover key information about program requirements, structure, field experiences, and expectations. Please mark this date on your calendar now as you are required to attend.

**DATE:** Thursday, January 19, 2012  
**TIME:** 7:00pm – 9:00pm (*check-in begins at 6:50pm*)  
**LOCATION:** [Education building](#), room 220

#### **What you should bring:**

1. Pen and paper to write with.
2. Signed *Student Handbook Acknowledgement Contract*.
3. If you have any admission provisions that are due at orientation you must bring these with you. *If you have admission provisions due at orientation, they will be clearly stated in your acceptance letter.*

**We make every effort to stay on schedule. The presentation will begin promptly at 7:00pm. Please arrive by 6:50pm to ensure everyone is checked-in and seated by 7:00pm.**

## Questions?

If you have questions about any of the information above, please contact the Office of Student Services in the School of Education.

Phone: (303) 492-6555 E-Mail: [edadvise@colorado.edu](mailto:edadvise@colorado.edu)

Please note that the School of Education does not facilitate all of the services described above. While we cannot directly assist in some of the processes, like financial aid, we can help direct you to the appropriate resource or office.

