Search for and Enroll in Classes

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Be Boulder.

Office of the Registrar
UNIVERSITY OF COLORADO BOULDER
Revised 11/16/2016
Search for and Enroll in Classes

View Your Enrollment Dates

For Spring 2017, all incoming undergraduate students can register for classes between Nov. 28, 2016, and Jan. 12, 2017.

To check your enrollment dates, log in to MyCUInfo and click Your Enrollment Dates. All times are in Mountain Time.

Search for Classes

Set Up Your Search

1) Log in to MyCUInfo.

2) Click Register for Classes.

3) If prompted, select the term you’re enrolling in, then click Continue.

NOTE: You must complete your preregistration items before you can access the next webpages.

4) The Add Classes webpage includes a search block, your shopping cart and your class schedule. Don’t be surprised if you see a class or two already in your schedule; some programs pre-enroll their students in core classes.

5) Click Search to access the advanced class search.

6) When searching for classes, be as specific as you can. If your search is too general, you’ll get an error message telling you to specify additional search criteria.

   a) Campus: Select Boulder Main Campus.

   b) Subject: Click Select Subject to browse for the subject you want, or enter the four-letter subject area if you know it (e.g., PSYC for Psychology courses).

   c) Course Number: If you know the course you’re looking for, enter the four-digit course number (e.g., 1234 for PSYC 1234). If not, leave this blank and provide additional search criteria.

   d) Course Career: Most students will choose Undergraduate.

   e) Checkboxes:

      i) Show Open Classes Only: Select to exclude classes that are already full.

      ii) Open Entry/Exit Classes Only: Ignore this option.
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iii) **Show Schedule Conflict Indicator**: Select to see a warning if you’re trying to enroll in a class that has a time conflict with a class you’re already enrolled in.

f) Click the green arrowhead to expand the **Additional Search Criteria**. Use these to limit your search to classes that, for instance, fulfill your program’s core requirements, meet during specific times of day or on specific days of the week, or offer a certain number of credits.

i) **Class Attribute (Core, GT, Honors etc.)**: Select **Boulder A&S Core Requirements** if you’re trying to find courses that meet your college/school/program’s core requirements.

ii) **Course Attribute Value**: Select the specific core requirement you’re trying to fulfill.

g) When finished, click **Search**.

**View Your Results**

1) On the **Search Results** webpage, click the green arrowhead to the left of a course to see the class(es) offered this term and other high-level information about each class, including meeting days and times, room number, instructor and number of available seats.

**NOTE**: You may be unable to enroll in a class if the number of available seats is zero, if there’s an enrollment restriction you don’t meet, or if department/instructor consent is required.

2) Click on the class number or section number to open the **Class Detail**, which includes the course’s description, COF eligibility, class components (e.g., lab, recitation, studio) and enrollment requirements (e.g., prerequisites, restricted to department majors only, etc.).

3) When finished, **don’t use your browser’s back button!** To return to the **Search Results** webpage, click **View Search Results**.

**Status and Warning Icons**

Indicators are displayed as symbols with the following alt text:

- **Open**: The class is open; seats are available.
- **Closed**: The class is closed; you cannot enroll in it.
- **Wait List**: The class is closed, but a waitlist exists.
- **Schedule Conflict**: There’s a schedule conflict between the class and one you’re already enrolled in.
Add a Class to Your Shopping Cart

When you find a class you want:

1) Check to see if it’s available (alt text reads Open). If it is, click Select.

2) If the class has additional class components (e.g., a lab or recitation), you’ll see a Related Class Sections webpage.
   a) Select a class component from the list (check for the Open alt text).
   b) Click Next.

3) On the Enrollment Preferences webpage:
   a) Select the grading method (e.g., Letter, No Credit or Pass/Fail). If you need to, you can change this selection until the third Friday of the term.
   b) Click Next.

4) If successful, a message confirms that the class has been added to your shopping cart.

5) You can now either search for another course or, if you’re in your enrollment dates, start enrolling in classes.

Enroll in Classes

If your enrollment dates have begun and you’ve completed the online New Student Welcome Experience, then you’re ready to enroll in classes.

1) Log in to MyCUInfo.

2) Click Register for Classes.

3) If prompted, select the term you’re enrolling in, then click Continue.

4) Scroll down to view your shopping cart.

5) Click the checkbox next to the classes you want to enroll in.

6) Click Proceed to Step 2 of 4.

7) If you get an error message, read the description for details. If not, confirm your selection(s), and click Finish Enrolling.
View Your Schedule

There are two easy ways to view your schedule.

- **Option 1:** Under **Enroll**, click **My Class Schedule**.
- **Option 2:** Go to your MyCUInfo homepage and scroll down to view the **Schedule** tab.

Change Your Schedule

Swap Classes

You can simultaneously drop a class you’re enrolled in and add yourself to a different class.

**NOTE:** If you’re enrolled in a multiple-component class (e.g., lecture/lab, lecture/recitation, etc.), and you want to switch one of those sections with a section that’s closed with a waitlist, you can’t use the swap function without losing your place in your current section.

1) First, follow the steps on page 4 to add the new class to your shopping cart (this speeds up the swap process).
2) Under **Enroll**, click **Swap**.
3) Confirm that you’re in the appropriate term.
4) Under **Swap This Class**, click on the **Select from your schedule** dropdown, then select the class you want to drop.
5) Under **With This Class**, click on the **Select from Shopping Cart** dropdown, then select the new class.
6) Review your selections, then click **Finish Swapping** at the bottom of the webpage.
   a) If it worked, you’ll see this message: **Success: This class has been replaced.**
   b) If not, read the error message for more information.
Drop a Class

If you decide to drop one or more of your enrolled or waitlisted classes:

1) Under Enroll, click Drop.
2) Click the checkbox next to the class(es) you’d like to drop.
3) Click Drop Selected Classes.
4) Review your selection, then click Finish Dropping.

**NOTE:** If you need to drop all of your classes, please see the Withdraw from CU webpage.

Waitlist for a Closed Class

Add Your Name to a Waitlist

Closed classes with a waitlist have a status of Closed Wait List Available, and show the number of students on the waitlist.

If a student who has enrolled in the class drops out, the next person in line is automatically enrolled if all enrollment requirements are met.

To add your name to a class waitlist:

1) Click Select to add the class to your shopping cart.
2) On the Class Preferences webpage:
   a) Click the checkbox next to Wait list if class is full.
   b) Click Next.
3) If it worked, you’ll see a message confirming that you’ve been added to the waitlist.

See the Waitlist for a Closed Class webpage for information about waitlist types and waitlisted classes’s impact on your credit load.

Enrollment from the Waitlist

Placing your name on a waitlist does not guarantee that you will be enrolled in the class, even if you’re first on the list. If a space opens up in the class, you’ll be enrolled automatically if you meet the enrollment requirements. Check your colorado.edu email and your schedule regularly to see if you’ve been enrolled.

**NOTE:** If you don’t attend a class you’ve been enrolled in and you don’t drop it by the drop deadline, you’ll receive an F for the class.
Drop if Enrolled

Students often enroll in a backup class in case they don’t get enrolled in the waitlisted class. If you do that, you can have the system automatically drop the backup class if you get enrolled in the waitlisted class.

If You’ve Already Added the Waitlisted Class

1) First, enroll in the backup class by following the steps under "Add a Class to Your Shopping Cart" on page 4 and "Enroll in Classes" on page 4.

2) Under Enroll, click Edit.

3) Confirm that you’re in the appropriate term.

4) Under the Classes you are allowed to edit header, click on the Select from your schedule dropdown, then select the waitlisted class.

5) Click Proceed to Step 2 of 3.

6) Under the Drop This Class if Enrolled header, click the lookup link next to If Enrolled from Wait List Drop This Class to search for the backup class.

7) Click Next.

8) Review your selection, then click Finish Editing.

9) If it worked, you’ll see this message: Success: This class has been updated.

If You Need to Add the Waitlisted Class

1) First, enroll in the backup class by following the steps under "Add a Class to Your Shopping Cart" on page 4 and "Enroll in Classes" on page 4.

2) Search for the waitlisted class, and click Select.

3) On the Enrollment Preferences webpage, under the Drop This Class if Enrolled header, click the lookup icon next to If Enrolled from Wait List Drop This Class to search for the backup class.

4) Click Next.

Waitlist Deadline

The deadline to add your name to a class waitlist is the second Wednesday after classes start in fall and spring (summer waitlist deadlines vary). If your name remains on the waitlist through the deadline, you’re automatically dropped from the class roster, but you may be eligible to reserve the course the next time it’s offered.