

# Search for and Enroll in Classes

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**Be Boulder.**



# View Your Enrollment Dates

To check your enrollment dates, log in to [MyCUInfo](#) and click **Your Enrollment Dates**. If prompted, select the term you're enrolling in, then click **Continue**. 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) 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 **Additional Search Criteria** to expand the menu. 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 course title 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 status:

- **Open:** The class is open; seats are available.
- **Closed:** The class is closed; you cannot enroll in it.
- **Closed 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 (status 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** status).
  - 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 **Add Selected Classes**.
- 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. If prompted, select the term you're looking for, then click **Continue**.

- Option 1: Log in to [MyCUInfo](#); click **Register for Classes**. Click **Menu** in the upper right, then 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 **Menu**, 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. Then click **Select**.
- 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 **Menu**, 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 **Menu**, 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 **Continue**.
- 6) Click the lookup link next to **If Enrolled from Wait List Drop This Class** to search for the backup class.
- 7) Select the backup class you wish to drop, then click **Select**.
- 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 **Class Notes** header, click the lookup icon next to **If Enrolled from Wait List Drop This Class** to search for the backup class.
- 4) Select **Next** for the backup class you want to drop if you get enrolled in the waitlisted class.
- 5) 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.