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Section One
Get to Know MyCUInfo

MyCUInfo, also known as the student portal, is where you’ll manage your student transactions while you’re at CU Boulder, including:

- finding your enrollment dates
- reviewing your transfer credit and running a degree audit
- searching for and enrolling in classes
- updating and verifying your addresses, cell/mobile phone number and emergency contact information
- applying for and authorizing the College Opportunity Fund (for Colorado undergraduate residents ONLY)
- viewing your tuition and fees on your student account
- authorizing parents and others to view your account and pay online
- signing up for direct deposit for tuition and fee refunds
- selecting or waiving health insurance
- viewing, accepting or declining your financial aid
- authorizing your financial aid and/or scholarships to cover university charges
- checking your Holds and To-Do List to finalize your financial aid application
- searching available student job postings
- browsing the University of Colorado Boulder Catalog

To log in, you need to activate your IdentiKey credentials, which consist of your CU login name and password. See the IdentiKey webpage for instructions.

Upon first logging in to MyCUInfo, you must consent to conduct business electronically during your time at CU Boulder. Students also have the option of conducting official university business offline.
Section Two
Quick Tasks to Complete Before You Enroll

You must complete several tasks before enrolling in classes. Some are one-time only, others are annual and a few pop up each term.

**Complete Your Preregistration Items**

The following instructions are image based. For text-only instructions, see “Complete Your Preregistration Items” on page 45.

While you’re in MyCUInfo, let’s take care of your preregistration items. You don’t have to wait until you’re eligible to register, and completing them ahead of time speeds up the registration process.

**What Are They?**

These items need to be updated and approved before you enroll in classes each term. This initial process takes several minutes, but next time it’ll be much quicker.

In MyCUInfo, click **Register for Classes**.

If prompted, select the term you’re enrolling in, then click **Continue**.
Section 2: Quick Tasks to Complete Before You Enroll

Contact Information

This webpage has three sections. Be sure to click the verification checkbox after each one, or you won’t be able to go to the next webpage.

1) **Addresses:** Both a Home and a Local address are required.
   a) **Home:** You probably already have a Home address in the system; confirm that it’s correct. To make a change, click **Edit.** For international addresses, click **Change Country.**

   ![Edit Address](image)
   Country: United States

   b) **Local:** Click **Add a New Address** to provide the address where you’ll be living during the term. If you don’t know that yet, just enter your Home address information for now.

2) **Phone Numbers:** A Cell/Mobile number is required.
   a) **Home/Local:** These phone numbers are not required. If there is one listed, confirm that it’s correct.
   b) **Cell/Mobile:** Click **Add a Phone Number** to provide your domestic cell/mobile number (phone numbers requiring a country code are not accepted). If you don’t have a domestic cell number, enter 000-000-0000.

3) **Emergency Contacts:** If you’re involved in a health or safety emergency, the university will contact whomever is listed here. At least one emergency contact is required.
Section 2: Quick Tasks to Complete Before You Enroll

a) **Primary Contact:** Click **Add an Emergency Contact** and enter the information for the person you’d like the university to contact first in the event of an emergency.

b) **Other contacts:** If there are other people you’d like to include as emergency contacts, add them here.

4) Click **Save** at the bottom of the webpage.

**Accept the Terms of the Tuition and Fee Agreement and Disclosure**

After you’ve read the disclosure, click **I Agree** at the bottom of the webpage.

**Agreement**

I hereby acknowledge that I have read and expressly consent to the University’s Tuition and Fee Agreement and Disclosure. By clicking on "I AGREE" below, I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.
Apply for and/or Authorize the College Opportunity Fund (COF)

Depending on your residency status and whether you've applied for COF funding, you'll either skip straight to the Student Opportunities webpage or you'll see one of two COF webpages.

For information about COF, see the College Opportunity Fund webpage.

If You’re an Out-of-State and/or Graduate Student

You'll skip ahead to the Student Opportunities webpage (jump to "Student Opportunities" on page 11).

If You’re an Undergraduate Colorado Resident Who Applied for and Was Approved for COF

You’ll see a webpage like the one below. Click Update Authorization.

You can authorize COF on a term-by-term basis, or save time in the future by choosing the lifetime authorization option (which we recommend). Click Submit.
Section 2: Quick Tasks to Complete Before You Enroll

Click **Confirm**.

You have selected the following COF Authorization option:
Lifetime Authorization
Press Confirm if this is correct. Press Go Back to change your authorization selection.

Click **Continue to Enroll**.

Your selection has been successfully submitted

If You’re an Undergraduate Colorado Resident Who Has Not Yet Applied for COF

You’ll see a webpage like the one below. Follow the link to apply for COF now, or make note of it and click **Continue to Enroll**.
Student Opportunities

A selection of CU Boulder’s optional student opportunities and activities are listed here.

Click the radio button to sign up for an opportunity that interests you. The associated fee is automatically added to your bill. When you’re done, click Submit.

Are You a Male U.S. Citizen or Male Immigrant Residing in the U.S. Between 18 and 25 Years Old?

Complete the Selective Service Requirement

With only a few exceptions, the Selective Service registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

To fulfill this requirement, you must complete two steps by the sixth Wednesday of the term (see the Academic Calendar webpage for dates).

1) Register online with Selective Service:
   a) Go to the Selective Service website.
   b) Click Register, then Register Online.
   c) Complete and submit the registration form.

2) Complete the Selective Service Verification Form (all CU forms require Adobe Reader):
Section 2: Quick Tasks to Complete Before You Enroll

a) Log in to MyCUInfo.

b) Under Other Academic Services at the bottom of the webpage, click Selective Service Form.

c) Complete and submit the Selective Service Verification Form.

If you don’t submit both forms by the posted deadline, the university will put a hold on your account preventing you from enrolling in next term’s classes.

You may file a statement with the Selective Service Office indicating your position as a conscientious objector; however, you’re still required to complete and submit the form to the university.

Set Your Security Passphrase

What Is It?

If you need to contact the university about your student record in person or over the phone (see "Student Record Privacy (FERPA)” on page 37), we’ll ask you to verify your identity by either showing us your photo ID or by stating your established security passphrase.

Your passphrase can be up to 50 alphabetical characters (numbers, symbols and special characters are not accepted), and should be easy to remember but difficult to guess. If your passphrase contains lewd, intimidating, abusive or threatening language, you may be refused service and referred to the Office of Student Conduct.

The security passphrase is intended to protect your privacy, so don’t share it with anyone. If you want a parent or guardian to have access to your record, complete the process on page 38.

Set It (But Don’t Forget It)

The following instructions are image based. For text-only instructions, see "Set It (But Don’t Forget It)” on page 47.

In MyCUInfo, click Profile and Settings on the right side of the webpage, then Manage Profile and Privacy. On the next screen, click Security Passphrase.
Section 2: Quick Tasks to Complete Before You Enroll

a) Log in to MyCUInfo.
b) Under Other Academic Services at the bottom of the webpage, click Selective Service Form.
c) Complete and submit the Selective Service Verification Form. If you don’t submit both forms by the posted deadline, the university will put a hold on your account preventing you from enrolling in next term’s classes. You may file a statement with the Selective Service Office indicating your position as a conscientious objector; however, you’re still required to complete and submit the form to the university.

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The following instructions are image based. For text-only instructions, see “Set It (But Don’t Forget It)” on page 47.

In MyCUInfo, click Profile and Settings on the right side of the webpage, then Manage Profile and Privacy. On the next screen, click Security Passphrase.

If you’ve already set a passphrase, it’ll show up in the security passphrase field.

You are required to set a security passphrase in order for the University to assist you over the phone or in-person without a photo ID. Your passphrase can be up to 50 alphabetical characters. Numbers, symbols, and special characters are not accepted.

Do not use your Identikey password, and do not share your security passphrase with anyone. If your passphrase contains lewd, intimidating, abusive, or threatening language, you may be refused service and referred to the Office of Student Conduct.

Add or Edit Security Passphrase here (50 Character Limit)

Security Passphrase: Go CU Buffs!

Save
If you haven’t, click inside the entry field, type your passphrase and click **Save**.

You are required to set a security passphrase in order for the University to assist you over the phone or in-person without a photo ID. Your passphrase can be up to 50 alphabetical characters. Numbers, symbols, and special characters are not accepted.

Do not use your IdentKey password, and do not share your security passphrase with anyone. If your passphrase contains lewd, intimidating, abusive, or threatening language, you may be refused service and referred to the Office of Student Conduct.
Section Three
Review Your Incoming Credit Hours

Do You Have Credit from AP/IB Exams or Another Institution?

The following instructions are image based. For text-only instructions, see "Do You Have Credit from AP/IB Exams or Another Institution?" on page 47.

Your transfer credit report shows you any classes or exams you’ve submitted to CU Boulder for college credit.

This report is updated as we receive official transfer credit documents, so if you’re expecting to see credits and don’t, check back later.

View Your Transfer Credit Report

In MyCUInfo, click Track Academic Progress.

Open the Transfer Evaluations tab.
When you scroll down, you’ll see a table with information about each of your transfer courses.

- **Year Term**: The first four digits are the calendar year, and the last digit represents the term (i.e., 1 = spring, 4 = summer, 7 = fall).
- **Course**: 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.
- **Credit**: The number of credit hours/units accepted in transfer to CU Boulder.
- **Grade**: The text before the colon indicates the institution from which the credit was transferred in; the text after the colon indicates the course taken.
- **Title**: The title of the course transferred in.
- **IFlag1**: This column displays the relevant transfer course information flag, which typically refers to the course’s applicability toward a specific requirement. See Transfer Credit Information Flags for a definition of each information flag.

<table>
<thead>
<tr>
<th>Grp</th>
<th>Type</th>
<th>Term</th>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Earned Credit</th>
<th>IFlag1</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td>ADVANCED PLACEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>052</td>
<td></td>
<td>Spring 2015</td>
<td>ENGC</td>
<td>English Language &amp; Compositio</td>
<td>CBE</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>Spring 2015</td>
<td>WRTG1150</td>
<td>1st Yr Writing/Rhetoric</td>
<td>T</td>
<td>3.00</td>
<td>WCL</td>
</tr>
</tbody>
</table>
Track Your Degree Requirements with a Degree Audit Report

Degree audit reports help you track completion of your degree requirements.

The degree audit report:

- identifies academic/degree requirements
- provides visual progress
- provides hypothetical, “what-if” degree information
- identifies transfer credits and course rules for repeated courses
- can be interpreted with your academic advisor

See the Review Your Degree Audit webpage for more information about degree audit reports.

Run a Degree Audit

The following instructions are image based. For text-only instructions, see "Run a Degree Audit" on page 48.

In MyCUInfo, click Track Academic Progress.

Select one of the two audit types:

- Declared Programs: If you’ve officially chosen a degree program, view its requirements and how your AP or transfer credit applies to that program.
- “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.
Section 3: Review Incoming Credit Hours

Click **Run Declared Programs**.

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
<th>Marker</th>
<th>Value</th>
<th>Type</th>
<th>Marker Catalog Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td>ASBA—SOCC</td>
<td>Fall 2016</td>
<td>$MAJOR2</td>
<td>MJAASA</td>
<td>D</td>
<td>Fall 2016</td>
<td></td>
</tr>
</tbody>
</table>

› Run What-if Program:

Advanced Settings: Click to view available options.

Once the audit has finished running, click **View Audit** to view it.

<table>
<thead>
<tr>
<th>Program</th>
<th>Catalog Year</th>
<th>Created</th>
<th>Format</th>
<th>Run By</th>
<th>Type</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASBA—SOCC</td>
<td>Fall 2016</td>
<td>04/17/2017 3:29 PM</td>
<td>HTML</td>
<td>Student</td>
<td>P</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>MNSOCY</td>
<td>Fall 2017</td>
<td>04/16/2017 8:26 PM</td>
<td>HTML</td>
<td>Student</td>
<td>P</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

**Understanding Your Degree Audit Report**

The following instructions are image based. For text-only instructions, see "Understanding Your Degree Audit Report" on page 48.

If you have questions about your degree audit report that aren’t covered here, view the **Help** webpage under the **Settings** menu.
Section 3: Review Incoming Credit Hours

Audit Information

The circled section in the image below records the date and time of your audit request, your student ID number and name, and the degree program and catalog year you requested.

![Audit Information Image]

Requirements

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

- **Red X**: The requirement is not complete.
- **Green checkmark**: The requirement is complete.
- **Blue dots**: The requirement will be met if you pass an in-progress (IP) course.

<table>
<thead>
<tr>
<th>MAPS Requirements</th>
<th>Core Requirements - Skills Acquisition</th>
<th>Core Requirements - Content Areas of Study</th>
</tr>
</thead>
</table>

Program: CSDA, ARSC, SOCX-BA, AREX-AN
**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.

1) Each sub-requirement is marked as either incomplete (Red X) or complete (Green checkmark).

2) 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:** Grades of T or T and a letter grade were either completed through testing (e.g., AP, IB, CLEP) or were transferred from another institution. Grades of *** indicate the course is in progress.

3) 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:** Use select from lists to help choose courses that meet your program’s requirements.
Section Four
Search for and Enroll in Classes

Congratulations! You’re ready to start searching for classes. You’ll probably run into some unfamiliar words during this process; if you do, look them up in “Glossary of Terms” on page 40.

View Your Enrollment Dates

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

You can’t actually enroll in classes until your enrollment dates begin, but you can practice searching for and adding classes to your shopping cart now.

NOTE: Adding classes to your shopping cart doesn’t mean you’re enrolled in them. Classes you put in your cart may be full by the time your enrollment dates start.

Search for Classes

The following instructions are image based. For text-only instructions, see “Search for Classes” on page 49.

In MyCUInfo, click Register for Classes.

If prompted, select the term you’re enrolling in, then click Continue.
Section 4: Search for and Enroll in Classes

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

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.

Click Search to access the advanced class search.

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.

- **Campus**: Select Boulder Main Campus.
- **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).
- **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, you can leave this blank, but make sure you provide additional search criteria when possible.
Section 4: Search for and Enroll in Classes

- **Course Career:** Most students will choose Undergraduate.

- **Checkboxes:**
  - **Show Open Classes Only:** Select this option to exclude classes that are already full.
  - **Show Schedule Conflict Indicator:** Select this option 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.

Click the 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.

- **Class Attribute (Core, GT, Honors etc.):** Select Boulder A&S Core Requirements if you’re trying to find courses that meet some of your college/school/program’s core requirements.
- **Course Attribute Value:** Select the specific core requirement you’re trying to fulfill.

When finished, click **Search.**

On the **Search Results** webpage, click the arrowhead to the left of a course to see the class(es) offered this term.

![Chemistry Courses](image)

This shows high-level information about each class, including meeting days and times, room number, instructor and number of available seats.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SECTION</th>
<th>DAYS &amp; TIMES</th>
<th>ROOM</th>
<th>INSTRUCTOR</th>
<th>MEETING DATES</th>
<th>STATUS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1239</td>
<td>100-LEC</td>
<td>Mon,Wed,Fri 9:15AM - 10:05AM</td>
<td>EKLC E1672</td>
<td>Staff</td>
<td>09/02/2017 - 09/02/2017</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Units:** 4
**Enrollment Restriction:** N
**Consent Required:** N
**Available Seats:** 21
**Wait List Total:** 0

**NOTE:** You may be unable to enroll in a class if the number of available seats is zero, if there’s an enrollment restriction that you don’t meet, or if department/instructor consent is required.
Section 4: Search for and Enroll in Classes

For more information, click on the class number or section number to open the Class Detail.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SECTION</th>
<th>DAYS &amp; TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>12339</td>
<td>100-LEC</td>
<td>MoTuWeThFr 9:15AM - 10:50AM</td>
</tr>
</tbody>
</table>

Class details include:

- course description
- whether the course is COF eligible
- class components (e.g., lab, recitation, studio)
- grading options (i.e., letter, no credit [audit], pass/fail)
- enrollment requirements (e.g., prerequisites, restricted to department majors only, etc.)
- class notes (i.e., additional information the department wants students to know)

To return to the Search Results webpage, don’t use your browser’s back button! Instead, click View Search Results or Select Class.

Status and Warning Icons

Some classes will have one or more icons next to them.

- **Green circle**: The class is open (seats are available).
- **Red Lock**: The class is closed; you cannot enroll in it.
- **Yellow Clock**: The class is closed, but a waitlist exists (see "Waitlist for a Closed Class" on page 31).
- **Yellow Hazard Sign**: There’s a schedule conflict between the class and one you’re already enrolled in.
Add a Class to Your Shopping Cart

The following instructions are image based. For text-only instructions, see "Add a Class to Your Shopping Cart" on page 50.

If you find an available class (indicated by a green circle) that you want, click **Select**.

If the class has additional class components associated with it (e.g., a lab or recitation), you’ll be taken to a **Related Class Sections** webpage. Select a class component from the list (check for the green circle), then click **Next**.
Section 4: Search for and Enroll in Classes

On the **Enrollment Preferences** webpage, click **Next**.

A green box with a checkmark symbol confirms the class has been added to your shopping cart.

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

**Enroll in Classes**

The following instructions are image based. For text-only instructions, see "Enroll in Classes" on page 51.

To view your enrollment dates, log in to MyCUInfo and click **Your Enrollment Dates**.
If your enrollment dates have begun and you’ve completed the online New Student Welcome Experience, then you’re ready to enroll in classes.

In your shopping cart, click the Select checkbox next to the classes you want to enroll in, then click Add Selected Classes.
Section 4: Search for and Enroll in Classes

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 the Menu Tab and Enroll, click My Class Schedule.

Option 2: Go to your MyCUInfo homepage and scroll down to view the Schedule tab.

Schedule: Spring 2017

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 AM-09:50 AM</td>
<td>12:00 PM-12:50 PM</td>
<td>09:00 AM-09:50 AM</td>
<td>08:00 AM-08:50 AM</td>
<td>09:00 AM-09:50 AM</td>
</tr>
<tr>
<td>SOCY 2081-002 Intro to Social Stats</td>
<td>ANTH 2040-002 Lab in Phys Anthropology 2</td>
<td>SOCY 2081-002 Intro to Social Stats</td>
<td>SOCY 3001-014 Classical Theory</td>
<td>ANTH 2020-001 Intro to Phys Anthropology 2</td>
</tr>
<tr>
<td>HLMS 199</td>
<td>HALE 246</td>
<td>HLMS 199</td>
<td>MCCL E188</td>
<td>HLMS 199</td>
</tr>
<tr>
<td>11:00 AM-11:50 AM</td>
<td>02:00 PM-02:50 PM</td>
<td>11:00 AM-11:50 AM</td>
<td>02:00 PM-02:50 PM</td>
<td>11:00 AM-11:50 AM</td>
</tr>
<tr>
<td>ANTH 2020-001 Intro to Phys Anthropology 2</td>
<td>SOCY 3001-010 Classical Theory</td>
<td>ANTH 2020-001 Intro to Phys Anthropology 2</td>
<td>SOCY 3001-010 Classical Theory</td>
<td>ANTH 2020-001 Intro to Phys Anthropology 2</td>
</tr>
<tr>
<td>MUEN E050</td>
<td>HLMS 199</td>
<td>MUEN E050</td>
<td>HLMS 199</td>
<td>MUEN E050</td>
</tr>
</tbody>
</table>
Section 4: Search for and Enroll in Classes

Swap Classes

The following instructions are image based. For text-only instructions, see “Swap Classes” on page 51.

This action allows you to 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 to do it without losing your place in your current section.

First, follow the steps under "Add a Class to Your Shopping Cart" on page 25.

Then, under the Menu Tab and Enroll, click Swap.

Confirm that you’re in the appropriate term, then select the class you want to drop.

Select the new class from your shopping cart and click Select.
Review your selections, then click **Finish Swapping**.
Click the checkbox next to the class(es) you’d like to drop, then click **Drop Selected Classes**.

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

The following instructions are image based. For text-only instructions, see "Add Your Name to a Waitlist" on page 52.

Closed classes with a waitlist have a status of **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.
Section 4: Search for and Enroll in Classes

To add your name to a waitlist, select the class, click the checkbox next to **Wait list if class is full** and click **Next**.

![Waitlist checkbox](image)

Once you’ve added your name, you’ll see confirmation that you’ve been waitlisted.

![Confirmation message](image)

See the [Waitlist for a Closed Class](#) webpage for information about waitlist types and a waitlisted class’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. 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**

The following instructions are image based. For text-only instructions, see “Drop if Enrolled” on page 52.

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**

First, enroll in the backup class by following the steps under "Add a Class to Your Shopping Cart" on page 25 and "Enroll in Classes" on page 26.
Then, under **Menu** and **Enroll**, click **Edit**.

Confirm that you’re in the appropriate term, click **Select from your schedule**, select the waitlisted class, then click **Continue**.

Near the bottom of the webpage, under **Drop This Class if Enrolled**, click the magnifying glass icon to search for the backup class.

Click **Next**.
Section 4: Search for and Enroll in Classes

Review your selection, then click **Finish Editing**.

If it worked, you’ll see a green checkmark in the **Status** box; if it didn’t, you’ll see an error.

**If You Need to Add a Waitlisted Class**

First, enroll in the backup class by following the steps under "Add a Class to Your Shopping Cart" on page 25 and "Enroll in Classes" on page 26.

Then add the waitlisted class to your shopping cart.
At the bottom of the Enrollment Preferences webpage, under the Drop This Class if Enrolled header, click the magnifying glass icon to search for the backup class, then 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.
Appendix A: Student Record Privacy (FERPA)

What FERPA Does for You

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records by limiting access to such information as:

- grades
- transcripts
- class papers
- financial aid records
- disciplinary records
- academic reports

The law also identifies the fundamental right of students to:

- access and review their educational records
- specify which third parties may access their records
- challenge and request amendment of certain information in their records
- be informed of their privacy rights
- file a complaint regarding non-compliance of FERPA with the Family Policy Compliance Office of the U.S. Department of Education

Directory Information

Don’t confuse FERPA-related directory information with information published in student directories, which is limited to student name, CU Boulder email address, class and major field of study.

As relates to FERPA, directory information is general information about you that is not considered harmful or an invasion of privacy if disclosed, and so can be released to any requestor.

This information currently consists of:

- student name
- student address (including designated local, mailing and home addresses)
- local telephone number (not those defined as home or cell/mobile)
- campus email address
- dates of attendance
Appendix A: Student Record Privacy

- previous educational institutions attended
- school/college or division of enrollment
- majors, minors and field of study
- class (e.g., freshman, sophomore)
- university-recognized honors and awards, as well as degrees, honors or awards applied for or conferred (including certificates, thesis and dissertation titles) and dates conferred
- enrollment status (e.g., full-time or part-time student status)
- expected date of completion in enrolled course of study
- employment related to student status (e.g., dates of employment)
- participation in officially recognized activities/sports, including height and weight of athletes
- College Opportunity Fund application and authorization status for Colorado residents
- photo of student

See the Directory Information webpage for more information.

If you want to limit the types of information that the university can disclose, you may submit either a nondisclosure request or a limited privacy request. See the Full & Limited Privacy webpage for more information.

FERPA-Protected Information

All other information in your education record is protected under FERPA, and 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.

If you don’t have a photo ID with you, or if you’re contacting the university by phone, through a chat service, or a non-CU email address, staff may only help you if you provide your established security passphrase, as described in "Set Your Security Passphrase" on page 12.

Granting Access

When you attend a higher education institution, regardless of your age, the rights to your education record pass from your parents to you, unless your parent or guardian can prove that you’re still a dependent (see the FERPA Consent to Release 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 education record. Students can select components of their record that the guest can 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 behalf of the student.

- **FERPA Consent to Release** allows a parent or authorized third party to contact the university on behalf of the student about educational or financial records.

If you'd like to set up either of these access options, visit our [Privacy Settings](#) webpage for step-by-step instructions.

**NOTE:** These options are separate from setting up an authorized payer to view and pay your bill. Contact the [Bursar's Office](#) with questions about paying for tuition and fees.

Visit [The Family Educational Rights and Privacy Act (FERPA)](#) webpage for more information, and contact the Office of the Registrar with questions.
Appendix B
Glossary of Terms

**Academic advisor** A professional staff or faculty member who assists students in identifying, developing and attaining their educational, personal and career goals (see also **departmental advisor**).

**Academic calendar** A list of key dates associated with a specific term.

**Academic level** A student classification based on number of earned or awarded credit hours/units (e.g., freshman, sophomore, graduate).

**Academic load** A student classification based on the number of enrolled credit hours/units (e.g., full time, part time).

**Academic plan** An area of study (e.g., major, minor) within an academic program that awards a single certificate or degree type (e.g., BFA in Studio Arts, BA in History).

**Academic program** A college/school/program to which a student applies, is admitted and graduates from (e.g., College of Business [undergraduate], College of Education [graduate]).

**Academic subplan** A specialization within an academic plan (e.g., emphasis in Geophysics [for Geology major]).

**Bursar’s Office** Coordinates the billing, payments and refunds from student accounts, including tuition, fees and residence hall expenses. ([bursar.colorado.edu](http://bursar.colorado.edu))

**Campus** A physical or administrative unit within an institution (e.g., Boulder Main Campus, Boulder Continuing Education).

**Career** A grouping of academic work to which academic statistics are accumulated (e.g., undergraduate, graduate, non-credit).

**Catalog** The online University of Colorado Boulder Catalog provides definitive information on university academic and administrative policies, degree requirements and course descriptions. ([www.colorado.edu/catalog/](http://www.colorado.edu/catalog/))

**Catalog number** A number used in conjunction with a subject to identify a specific course (e.g., ENGL 1234).

**Class** A specific course offering for a given term in which a student enrolls (e.g., MATH 1020-001).

**Class number** A system-assigned, five-digit number specific to a particular section of a class/class component (e.g., 12345 for MATH 1020-001), and which can be used for course selection.

**Class schedule** Comprises all classes in which a student has enrolled in a single academic term.

**College Opportunity Fund (COF)** Created by the Colorado Legislature, COF provides a stipend to eligible undergraduate students paying in-state tuition. The stipend pays a portion of total in-state tuition for eligible undergraduate students who attend a Colorado public institution or a participating private institution. Eligible undergraduate students must be admitted and enrolled at a participating institution to use the stipend for eligible undergraduate classes. ([www.colorado.edu/registrar/students/cof](http://www.colorado.edu/registrar/students/cof))
**Corequisite** A course that must be taken simultaneously with another course.

**Core curriculum** See 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.

**Course reservation** The course reservation program helps undergraduate degree-seeking students get the courses they need to graduate. It allows eligible students who have been waitlisted for a class but who did not get enrolled in it to reserve enrollment in that course the next time it is offered. (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 alphanumeric coding generally have limited enrollments.

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

**Cross-listed course** A course that is offered through two different departments or careers, is taught 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 would receive credit in their program for the course.

**Degree (vs. major)** A major is the area of study within the larger college degree program. For example, students may earn a bachelor of arts (BA) degree in the College of Arts and Sciences, with a major in sociology.

**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 MyCUInfo.

**Departmental advisor** A professional staff or faculty member who advises declared majors in one or more academic departments.

**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.colorado.edu)

**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 schools (e.g., a BA from the College of Arts and Sciences and a BS from the College of Engineering and Applied Science). See the Degrees, Majors and Minors webpage for more information.

**Double major** Two declared majors within one degree program. For example, a student in the College of Arts and Sciences with a double major in history and philosophy will earn one bachelor of arts (BA) degree.
Appendix B: Glossary of Terms

**Drop/add period**  The period after enrollment during which a student may add or drop classes and change credit designations without an instructor’s signature.

**Elective hours**  Hours students choose to take because of interest. Elective hours are credit hours that students need toward graduation but are not used to fulfill other requirements.

**Enrollment dates**  The period during which a student may enroll in classes. Generally designed so seniors enroll first, followed by juniors, sophomores and freshmen. Each student’s upcoming enrollment dates may be viewed in MyCUInfo.

**FAFSA (Free Application for Federal Student Aid)**  Annual federal financial aid application, located at www.fafsa.ed.gov.

**FERPA (Family Educational Rights and Privacy Act of 1974)**  A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for protection from inaccurate and misleading data.

**Final exams**  Students may find the final exam schedule on the Office of the Registrar website each fall and spring term, as well as on their schedule in MyCUInfo approximately one month after the term begins. Most exams are listed by class meeting time. If students have three or more final exams scheduled on the same day, they are entitled to arrange an alternative exam time for the last exam or exams scheduled on that day. To qualify for rescheduling final exam times, students must provide evidence that they have three or more exams on the same day, and arrangements must be made with their instructor no later than the end of the sixth week of the term.

**Full-time status**  To be considered a full-time student, undergraduate students must be enrolled in a minimum of 12 credit hours in a single fall or spring term. Full-time status may affect eligibility regarding housing, tuition, health insurance, etc. For other careers, see the enrollment verification grid on the Office of the Registrar website.

**General education requirements (core curriculum)**  Refers to those requirements that apply to all students within a particular college/school/program (such as the College of Arts and Sciences, or Leeds School of Business), regardless of major. Such requirements, in addition to major requirements, must be fulfilled at the time of graduation.

**GPA (grade point average)**  The overall CU GPA is computed as follows: the credit hours/units and credit points are totaled for all classes; then the total credit points are divided by the total credit hours. Transfer work is not calculated into your CU GPA.

**Hold**  A hold can prevent a student from enrolling in classes, returning to school, obtaining an official transcript or receiving a diploma. Students can check for any holds in MyCUInfo and follow up with the office that applied the hold.

**Honor code**  The honor code at CU Boulder exists to secure for students an environment in which all individuals have responsibility for, and are appropriately recognized for, their individual academic and personal achievements. (honorcode.colorado.edu)

**IdentiKey**  Automatically assigned to all incoming students, an IdentiKey account consists of a student’s CU login name and a unique password. Freshman and transfer students need to activate their accounts in MyCUInfo. For help, call 303-735-4357.

**Institution**  An individual university within the University of Colorado system (e.g., CU Boulder).
**Intra-university transfer (IUT)** The process by which a student currently enrolled in one CU Boulder college/school/program may pursue admission to a different CU Boulder college/school/program. Decisions for admission are based on course preparation, hours completed, grade point average and other criteria required by the specific college/school/program.

**Linked activity/related class section** A course that has at least two components that are linked together; a lecture and a lab, for example, or a lecture and a recitation. Where a course has a linked activity, students select the enrolled component first and then select a corresponding lab or recitation.

**Lower-division courses** Courses numbered 1000–2999; usually intended for freshman and sophomore undergraduate students.

**Major (vs. degree)** A specific area of concentrated study, usually within one department. Required major credit hours/units vary.

**Major restriction** A restriction placed on certain courses in order to ensure that students with a particular major have access to those courses.

**MAPS (minimum academic preparation standards)** Admission requirements for all students graduating from high school. MAPS deficiencies must be completed after starting at CU Boulder through course work or equivalency tests.

**Matriculation date** The date on which an admitted, confirmed degree-seeking student officially becomes a current student at CU Boulder.

**Meeting pattern** A combination of building and room, days of the week (e.g., MWF) and start and end time.

**MyCUHub** An online platform that supports many functions and administrative offices across campus, MyCUHub allows a student to review his/her academic performance, as well as communicate and schedule appointments with advisors via a calendar app, email and social media-like tools.

**MyCUInfo** Also known as the student portal, MyCUInfo is where you'll manage your student transactions while you’re at CU Boulder.

**Office of the Registrar** Assists students in the processes of enrollment and offers services such as transcripts, enrollment verifications and withdrawal. (www.colorado.edu/registrar/)

**Open option** Major category in the College of Arts and Sciences, College of Engineering and Applied Science, and Leeds School of Business for lower-division students who have not yet declared a major.

**Periods** The number of separate meetings of a class in a week. For example, a MWF class has three (3) periods.

**Prerequisite** A course or requirement that must be taken before taking a more advanced course.

**RAP (Residential Academic Program)** Academically themed communities in many CU Boulder residence halls in which students take courses together and have additional co-curricular opportunities.

**Recitation** A discussion class that clarifies lecture information and offers individualized attention. Attendance in recitations is generally required.
Appendix C: Text-Only Instructions

**Restriction/requisite** Requirement placed on a class that a student must meet in order to enroll (e.g., restricted to History majors).

**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., summer session M [Maymester]).

**SID (student identification number)** SIDs are assigned to all students. SIDs are system-generated and unique, and they are used as the primary student identifier on campus.

**Student Academic Success Center (SASC)** The Student Academic Success Center provides eligible students with comprehensive academic support services designed to improve their learning potential and reach educational goals. The center helps students develop effective academic strategies for college courses and obtain tutoring when necessary. 303-492-1416 (www.colorado.edu/sasc)

**Subject** A specific area of instruction in which courses are offered within an academic department/organization (e.g., ENGL, HIST, DNCE).

**Syllabus** Course outline provided by the instructor that lists requirements, grading criteria, content, expectations and other relevant information.

**Term** An administrative time period within which sessions are defined, students are billed and student statistics are accumulated. There are three terms at CU Boulder: fall, spring and summer. Also called a semester.

**Upper-division courses** Courses numbered 3000–4999; usually intended for junior and senior undergraduate students.

**Waitlist** If a student is eligible to enroll in a class but finds it is full, the student may put his/her name on a waitlist. The department determines if a class is waitlist eligible. As seats open, students may be automatically enrolled in the class. Students are responsible for monitoring if they have been enrolled in a course from the waitlist. If students do not attend a class in which they have been enrolled using a waitlist, they will receive F grades for those classes.

**Withdrawal** A formal leave or drop from all classes for a given term at the university. (www.colorado.edu/registrar/students/withdraw-cu)
Appendix C
Text-Only Instructions

This appendix contains text-only versions of the image-based instructions in sections one through four. Look for the shaded text to help you navigate back and forth.

Complete Your Preregistration Items

While you’re in MyCUInfo, let’s take care of your preregistration items. You don’t have to wait until you’re eligible to register, and completing them ahead of time speeds up the registration process.

What Are They?

These items need to be updated and approved before you enroll in classes each term. This initial process will take several minutes, but next time it’ll be much quicker.

To access your preregistration items:

1) Log in to MyCUInfo.
2) Click Register for Classes.
3) If prompted, select the term you’re enrolling in, then click Continue.

Contact Information

This webpage has three sections. Be sure to click the verification checkbox after each one, or you won’t be able to go to the next webpage.

1) Addresses: Both a Home and a Local address are required.
   a) Home: You probably already have a Home address in the system; confirm that it’s correct. To make a change, click Edit. For international addresses, click Change Country.
   b) Local: Click Add a New Address to provide the address where you’ll be living during the term. If you don’t know that yet, just enter your Home address information for now.
   c) Click the checkbox next to I verify that the address(es) above are accurate and up to date.

2) Phone Numbers: A Cell/Mobile number is required.
   a) Home/Local: These phone numbers are not required. If there is one listed, confirm that it’s correct.
   b) Cell/Mobile: Click Add a Phone Number to provide your domestic cell/mobile number (phone numbers requiring a country code are not accepted). If you don’t have a domestic cell number, enter 000-000-0000.
   c) Click the checkbox next to I verify that the phone number(s) above are accurate.

3) Emergency Contacts: If you’re involved in a health or safety emergency, the university will contact whomever is listed here. At least one emergency contact is required.
Appendix C: Text-Only Instructions

a) **Primary Contact:** Click **Add an Emergency Contact** and enter the information for the person you’d like the university to contact first in the event of an emergency.

b) **Other contacts:** If there are other people you’d like to include as emergency contacts, add them here.

c) Click the checkbox next to **I verify that the emergency contact information is accurate and up to date.**

4) Click **Save** at the bottom of the webpage.

**Accept the Terms of the Tuition and Fee Agreement and Disclosure**

After you’ve read the disclosure, click **I Agree** at the bottom of the webpage.

**Apply for and/or Authorize the College Opportunity Fund (COF)**

Depending on your residency status and whether you’ve applied for COF funding, you’ll either skip straight to the Student Opportunities webpage or see one of two COF webpages.

For more information about COF, see the [College Opportunity Fund](#) webpage.

**If You’re an Out-of-State and/or Graduate Student**

You’ll skip ahead to student opportunities (see “Student Opportunities” below).

**If You’re an Undergraduate Colorado Resident Who Applied for and Was Approved for COF**

Your webpage will begin with the following sentence: **In order to have the College Opportunity Fund (COF) stipend applied to reduce your tuition and fees, you must authorize that CU has access to these funds.**

1) Click **Update Authorization** next to the term you’re enrolling in.

2) You can authorize COF on a term-by-term basis, or save time in the future by choosing the lifetime authorization option (which we recommend). Click the radio button next to your chosen authorization type, then click **Submit.**

3) Click **Confirm.**

4) Click **Continue to Enroll.**

**If You’re an Undergraduate Colorado Resident Who Has Not Yet Applied for COF**

Your webpage will begin with the following sentence: **You may be eligible for the College Opportunity Fund (COF) which is for in-state undergraduate students.**

Follow the link to apply for COF now, or make note of it and click **Continue to Enroll.**

**Student Opportunities**

A selection of CU Boulder’s optional student opportunities and activities are listed here.

1) Click the radio button to sign up for an opportunity that interests you. The associated fee is automatically added to your bill.
Appendix C: Text-Only Instructions

2) When finished, click **Submit** at the bottom of the webpage.
3) Review your selections, then click **Confirm**.

Continue to "Are You a Male U.S. Citizen or Male Immigrant Residing in the U.S. Between 18 and 25 Years Old?" on page 11.

**Set It (But Don’t Forget It)**

1) Log in to **MyCUInfo**.
2) On the right side of the webpage, click to expand the **Profile and Settings** menu.
3) Click **Manage Profile and Privacy**.
4) On the next screen, click **Security Passphrase**.
5) If you’ve already set a passphrase, it’ll show up in the security passphrase field near the bottom of the screen. If not, click inside the entry field and enter a passphrase.
6) Click **Save**.

End of Section Two. Continue to "Review Your Incoming Credit Hours" on page 15.

**Do You Have Credit from AP/IB Exams or Another Institution?**

Your transfer credit report shows you any classes or exams you’ve submitted to CU Boulder for college credit. This report is updated as we receive official transfer credit documents, so if you’re expecting to see credits and don’t, check back later.

**View Your Transfer Credit Report**

1) Log in to **MyCUInfo**.
2) Click **Track Academic Progress**.
3) Open the **Transfer Evaluations** tab.
4) At the top of the next screen, you’ll see your student ID number, name and default institution (**CU Boulder**). When you scroll down, you’ll see a table with information about each of your transfer courses.
   - **Year Term**: The first four digits are the calendar year, and the last digit represents the term (i.e., 1 = spring, 4 = summer, 7 = fall).
   - **Course**: The equivalent CU Boulder course.
   - **R-Title**: The text before the colon indicates the institution from which the credit was transferred; the text after the colon indicates the course taken.
   - **Credit**: The number of credit hours/units accepted in transfer to CU Boulder.
   - **Grade**: **T** indicates that no letter grade was assigned to the transfer course; a letter following the **T** indicates the original letter grade earned. **NTR** indicates that the course was not accepted in transfer.
○ **Title:** The title of the course transferred in.

○ **IFlag1:** This column displays the relevant transfer course information flag, which typically refers to the course’s applicability toward a specific requirement. See [Transfer Credit Information Flags](#) for a definition of each information flag.

### Run a Degree Audit

1) Log in to [MyCUInfo](#).

2) Click **Track Academic Progress**.

3) Select an audit type:
   - **Declared Programs:** If you’ve officially chosen a degree program, view its requirements and how your AP or transfer credit applies to that program.
   - **“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.

4) Click **Run Declared Programs**.

5) Once the audit has finished running, click **View Audit** to view it.

### Understanding Your Degree Audit Report

If you have questions about your degree audit report that aren’t covered here, view the [Help](#) webpage under the **Settings** menu.

### Audit Information

The top of the audit shows the date and time of your 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 appear on these sections with the following alt text:

- This requirement has NOT yet been completed
- This requirement has been completed
- This requirement is currently in progress

### 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.

Each sub-requirement is marked as either incomplete (a minus/negative sign) or complete (a plus/positive sign).
Completed sub-requirements show a summary of the class(es) used to fulfilled 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:** Grades of T or T and a letter grade were either completed through testing (e.g., AP, IB, CLEP) or were transferred in from another institution. Grades of *** indicate the course is currently in progress.

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:** Use select from lists to help choose courses that meet a requirement.

Continue to "Search for and Enroll in Classes" on page 21.

### Search for Classes

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. See "Complete Your Preregistration Items" on page 6 for instructions.

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, you can leave this blank, but make sure you provide additional search criteria when possible.
   d) Course Career: Most students will choose Undergraduate.
   e) Checkboxes:
      i) Show Open Classes Only: Select this option to exclude classes that are already full.
      ii) Show Schedule Conflict Indicator: Select this option 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 arrowhead to expand the Additional Search Criteria. Use these to limit your search
Appendix C: Text-Only Instructions

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 some of your college/school/program’s core
requirements.

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

When finished, click **Search**.

7) On the **Search Results** webpage, click the arrowhead to the left of a course to see the class(es)
offered this term. This shows 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 seats available is zero, if there’s an
enrollment restriction that you don’t meet, or if department/instructor consent is required.

8) For more information, click on the class number or section number to open the **Class Detail**.
Class details include the course description, whether the course is COF eligible, class
components (e.g., lab, recitation, studio) and enrollment requirements (e.g., prerequisites,
restricted to department majors only, etc.).

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

**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 (see "Waitlist for a Closed Class" on page
31).
- **Schedule Conflict**: There’s a schedule conflict between the class and one you’re already
enrolled in.

**Add a Class to Your Shopping Cart**

1) When you find a class you want:
   a) Check to see if it’s available (alt text reads **Open**).
   b) If it is, click **Select**.

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

Enroll in Classes

To check your enrollment dates, see "View Your Enrollment Dates" on page 21.

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

Swap Classes

This action allows you to 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 to do it without losing your place in your current section.

1) First, follow the steps on page 50 to add the new class to your shopping cart (this speeds up the swap process).
2) Under the Menu Tab, click Enroll, then 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
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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 the Menu Tab and 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.

Add Your Name to a Waitlist

Closed classes with a waitlist have a status of 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 a waitlisted class’s impact on your credit load.

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 50 and "Enroll in Classes" on page 51.

2) Under Menu and 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 Continue.

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 50 and "Enroll in Classes" on page 51.

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.

Continue to "Waitlist Deadline" on page 35.

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