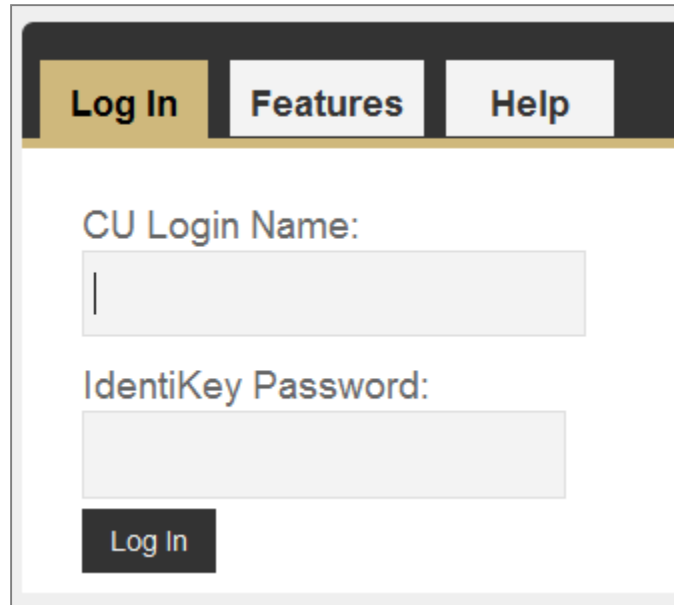


How to term-activate

- Self term-activation applies to nondegree students only.
- As long as you are a nondegree student, you must term-activate every semester before registering for classes.
- If you are a *new* nondegree student, term-activate after you receive notification from the Office of Admissions that your application has been processed.
- If you are an employee using the employee tuition benefit, you must register on the first day of classes, **not before**. If you are a dependent using the employee tuition benefit, register during your assigned enrollment appointment.



Step 1: Students log in to [MyCUInfo](#).

A screenshot of the MyCUInfo login interface. At the top, there is a dark header bar with three tabs: 'Log In' (highlighted in gold), 'Features', and 'Help'. Below the header, the main content area is white. It contains two labels: 'CU Login Name:' and 'IdentiKey Password:'. Each label is followed by a light gray rectangular input field. The 'CU Login Name' field has a vertical cursor at the beginning. Below the password field is a dark gray button with the text 'Log In' in white.

Step 2: On the **Academics/Schedule** tab, select **Your Enrollment Dates**.

The screenshot shows the student portal interface. At the top, the 'Student' tab is highlighted with a red circle. Below it, the 'Academics / Schedule' tab is also highlighted with a red circle. In the left sidebar, 'Your Enrollment Dates' is highlighted with a red circle. The main content area displays various registration and academic links.

Student CU Resources

Academics / Schedule Billing Information Financial Aid Dates and Deadlines

Holds and To Do Items 0

Your Enrollment Dates

Register for Classes
Add, Drop or Swap Classes

Search for Classes

Track Academic Progress
Degree Audit / Transfer Credit Evaluation

Summer 2017 Registration
[See when you register.](#) Visit [Summer Session](#) to learn more.

Fall 2017 Registration
Fall classes have posted! Get your [preregistration items](#) out of the way, then [start browsing classes](#).

Graduating in May?
Grad & law students: [Apply for graduation](#) by 11:59 p.m. on April 1.
Undergrads: [Apply for graduation](#) by 11:59 p.m. on April 1 to get your name in the commencement program. Applications remain open through May 5.

Petitioning for In-State Residency?
Spring 2017 petitions have closed. If you [meet the requirements](#), submit your Summer or Fall 2017 petition as early as April 3.

[My Academics / View Unofficial Transcript](#)

[Order Official Transcript](#)

[Enrollment Verification](#)
Request proof of your enrollment

HAVE A QUESTION?
Main Campus Registrar's Office
Phone 303-492-6970
Email registrar@colorado.edu
Online [Registrar website](#)
Continuing Ed Office
Phone 303-492-5148
Email cereg@colorado.edu
Online [Continuing Ed website](#)



Step 3: Select **Menu** and click **Term Information**.

Enrollment Dates > Spring 2017 UC Boulder

To view appointments and enrollment dates for another term, select Change Term.

Open Enrollment Dates by Session

SESSION	BEGINS ON
Boulder 16-Wk Session/Full Sem	January 13, 2017

Term Enrollment Limits

MAX TOTAL UNITS	MAX NO GPA UNITS	MAX AUDIT UNITS	MAX WAIT
15.00	15.00		

Menu

- Return to Student Center
- Search
- >> Enroll
 - My Class Schedule
 - Add
 - Drop
 - Swap
 - Edit
 - Term Information**
- My Academics
- COF Authorization/Review

Add Classes

Step 4: Click **Activate new term for enrollment**.

Term Information

example

Menu

Activate new term for enrollment

>

View my term summary information

>

View my enrollment dates

>

Projected GPA Calculator

>

View my grades

>

View my health insurance selections

>

Student Opportunities

>



Step 5: Select the institution where you are enrolling and click **Continue**.


Activate New Term For Enrollment

example

Menu

If you wish to activate in a program that is not listed please contact the CE/ES Office.

Select an Institution, Career and Program and Press Continue

SELECT	INSTITUTION ▲	CAREER ▲	PROGRAM ▲
 Select	CU Boulder	Non-degree	Non-Degree

Continue



Step 6: Select the term in which you are enrolling. Click **Continue**.

Activate New Term For Enrollment > CU Boulder

example

Change Program

Menu

Please select the term you wish to activate for enrollment.

Term

Select ▼

Select

Spring


Summer

Continue

Step 7: This process is complete. If you are an employee using the employee tuition benefit, **you must register on the first day of classes, not before**. You cannot add the class, drop and re-register. If you are a dependent using the employee tuition benefit, register during your assigned enrollment appointment.

[Activate New Term For Enrollment](#) > [Term Activation Confirmation](#) > [CU Boulder](#)

example

 Menu

You may begin the registration process by going to the menu and selecting add. To activate into another term and/or program press the Term Activation button.

Term Activation

