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.
Step 2: On the **Academics/Schedule** tab, select **Your Enrollment Dates**.
Step 3: Select **Menu** and click **Term Information**.
Step 4: Click **Activate new term for enrollment.**
Step 5: Select the institution where you are enrolling and click **Continue**.

<table>
<thead>
<tr>
<th>SELECT</th>
<th>INSTITUTION</th>
<th>CAREER</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CU Boulder</td>
<td>Non-degree</td>
<td>Non-Degree</td>
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If you wish to activate in a program that is not listed please contact the CE/ES Office.
Step 6: Select the term in which you are enrolling. Click **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.

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.