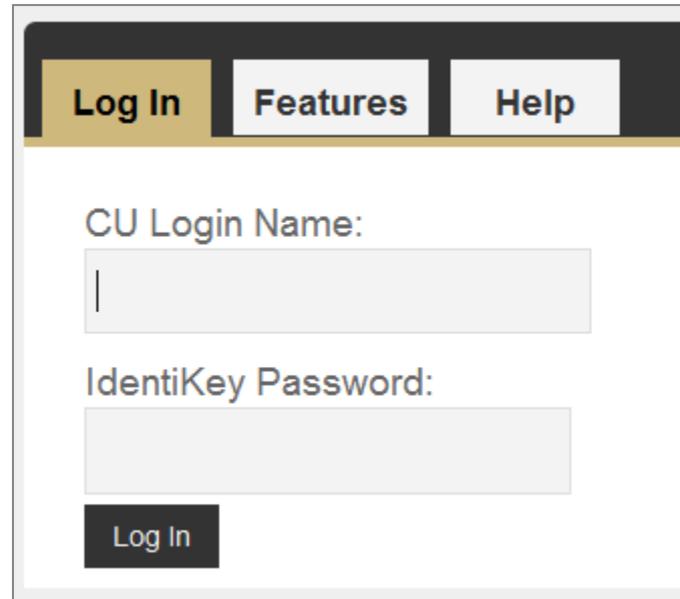


How to term-activate

- 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](#).



The screenshot shows a login interface with a dark header bar containing three buttons: "Log In" (highlighted in gold), "Features", and "Help". Below the header, the text "CU Login Name:" is followed by a light gray input field with a vertical cursor. Below that, the text "IdentiKey Password:" is followed by another light gray input field. At the bottom left of the form area is a dark gray "Log In" button.

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

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 example

✕ Menu

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

Open Enrollment Dates by Session

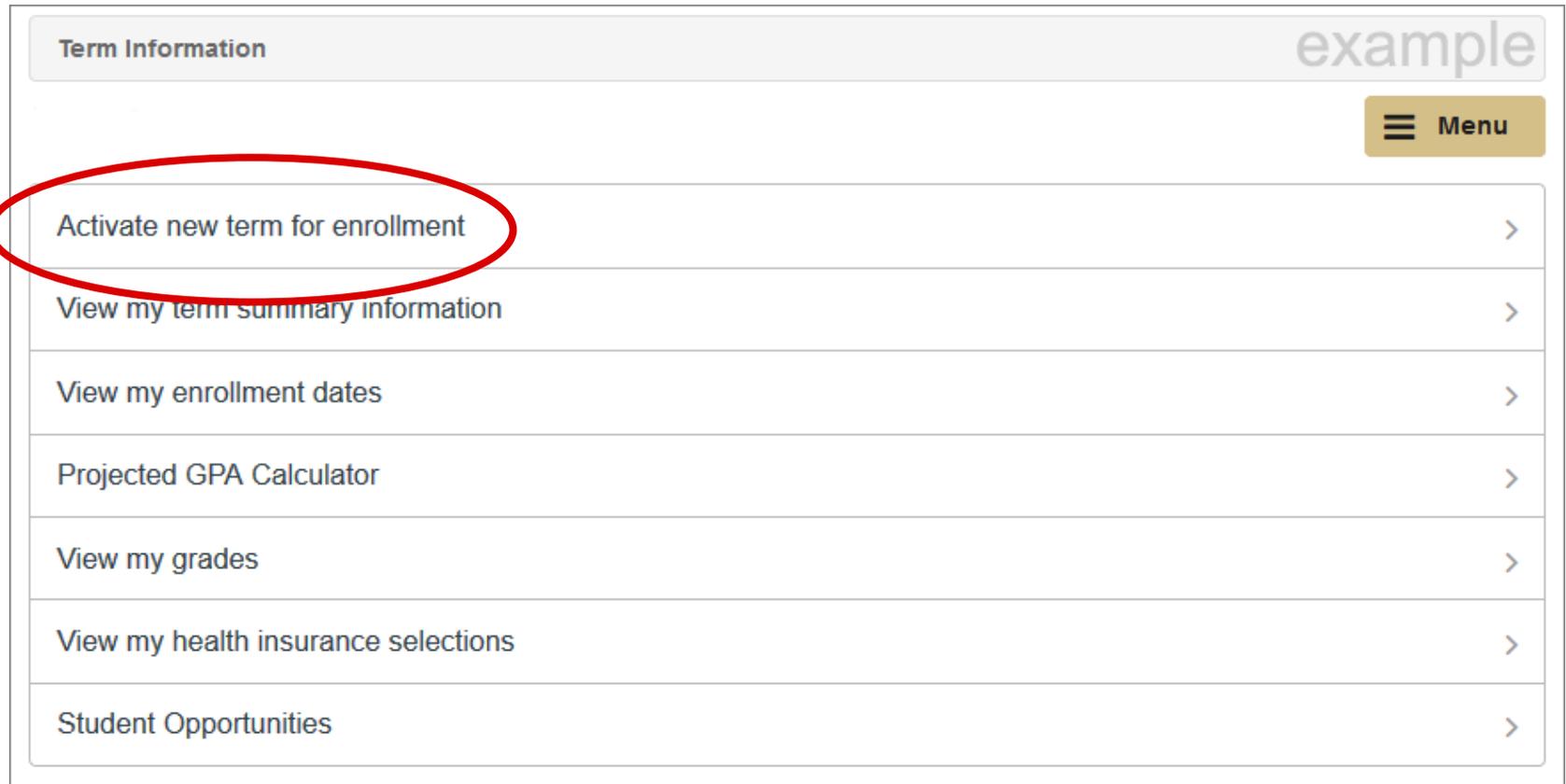
SESSION	BEGINS ON
Boulder 16-Wk Session/Full Sem	January 13, 2017

Term Enrollment Limits

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

- 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**.



The screenshot shows a user interface for a student portal. At the top left, there is a header labeled "Term Information". At the top right, the word "example" is displayed. Below the header, there is a yellow button with a hamburger menu icon and the text "Menu". A list of menu items is shown below, each with a right-pointing chevron. The first item, "Activate new term for enrollment", is circled in red. The other items are "View my term summary information", "View my enrollment dates", "Projected GPA Calculator", "View my grades", "View my health insurance selections", and "Student Opportunities".

Term Information	example
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 ▲
<input type="radio"/> 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 ▼

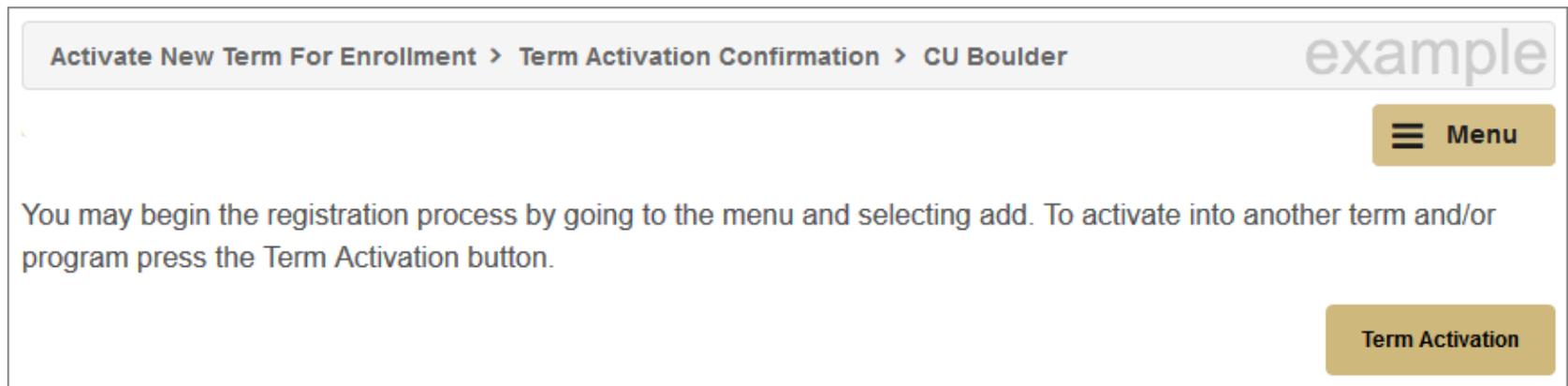
Select

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.



The screenshot shows a web interface with a breadcrumb trail at the top: "Activate New Term For Enrollment > Term Activation Confirmation > CU Boulder". To the right of the breadcrumb is the word "example" in a light gray font. Below the breadcrumb is a yellow button with a hamburger menu icon and the text "Menu". The main content area contains the text: "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." At the bottom right of the content area is a yellow button with the text "Term Activation".