



SPRING 2020 REGISTRATION GUIDE

To use this guide properly, please download and save. Simply viewing without saving may mean the embedded hyperlinks do not function. Thank you!

STEP	ACTION	DUE DATE
1.	RUN AND REVIEW THE DEGREE AUDIT	Oct 1-31
2.	MAKE AN APPOINTMENT WITH AN ADVISOR	Oct 1-31
3.	CHECK YOUR ENROLLMENT DATE	Oct 14-
4.	CHECK FOR ANY HOLDS OR TO-DO ITEMS	Oct 14-31
5.	SEARCH FOR CLASSES/ADD TO CART	Oct 14-Nov 4
6.	REGISTER FOR CLASSES	Enrollment Date
7.	REVIEW ACADEMIC CALENDAR DATES	Enrollment Date

Step 1. RUN AND REVIEW THE DEGREE AUDIT

Oct 1-31

1. Log in to the [student portal](#) (MyCUInfo).
2. On the Student tab, click Track Academic Progress.

3. Select and run one of the two audit types:
 - For DECLARED Programs, click RUN DECLARED PROGRAMS.
 - To view alternative programs of interest, click SELECT DIFFERENT PROGRAM. Select criteria. Click RUN DIFFERENT PROGRAM.
4. After Audit is processed, click VIEW AUDIT (on right).
5. Review Degree Audit to compile a list of requirements for major(s), minor(s), certificate(s), and/or core (general education).

A minimum of 15 to 16 credits from the following are suggested:

- 4 cr. CMCI 1020 (Only Required Course)**
- 3-6 cr. 1000- and/or 2000-level courses listed for your major(s)
- 3-6 cr. General Education course(s)
- 2-4 cr. Course(s) for secondary area of study (2nd major/minor/certificate)
- 1-3 cr. Elective course

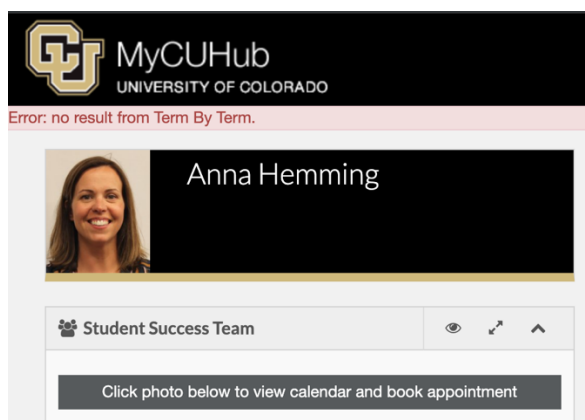
[Watch this VIDEO on how to view a sample degree audit.](#)

[Watch this VIDEO on how to view your Transfer Evaluation for transfer, AP or IB work.](#)

More information on pages 10-11 in the [New Student Registration Guide](#)

Step 2. MAKE AN APPOINTMENT WITH YOUR ADVISOR **Oct 1-31**

1. Log into [MyCUHub](#).



2. Under “Student Success Team” click on the photo to view that person’s calendar.
3. Click on an available meeting time.

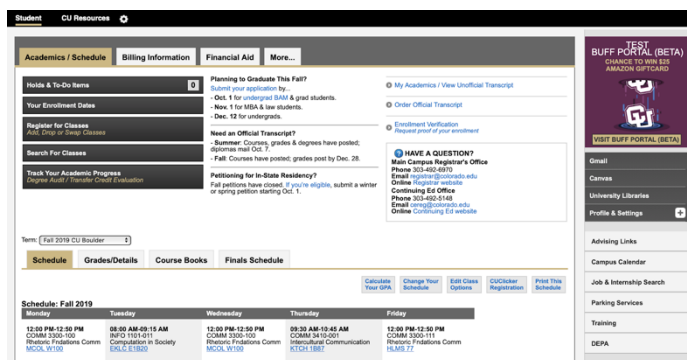
[Watch this VIDEO on how to schedule an appointment.](#)

Step 3. CHECK YOUR ENROLLMENT DATE

Oct 14

The Office of the Registrar notifies students via email when enrollment dates are posted. To check individual enrollment dates:

1. Log in to the [student portal](#) (MyCUInfo).
2. On the **Student** tab, click **Your Enrollment Dates**.



3. The **Enrollment Appointments** table lists individual enrollment start and end times (Mountain Time), and the maximum number of credits allowed for the term enrollment.

REGISTER AS CLOSE TO THE START DATE AS POSSIBLE!

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

Enrollment Appointments							
SESSION	APPOINTMENT BEGINS	APPOINTMENT ENDS	MAX TOTAL UNITS	MAX NO GPA UNITS	MAX AUDIT UNITS	MAX WAIT LIST UNITS	
Boulder 16-Wk Session/Full Sem	November 20, 2019 2:15PM	January 9, 2020 11:59PM	19.00	19.00		19.00	

Open Enrollment Dates by Session	
SESSION	BEGINS ON
CE Continuing Education	October 28, 2019

Step 4. CHECK FOR ANY HOLDS OR TO-DO ITEMS

Oct 14-31

Holds: Prevent you from taking some kind of action (i.e. registering for classes)

CU Boulder departments and offices may place a hold on a student's record for a number of reasons. Resolve holds as quickly as possible by following the instructions associated with each hold:

1. Log in to the [student portal](#) (MyCUInfo).
2. Click the **Students** tab to reveal the **Academics/Schedule** tab.
3. Click **Holds & To-Do Items**.
4. Click the **Holds** tab.
5. Click the hold's title to expand its description for more information.

To-Do Items: Recommended action necessary to complete specific outcomes

Some to-do items become holds if not completed by a specific date. Monitor to-do items closely and follow the instructions to resolve it:

1. Log in to the [student portal](#) (MyCUInfo).
2. Click the **Students** tab to reveal the **Academics/Schedule** tab.
3. Click **Holds & To-Do Items**.
4. Click the **To-Do Items** tab.
5. Click the to-do item's title to expand its description.

Read more information about Holds and To-Do Items [Here](#).

Step 5. SEARCH FOR CLASSES/ADD TO CART

1. Log in to the [student portal](#) (MyCUInfo).
2. Click the **Students** tab to reveal the **Academics/Schedule** tab.
3. Click **Search for Classes**.

University of Colorado Boulder | Class Search

Search Classes

Title, Subject, Instructor or Keyword

Fall 2019

Any Subject

Boulder Main Campus

Any Career/Course Level

☐ Avoid Schedule Conflicts

SEARCH CLASSES

ADVANCED SEARCH

Any Location

Any Session

Open, Waitlisted, or Closed

Any Meeting Time

A&S GenEd use additional filter(s) to limit results

✓ Any A&S GenEd Attributes (Fall 2018+)

- A&S GenEd: Distribution-Arts & Humanities
- A&S GenEd: Foreign Language
- A&S GenEd: Diversity-Global Perspective
- A&S GenEd: Distribution-Natural Sci Lab
- A&S GenEd: Diversity-U.S. Perspective
- A&S GenEd: Distribution-Natural Sciences
- A&S GenEd: Quantitative Reasoning & Math
- A&S GenEd: Distribution-Social Sciences
- A&S GenEd: Written Communication-Lower
- A&S GenEd: Written Communication-Upper

SIMPLE SEARCH:

Enter course code (e.g. CMCI 1020) if possible.

Select term SPRING 2020

Select MAIN CAMPUS
(Continuing Education courses cost more!)

Under Advanced Search, select OPEN CLASSES
(Avoid waitlisted courses.)

University of Colorado Boulder | Class Search

Search Classes

Title, Subject, Instructor or Keyword

Fall 2019

Any Subject

Boulder Main Campus

Any Career/Course Level

☐ Avoid Schedule Conflicts

SEARCH CLASSES

ADVANCED SEARCH

Any Location

Any Session

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☒ Any A&S GenEd Attributes (Fall 2018+)

- A&S GenEd: Distribution-Arts & Humanities
- A&S GenEd: Foreign Language
- A&S GenEd: Diversity-Global Perspective
- A&S GenEd: Distribution-Natural Sci Lab
- A&S GenEd: Diversity-U.S. Perspective
- A&S GenEd: Distribution-Natural Sciences
- A&S GenEd: Quantitative Reasoning & Math
- A&S GenEd: Distribution-Social Sciences
- A&S GenEd: Written Communication-Lower
- A&S GenEd: Written Communication-Upper

ADVANCED SEARCH

Any Location

Any Session

Open, Waitlisted, or Closed

Any Meeting Time

A&S GenEd use additional filter(s) to limit results

Any A&S GenEd Attributes (Fall 2018+)

☒ Any A&S Core Attribute

- A&S Core: Historical Context**
- A&S Core: Human Diversity
- A&S Core: United States Context
- A&S Core: Literature and the Arts
- A&S Core: Contemporary Societies
- A&S Core: Ideals & Values
- A&S Core: Natural Science Sequence
- A&S Core: Natural Science Lab
- A&S Core: Natural Sci Non-Sequence
- A&S Core: Foreign Language
- A&S Core: Quantitative Reasoning
- A&S Core: Written Communication

ADVANCED SEARCH (without course code):

Select term SPRING 2020

Select MAIN CAMPUS
(Continuing Education courses cost more!)

Search for OPEN classes

Select **A & S General Education Attributes**

When you see....

Counts as...

A & S General Education	CMCI General Education
Foreign Language	Foreign Language
Written Communication	Composition & Expression
Quantitative Reasoning	Quantitative Reasoning
Natural Science Lab	Natural World Lab
Natural Science	Natural World Non-Lab
Social Sciences	People & Society
Distribution – Arts & Humanities	Humanities & the Arts
Diversity – Global Perspective <u>OR</u> Diversity – U.S. Perspective	Diversity & Global Cultures

Select **A & S Core Attributes**

A & S Core Attribute	CMCI General Education
Historical Context (Or Any HIST course)	Historical Views


4. Click on course options generated from the search. Review course registration restrictions, description, schedule and location, and section information.

REGISTRATION RESTRICTIONS

- **Prerequisite:** a specific course that must be completed before taking another course at the next level.
- **Co-requisite:** a specific course that, if it has not been completed already, must be taken at the same time as another course.
- **Recitation:** Some courses require enrollment in a Lecture (LEC) and a Recitation (REC); a recitation is a smaller class that meets in addition to the lecture.

5. Click on the desired section(s). Note: Courses may require a LAB or REC (Recitation) with LEC (Lecture).
6. Click ADD TO CART.

HINT: To view instructor and/or course ratings, click on the hyperlink with the Instructor's name or Course Evaluations to view Faculty Course Questionnaires (FCQs). The scale is 1 (lowest rating) to 6 (highest rating).

 CMCI 1020

Instructors

Elizabeth Skewes
Steven Frost

Evaluations

[Course Evaluations](#)

Required Sections

More information on pages 12-14 in the [New Student Registration Guide](#)

Step 6. REGISTER FOR CLASSES

Enrollment Date

Students are not enrolled until they COMPLETE ENROLLMENT from the cart.

1. At the date and time of your enrollment, log in to the [student portal](#) (MyCUInfo).
2. Click the **Students** tab to reveal the **Academics/Schedule** tab.
3. Click **Register for Classes**.
4. Select courses. Avoid waitlisted classes.
5. Click **Proceed**.
6. Check and correct any time conflicts and click **Complete Enrollment**.
7. Review schedule on the [student portal](#) (MyCUInfo) to confirm enrollment.

[Watch this VIDEO on how to complete enrollment from your shopping cart.](#)

IMPORTANT NOTES ABOUT REGISTRATION

- **Students will NOT be pre-registered** in any coursework, with the exception of RAP classes. Speak to the RAP coordinator for more information.
- Students are encouraged to **register for a minimum of 15 credits for Spring** to stay on track to graduate within four years.
- Students are encouraged to **avoid waitlists and confirm enrollment**.
- **Students may change their schedule** (with the exception of any RAP classes) **until January 22**, the last day to add a class.
 - [Watch this VIDEO on how to DROP a class.](#)
 - [Watch this VIDEO on how to SWAP a class.](#) (This function prevents you from losing a spot in the class you are trying to replace.)

Step 7. REVIEW DATES FOR SPRING 2020 TERM

Enrollment Date

Date	Event
January 13 (Mon.)	First Day of Classes
January 20 (Mon.)	Martin Luther King, Jr. Holiday (campus closed)
January 22 (Wed.)	Last day to ADD a class
January 29 (Wed.)	Last day to DROP a class (without a "W" on transcript) Last day to apply for grade replacement
January 31 (Fri.)	Tuition Due
February 5 (Wed.)	Last day to DROP a class without a petition ("W" will appear on transcript)
March 20 (Fri.)	
March 23-27 (Mon.-Fri.)	Spring Break (campus closed Fri. Mar 27)
April 30 (Thurs.)	Last Day of Classes
May 2-6 (Sat.-Wed.)	Final Exams

[View Office of the Registrar's Academic Calendar](#)