**Course Registration Planning Worksheet for Incoming First Year CEAS Students**

As an engineering student, registering for your first semester of college course work will be fairly straightforward. And the College of Engineering & Applied Science is here to help you! This resource is designed to guide you through the process of selecting courses. **Please complete prior to your enrollment opening.**

**When can you enroll?**

* You must complete the required modules in the New Student Welcome Experience through [Canvas](https://canvas.colorado.edu/). This is required for all incoming students at CU Boulder.
  + If you have any questions about the New Student Welcome Experience in Canvas, please contact [New Student & Family Programs](http://www.colorado.edu/orientation/fall-students)
* It is important that you register as soon as your enrollment opens! [Follow these directions to check your enrollment dates](https://www.colorado.edu/registrar/students/registration/register). Make sure you have read through this document and are ready to register well in advance of your enrollment window. It is important that you register as soon as possible when your enrollment opens.
* Once your enrollment window closes, you cannot change your schedule until Open Enrollment. [Check the Academic Calendar](https://www.colorado.edu/registrar/students/calendar) for this semester’s Open Enrollment Date.

**How to create your first semester course schedule**:

1. Before you determine other courses to fill your schedule, you’ll need to know if you already have credit for college level coursework. Did you already earn credit?
   1. AP or IB Credit
      1. Check for earned academic college course credit due to scores received on selected Advanced Placement (AP) and International Baccalaureate (IB) exams. You can do this by [running a degree audit](http://www.colorado.edu/registrar/students/degree-planning/degree-audit/run) in Buff Portal. Note that we do not receive and process AP/IB until the beginning of July. If you expect that you will receive AP credit it is helpful if you choose one of the later enrollment windows to allow for more time for the processing of those scores.
      2. If your AP/IB scores are not in yet, you can see the equivalency chart and estimate your credit by going to the AP/IB Charts published in the [University Catalog](https://catalog.colorado.edu/undergraduate/admissions/credit-examination)
   2. Transfer credit from other colleges or universities
      1. Check for approved transfer credit from another institution (e.g., CU Gold, CU Succeed, community college credit).
      2. You can also find this in your degree audit. Look for your transfer courses under “Transfer Evaluations” in the “[Degree Audit](http://www.colorado.edu/registrar/students/degree-planning/degree-audit/run)” area of [your Buff Portal](https://buffportal.colorado.edu/). Search for “Degree Audit” in the search field in the fly-out on the left-hand side.
      3. If you do not see transfer credit that you were expecting, contact the Admissions Office to see if they are still processing your credit. If you see your transfer credit, but have questions about what it means, you may contact your academic advisor.
   3. List any earned AP, IB, or transfer college credit:

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| **Credit Type (AP, IB, College Transfer) and Original Course** | **Equivalent CU-Boulder Course** |
| **Example: Front Range Community College MAT 201** | **Calculus 1** |
| **Example: AP Credit - History** | **HIST 1025** |
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1. Next, take a look at the recommended first semester courses by major, located [here](http://www.colorado.edu/engineering-advising/recommended-first-semester-courses-major), and continue reading this document as it will walk you through how to determine which courses are the best fit for you. As you go through the next steps, fill out the chart on page 5.
2. Determine Your Math Course
   1. You’ll notice in the [website](http://www.colorado.edu/engineering-advising/recommended-first-semester-courses-major) for first-year courses, the Math course listed says APPM XXXX. This is because your math placement is determined by a number of factors, and is not the same for everyone. APPM stands for Applied Math, which is one of the departments that teaches math courses. You may also take courses in the Math Department, which is abbreviated MATH. As an example, Calculus 1 taught in APPM is the same credit as Calculus 1 taught in MATH – they are simply taught using different educational methods. The College of Engineering takes credit for Calculus 1 – 3 from both Applied Math and Math – one is not better than the other.
   2. You can see information about math courses [here](http://www.colorado.edu/engineering-advising/math-courses)
3. Other Required Courses
   1. Determine any additional courses you may need to sign up for due to participation in another program, e.g., ROTC coursework, RAP (Residential Academic Program) course in your residence hall, BOLD Center Participation Scholarship, Marching Band, etc.
   2. Note that sometimes the program or college will enroll you in these courses, while other times you must enroll yourself. The program or department should communicate with you about what action you need to take in this regard. Either way, make sure you count these courses in your schedule as you are planning. Write these in the chart on page 5.
   3. [MAPS Requirements](http://www.colorado.edu/engineering-advising/get-your-degree/degree-requirements/maps-minimum-academic-preparation-standards) – You may have other requirements such as MAPS credit. MAPS content areas are usually fulfilled by high school coursework, but sometimes students have to address "MAPS deficiencies" with their college coursework. You will know if you have requirements here by looking at your [Degree Audit.](http://www.colorado.edu/registrar/students/degree-planning/degree-audit/run)
4. On the chart on page 5, fill in any other courses listed by your major on the first semester courses [website](http://www.colorado.edu/engineering-advising/recommended-first-semester-courses-major).
5. Humanities and Social Science (H&SS)
   1. You may already have a full schedule at this point (aim for 14-17 credit hours). If not, or if you would like to have some ‘back-up’ classes, you can round out your schedule by choosing Humanities and Social Science courses.
   2. It is a good idea to have several possible HSS electives ready to choose from in case your desired first choice is unavailable when you are registering for classes. Refer to the requirements for H&SS, and the approved list of HSS elective courses [here](http://www.colorado.edu/engineering-advising/get-your-degree/degree-requirements/humanities-social-sciences-and-writing-requirements).
   3. A few things to note:
      1. If you already have college credit from AP, IB, or other colleges, it may come in as H&SS credit. Make sure you read your degree audit carefully (it will show up under the H&SS section) and the [requirements for H&SS](http://www.colorado.edu/engineering-advising/get-your-degree/degree-requirements/humanities-social-sciences-and-writing-requirements) for graduation. A few things students often mix up:
         1. Students in the College of Engineering must take a writing class to graduate, and it is rare that you would bring in credit for this requirement (AP credit does not count here). You do not have to take a writing class in your first semester, although there are some options listed on the [H&SS website](http://www.colorado.edu/engineering-advising/get-your-degree/degree-requirements/humanities-social-sciences-and-writing-requirements). Your degree audit will tell you if any credit you are bringing in counts for the writing requirement.
         2. While you need at least 15 credit hours of H&SS to get your degree (some majors require more), 6 of these credit hours must be at the 3000 level or higher. If you brought in credit for H&SS, most of the time it is lower division credit (you can see this in your degree audit, if the equivalent class listed is level 2000 or lower). If you brought in H&SS credit, be careful how many more H&SS credits you take and make sure they are at the appropriate lower or upper division level for what you need to graduate.
      2. First-Year Seminar courses are a great way to earn lower-division Humanities & Social Science credit, and take a class on a very unique topic. There are a lot of First-Year Seminar courses at CU Boulder, however, not all of them will count towards a degree in the College of Engineering. [Consult this list of approved FYSMs](http://www.colorado.edu/engineering-advising/FYSM) to see which count for credit in the College of Engineering. If you are interested in any of the First-Year Seminar courses for your schedule, write them on the chart on page 5 (but only take one!).
6. Plan your preliminary schedule by using the chart on the next page, and going to step 8. You only need to plan for your first semester now; you’ll plan and register for second semester’s classes in a few months.

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| **First Semester Classes I Need** | | | | |
|  | **Course Subject (i.e. APPM or GEEN)** | **Course Number (i.e. 1350 or 1400)** | **Course Name (i.e. Engineering Projects)** | **Credit Hours** |
| Example: | **APPM** | **1235** | **Pre-Calculus for Engineers** | **4** |
| Example: | **ENES** | **1010** | **Engineering, Ethics, and Society** | **3** |
| Course #1: |  |  |  |  |
| Course #2: |  |  |  |  |
| Course #3: |  |  |  |  |
| Course #4: |  |  |  |  |
| Course #5: |  |  |  |  |
| Course #6: |  |  |  |  |
| Course #7: |  |  |  |  |
| **\*Note: You cannot enroll in more than 17 credits**  **during your first semester** | | | **Total Credit Hours:** |  |

1. Now you know which courses you need to choose from, the next step is to build your schedule and add your classes to your ‘shopping cart’ in Buff Portal. [Search for the classes](http://www.colorado.edu/registrar/students/registration/search-classes) above, and build your schedule using Buff Portal.
   1. You will search for each class one by one to find a schedule of classes that works together. Here are a few strategies to help you plan:
      1. It can help to pencil in the courses you want into a [weekly calendar](http://www.colorado.edu/engineering-advising/node/292/attachment) as you go, to make sure your choices do not have a time conflict.
      2. If there are courses you are pre-enrolled in, make sure to look them up so you know the day and time (you can find this in your Schedule section of your Buff Portal or by searching the class number) and add them to your weekly schedule so you can plan your other courses around them.
      3. Always have back-up courses available in case your first choice is full by the time you register. As an example, have two sections of Calculus you could potentially take (if you are not registered for one already). Make a note of the class name, abbreviation, class number and section number and other pertinent details of the exact course you are choosing (all of this is listed in your search results):
         1. Example - Calculus 1 – APPM 1350 – Class #13468 - Section 109, meets MWF from 9:00am – 10:50am OR Calculus 1 – APPM 1350 – Class #20637 - Section 128, meets MWF from 2:00pm – 3:50pm
      4. Other than the time conflict, the other important detail to look for is to make sure there is still space left in the course. You will know this by looking at the class details in your search results. There will be a column that says “available seats” – if this is at 0, you will not be able to enroll in this course. You can also look at the Status icon – if it’s green, then you are able to register. If there are other indicators or results you are unsure of, check out this [informational page](http://www.colorado.edu/registrar/students/registration/search-classes) from the Registrar’s Office. Note that you can also click on the class number to find additional information such as enrollment requirements (prerequisites, restrictions, etc).
   2. Add the courses you wish to take to your [‘shopping cart’](http://www.colorado.edu/registrar/students/registration/search-classes) in Buff Portal. Make sure there is space available in each class in your shopping cart, you have met any pre-requisites, and they do not conflict with each other.
      1. Note that adding classes to your shopping cart does not register you. It simply gets you ready to register – once your enrollment window opens, you can simply go to your shopping cart, make sure each class you want to enroll in is checked, then click proceed to the next step.
   3. [Once your enrollment window opens](http://www.colorado.edu/registrar/students/registration/enroll), go in to your shopping cart (verifying everything is still good to go!), select each class you wish to enroll in, then proceed to step 2. If you get an error message, make sure to read the details so you know what is going on. Proceed to the next steps to complete your enrollment.
2. Verify your schedule is correct and what you wanted by checking the Schedule section of your Buff Portal. You can make changes to your schedule using Buff Portal as long as your enrollment window is still open. Here is how you can [change your schedule](http://www.colorado.edu/registrar/students/registration/enroll/swap-class); this could mean swapping out classes, dropping a class, etc. Remember, once your summer enrollment window closes, you cannot change your schedule until open enrollment. [Check the Academic Calendar](https://www.colorado.edu/registrar/students/calendar) to find the Open Enrollment dates.
3. List any questions you have for your [academic advisor](http://www.colorado.edu/engineering-advising/advisors).

**Useful reference websites**:

1. College of Engineering & Applied Science Course Registration Page, which contains registration instruction for all engineering degree programs that detail what courses to enroll in for the various engineering majors.
   1. <http://www.colorado.edu/engineering-advising/get-your-degree/first-year-freshmen/registration-instructions-new-first-year-freshman-students>
2. Buff Portal is the student portal to use when registering for classes, running a Degree Audit, or accessing your online Student Center.
   1. <https://buffportal.colorado.edu/>
   2. If you need any help navigating Buff Portal, check out the useful information from OIT: <https://oit.colorado.edu/services/business-services/buff-portal-advising/students>
3. College of Engineering & Applied Science Academic Advising web site, which contains information on degree requirements, approved humanities & social science electives, academic advisors, college forms, and so much more!
   1. <http://www.colorado.edu/engineering-advising>