Step 1) Enroll in Continuing Education

First Fill out an online application for the Continuing Education:

https://ce.colorado.edu/resources/topics/enrollment-new-students/

Once your application has been processed (usually within 48 business hours), our Enrollment Services will e-mail you an Invitation to Enroll. You will then be able to register via CU portal with a permission number.

Step 2) Enroll in GRAD5000

These are directions for the class number SLHS 4560, but you will use the class number GRAD5000. Also, you will need to email rcr@colorado.edu for a permission number. The cost will be $80.

Go to MyCUInfo – mycuinfo.colorado.edu and enter in campus credentials (Username and password) and click on the Log In button -

Click on the Register for Classes – users are required to update or verify their pre-registration items which include adding or verifying their local address, adding or verifying their emergency contact, and accepting the tuition and fee agreement before they can select their class. These steps are not shown but the pages will appear automatically if the person needs to complete these tasks.
Select the term to enroll and click on the Continue button -

Search for the class(es) using one of the search methods – in this screenshot, using the Search by Subject and Catalog Number for SLHS 4560 –
Brings up this page where the user can click on the arrow to expand the details of the search to find the appropriate section they wish to enroll in –

Select the section from the expanded results –
Takes the user to the Class Preferences page where they can input their permission number, change grading basis, see any class notes – click on the Next button to add the class to the shopping cart -

Once the class has been added to the users shopping cart – they must move the class to the “enrolled” status – Look under the UC Boulder Shopping cart for the class, add the checkmark for select and click on Add Selected Classes button -
Next page appears and user clicks on the Finish Enrolling button –

The user then has the option to “Make a Payment” or to click on the “Continue” button to be billed -