

# Section Two

## Quick Tasks to Complete Before You Enroll

You must complete several tasks before enrolling in classes. Some of these are one-time only, others are annual and a few pop up each term.

### Complete Your Preregistration Items

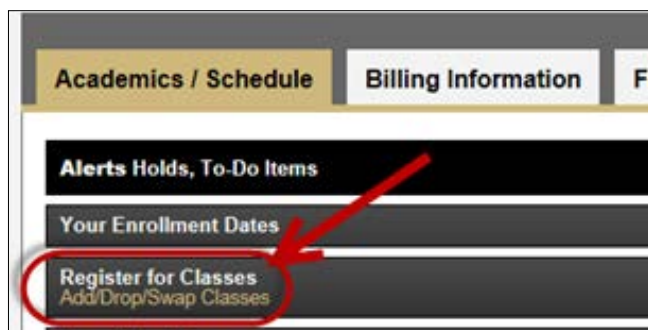
The following instructions are image based. For text-only instructions, see “Complete Your Preregistration Items” on page 44.

While you’re in MyCUInfo, let’s take care of your preregistration items. You don’t have to wait until you’re eligible to register, and completing them ahead of time speeds up the registration process.

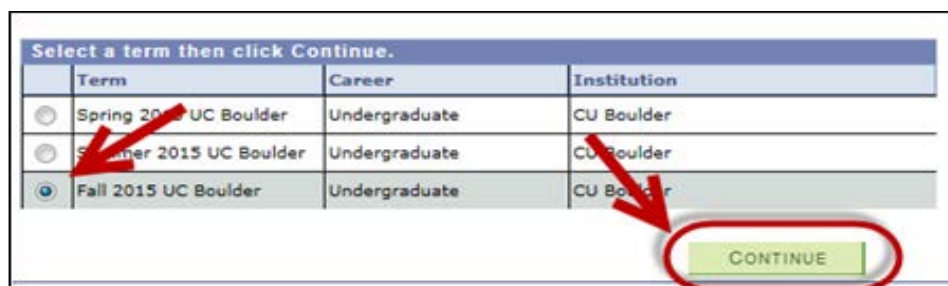
#### What Are They?

These items need to be updated and approved before you enroll in classes each term. This initial process will take several minutes, but next time it’ll be much quicker.

In [MyCUInfo](#), click **Register for Classes**.



If prompted, select the term you’re enrolling in, then click **Continue**.



## **Contact Information**

This webpage has three sections. Be sure to click the verification checkbox after each one, or you won't be able to go to the next webpage.

- 1) Addresses: Both a Home and a Local address are required.
  - a) Home: You probably already have a Home address in the system; confirm that it's correct. To make a change, click **Edit**. For international addresses, click **Change Country**.



**Edit Address**

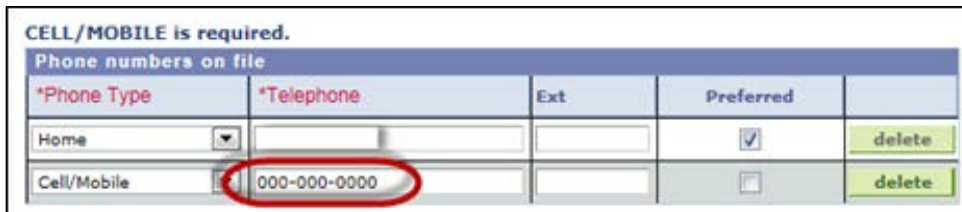
Country: United States

Address 1:

Address 2:

Change Country

- b) Local: Click **Add a New Address** to provide the address where you'll be living during the term. If you don't know that yet, just enter your Home address information for now.
- 2) Phone Numbers: A Cell/Mobile number is required.
  - a) Home: A Home phone number is not required. If there is one listed, confirm that it's correct.
  - b) Cell/Mobile: Click **Add a Phone Number** to provide your domestic cell/mobile number (phone numbers requiring a country code are not accepted). If you don't have a domestic cell number, enter 000-000-0000.



**CELL/MOBILE is required.**

*Phone Type	*Telephone	Ext	Preferred	
Home	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	delete
Cell/Mobile	000-000-0000	<input type="text"/>	<input type="checkbox"/>	delete

- 3) Emergency Contacts: If you're involved in a health or safety emergency, the university will contact whomever is listed here. At least one emergency contact is required.

## Section 2: Quick Tasks to Complete Before You Enroll

- a) Primary Contact: Click **Add an Emergency Contact** and enter the information for the person you'd like the university to contact first in the event of an emergency.

**Emergency Contacts**  
**Emergency Contact Detail**

\*Contact Name: George Washington  
\*Relationship: Parent

Contact's Address  
 Same Address as Individual  
Country: United States  
Address: United States  
[Edit Address](#)

Contact's Phone  
 Same Phone as Individual  
\*Primary Phone: 303-555-1234  
Extension:   
Country:

Additional Contact Details

*Phone Type	Phone Number	Extension	Country

[ADD A PHONE NUMBER](#)

Contact's Email Address  
Email:

[SAVE](#) [Return to Emergency Contacts Summary](#)

\* Required Field

- b) Other contacts: If there are other people you'd like to include as emergency contacts, add them here.
- 4) Click **Continue** at the bottom of the webpage.

### **Accept the Terms of the Tuition and Fee Agreement and Disclosure**

After you've read the disclosure, click **I Agree** at the bottom of the webpage.

Agreement  
I hereby acknowledge that I have read and expressly consent to the University's Tuition and Fee Agreement and Disclosure. By clicking on the "I AGREE" button below, I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

[I AGREE](#)