Section Four
Search for and Enroll in Classes

Congratulations! You’re ready to start searching for classes. You’ll probably run into some unfamiliar words during this process; if you do, look them up in “Glossary of Terms” on page 39.

View Your Enrollment Appointment

To check your enrollment appointment, log in to MyCUInfo and click Your Enrollment Dates. All times are in Mountain Time.

You can’t actually enroll in classes until your enrollment appointment starts, but you can practice searching for and adding classes to your shopping cart now.

**NOTE:** Adding classes to your shopping cart doesn’t mean you’re enrolled in them. Classes you put in your cart may be full by the time your appointment starts.

Search for Classes

The following instructions are image based. For text-only instructions, see “Search for Classes” on page 48.

In MyCUInfo, click Register for Classes.

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

**NOTE:** You must complete your preregistration items before you can access the next webpages.
The **Add Classes** webpage includes a search block, your shopping cart and your class schedule. Don’t be surprised if you see a class or two already in your schedule. Some programs pre-enroll their students in core classes.

Click **Search** to access the advanced class search.

When searching for classes, be as specific as you can. If your search is too general, you’ll get an error message telling you to specify additional search criteria.

- **Campus**: Select **Boulder Main Campus**.
- **Subject**: Click **Select Subject** to browse for the subject you want, or enter the four-letter subject area if you know it (e.g., PSYC for Psychology courses).
- **Course Number**: If you know the course you’re looking for, enter the four-digit course number (e.g., 1234 for PSYC 1234). If not, you can leave this blank, but make sure you provide additional search criteria when possible.
- **Course Career**: Most students will choose **Undergraduate**.
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- **Checkboxes:**
  - **Show Open Classes Only:** Select this option to exclude classes that are already full.
  - **Open Entry/Exit Classes Only:** Ignore this option.
  - **Show Schedule Conflict Indicator:** Select this option to see a warning if you’re trying to enroll in a class that has a time conflict with a class you’re already enrolled in.

Click the green arrowhead to expand the **Additional Search Criteria**. Use these to limit your search to classes that, for instance, fulfill your program's core requirements, meet during specific times of day or on specific days of the week, or offer a certain number of credits.

- **Class Attribute (Core, GT, Honors etc.):** Select **Boulder A&S Core Requirements** if you’re trying to find courses that meet some of your college/school/program’s core requirements.
  - **Course Attribute Value:** Select the specific core requirement you’re trying to fulfill.

When finished, click **Search**.

On the **Search Results** webpage, click the green arrowhead to the left of a course to see the class(es) offered this term.

![Search Results](image)

This shows high-level information about each class, including meeting days and times, room number, instructor and number of available seats.

![Class Details](image)

**NOTE:** You may be unable to enroll in a class if the number of available seats is zero, if there’s an enrollment restriction that you don’t meet, or if department/instructor consent is required.
For more information, click on the class number or section number to open the **Class Detail**.

Class details include:

- course description
- whether the course is COF eligible
- class components (e.g., lab, recitation, studio)
- grading options (i.e., letter, no credit [audit], pass/fail)
- enrollment requirements (e.g., prerequisites, restricted to department majors only, etc.)
- class notes (i.e., additional information the department wants students to know)

To return to the **Search Results** webpage, don’t use your browser’s back button! Instead, click **View Search Results**.

**Status and Warning Icons**

Some classes will have one or more icons next to them.

- **Green circle**: The class is open (seats are available).
- **Blue square**: The class is closed; you cannot enroll in it.
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- **Yellow triangle**: The class is closed, but a waitlist exists (see “Waitlist for a Closed Class” on page 31).

- **Red hazard sign**: There’s a schedule conflict between the class and one you’re already enrolled in.

Add a Class to Your Shopping Cart

The following instructions are image based. For text-only instructions, see “Add a Class to Your Shopping Cart” on page 49.

If you find an available class (indicated by a green circle) that you want, click **Select**.

If the class has additional class components associated with it (e.g., a lab or recitation), you’ll be taken to a **Related Class Sections** webpage. Select a class component from the list (check for the green circle), then click **Next**.
On the Enrollment Preferences webpage, click Next.

A green box with a checkmark symbol confirms the class has been added to your shopping cart.

You can now either search for another course or, if you’re in your enrollment appointment, start enrolling in classes!

**Enroll in Classes**

The following instructions are image based. For text-only instructions, see “Enroll in Classes” on page 50.

To view your enrollment appointment, log in to MyCUInfo and click Your Enrollment Dates.
If your enrollment appointment has begun and you’ve completed the online New Student Welcome Experience, then you’re ready to enroll in classes.

In your shopping cart, click the Select checkbox next to the classes you want to enroll in, then click Proceed to Step 2 of 4.
If you get an error message, read the description for details. If not, confirm your selection(s), and click Finish Enrolling.

View Your Schedule

There are two easy ways to view your schedule.

Option 1: Under Enroll, click My Class Schedule.

Option 2: Go to your MyCUInfo homepage and scroll down to view the Schedule tab.
Swap Classes

The following instructions are image based. For text-only instructions, see “Swap Classes” on page 50.

This action allows you to simultaneously drop a class you’re enrolled in and add yourself to a different class.

**NOTE:** If you’re enrolled in a multiple-component class (e.g., lecture/lab, lecture/recitation, etc.), and you want to switch one of those sections with a section that’s closed with a waitlist, you can’t use the swap function to do it without losing your place in your current section.

First, follow the steps under “Add a Class to Your Shopping Cart” on page 25.

Then, under **Enroll**, click **Swap**.

Confirm that you’re in the appropriate term, then select the class you want to drop.

Select the new class from your shopping cart and click **Select**.
Review your selections, then click **Finish Swapping.**

If it worked, you'll see a green checkmark in the **Status** box; if it didn’t, you'll see a red X (read the description).

**Drop a Class**

The following instructions are image based. For text-only instructions, see “Drop a Class” on page 51.

If you decide to drop one or more of your enrolled or waitlisted classes, under **Enroll**, click **Drop.**
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Click the checkbox next to the class(es) you’d like to drop, then click **Drop Selected Classes**.

![Drop Selected Classes](image)

Review your selection, then click **Finish Dropping**.

![Finish Dropping](image)

**NOTE:** If you need to drop all of your classes, please see [Withdrawing from the University](#).

### Waitlist for a Closed Class

#### Add Your Name to a Waitlist

The following instructions are image based. For text-only instructions, see "Add Your Name to a Waitlist" on page 51.

Closed classes with a waitlist have a status of **Closed Wait List Available**, and show the number of students on the waitlist.

![Waitlist](image)

If a student who has enrolled in the class drops out, the next person in line is automatically enrolled if all enrollment requirements are met.
To add your name to a waitlist, select the class, click the checkbox next to **Wait list if class is full** and click **Next**.

Once you’ve added your name, you’ll see confirmation that you’ve been waitlisted.

See the [Waitlists](#) webpage for information about waitlist types and a waitlisted class’s impact on your credit load.

### Enrollment from the Waitlist

Placing your name on a waitlist does not guarantee that you will be enrolled in the class, even if you’re first on the list. If a space opens up in the class, you’ll be enrolled automatically if you meet the enrollment requirements. Check your colorado.edu email and your schedule regularly to see if you’ve been enrolled. If you don’t attend a class you’ve been enrolled in and you don’t drop it by the drop deadline, you’ll receive an F for the class.

### Drop if Enrolled

The following instructions are image based. For text-only instructions, see “Drop if Enrolled” on page 52.

Students often enroll in a backup class in case they don’t get enrolled in the waitlisted class. If you do that, you can have the system automatically drop the backup class if you get enrolled in the waitlisted class.

### If You’ve Already Added the Waitlisted Class

First, enroll in the backup class by following the steps under “Add a Class to Your Shopping Cart” on page 25 and “Enroll in Classes” on page 26.
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Then, under Enroll, click Edit.

Confirm that you’re in the appropriate term, click Select from your schedule, select the waitlisted class, then click Proceed to Step 2 of 3.

Near the bottom of the webpage, under Drop This Class if Enrolled, click the magnifying glass icon to search for the backup class.

Click Next.
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Review your selection, then click **Finish Editing**.

If it worked, you’ll see a green checkmark in the **Status** box; if it didn’t, you’ll see a red X.

**If You Need to Add a Waitlisted Class**

First, enroll in the backup class by following the steps under “Add a Class to Your Shopping Cart” on page 25 and “Enroll in Classes” on page 26.

Then add the waitlisted class to your shopping cart.
At the bottom of the Enrollment Preferences webpage, under the Drop This Class if Enrolled header, click the magnifying glass icon to search for the backup class, then click Next.

**Waitlist Deadline**

The deadline to add your name to a class waitlist is the second Wednesday after classes start in fall and spring (summer waitlist deadlines vary). If your name remains on the waitlist through the deadline, you’re automatically dropped from the class roster, but you may be eligible to use course reservation the next time the course is offered.