

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.

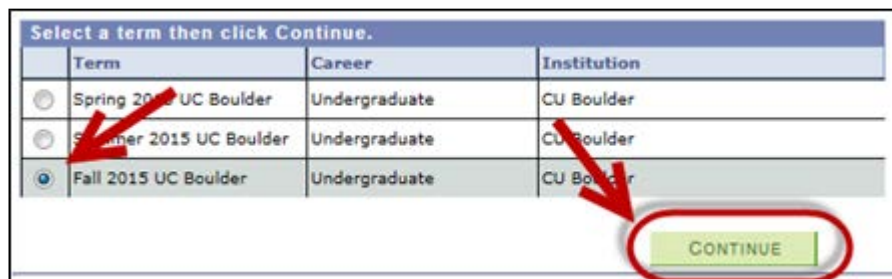
Search for Classes

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.

Section 4: Search for and Enroll in Classes

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.

| Class | Description | Days/Times | Room | Instructor | Units | Drop Class If Enroll | Drop Class Description | Status |
|-----------------------|-----------------------------------|--------------------------|------|--------------|-------|----------------------|------------------------|--------|
| WRTG 1150-017 (15130) | 1st Yr Writing/Rhetoric (Seminar) | MoWeFr 10:00AM - 10:50AM | TBA | Y. Friedland | 3.00 | | | ✓ |

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

Advanced Class Search:
 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**.

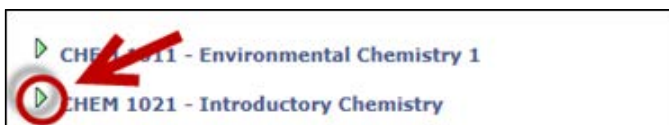
- Checkboxes:
 - Show Open Classes Only: Select this option to exclude classes that are already full.
 - Open Entry/Exit Classes Only: Ignore this option.
 - Show Schedule Conflict Indicator: Select this option to see a warning if you're trying to enroll in a class that has a time conflict with a class 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.



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

| CHEM 1011 - Environmental Chemistry 1 | | | | | | |
|---------------------------------------|---|--------------------------|-----------------|-----------------|-------------------------|--------------------------------------|
| CHEM 1021 - Introductory Chemistry | | | | | | |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status |
| 14061 | 100-LEC Boulder Main Campus Semester | MoWeFr 12:00PM - 12:50PM | CHEM 140 | Kathryn Plath | 08/24/2015 - 12/11/2015 | ● |
| select | | | | | | |
| Units | Enrollment Restriction | Consent Required | Available Seats | Wait List Total | | |
| 4 | N | N | 290 | 0 | | |

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.

Section 4: Search for and Enroll in Classes

For more information, click on the class number or section number to open the **Class Detail**.

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
|-------|---------|--------------------------|----------|---------------|-------------------------|--------|------------------------|
| 14061 | 100-LEC | MoWeFr 12:00PM - 12:50PM | CHEM 140 | Kathryn Plath | 08/24/2015 - 12/11/2015 | | select |

| Units | Enrollment Restriction | Consent Required | Available Seats | Wait List Total |
|-------|------------------------|------------------|-----------------|-----------------|
| 4 | N | N | 290 | 0 |

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**.

Add Classes

Class Detail

CHEM 1021 - 100 Introductory Chemistry
CU Boulder | Fall 2015 | Lecture

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Class Details

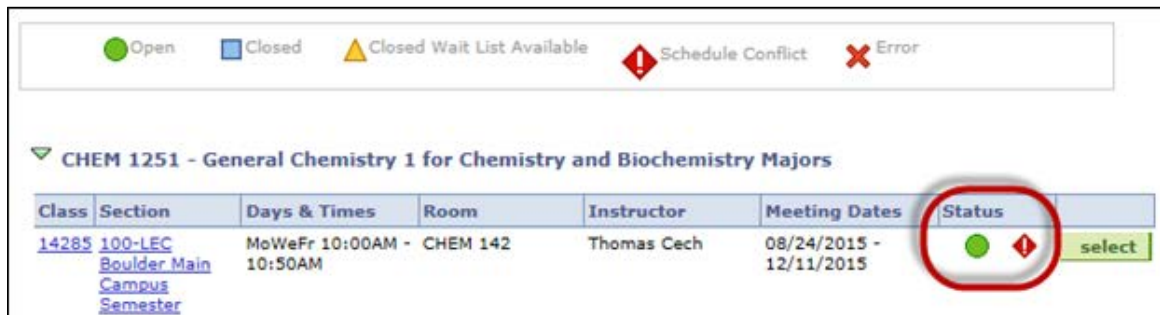
| | | | |
|------------------|---------------------------------------|----------|------------------------|
| Status | Open | Career | Undergraduate |
| Class Number | 14061 | Dates | 8/24/2015 - 12/11/2015 |
| Session | Boulder Main Campus Semester | Grading | Student Option |
| Units | 4 units | Location | Boulder Main Campus |
| | COF Eligible | Campus | Boulder Main Campus |
| Instruction Mode | In Person | | |
| Class Components | Laboratory Required, Lecture Required | | |

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.

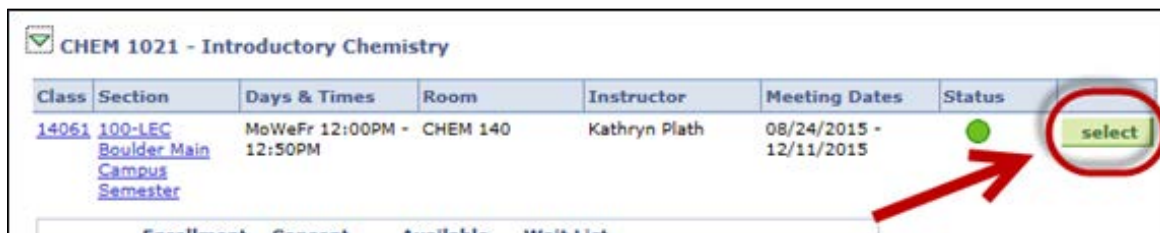
- Yellow triangle: The class is closed, but a waitlist exists (see “Waitlist for a Closed Class” on page 31).
- Red hazard sign: There’s a schedule conflict between the class and one you’re already enrolled in.



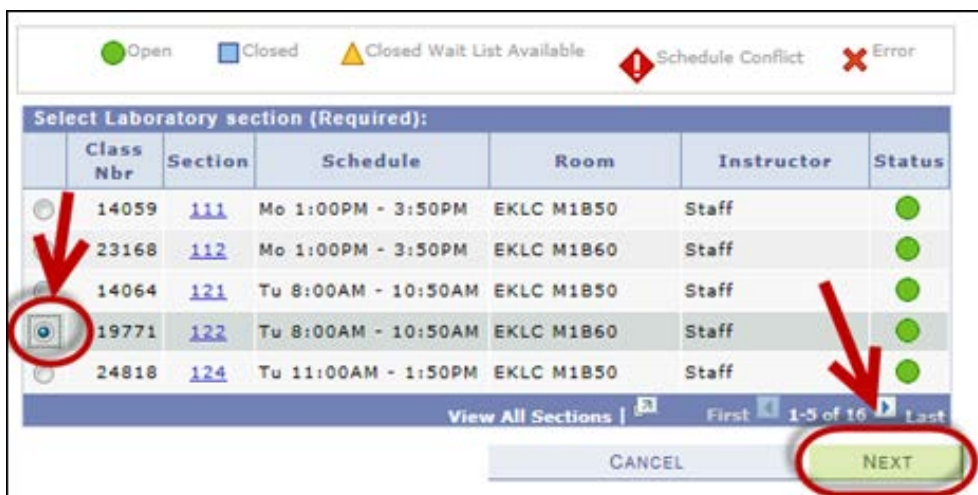
Add a Class to Your Shopping Cart

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**.



Section 4: Search for and Enroll in Classes

On the **Enrollment Preferences** webpage, click **Next**.

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

The screenshot shows the 'Add Classes' interface. At the top, there are four numbered steps (1-4). Step 1 is 'Select classes to add'. Below this, a green box with a checkmark and the text 'CHEM 1021 has been added to your Shopping Cart.' is highlighted with a red circle. Below the confirmation, there is a legend for class statuses: Open (green circle), Closed (blue square), Closed Wait List Available (yellow triangle), Schedule Conflict (red exclamation mark), and Error (red X). There are search fields for 'Add to Cart' (Enter Class Nbr), 'Course Search' (Subject Area, Catalog Nbr), and 'Advanced Class Search' (Class Search). A yellow warning box states 'Some of the error messages are not current. Attempt to re-enroll as necessary.' Below this is the 'Fall 2015 UC Boulder Shopping Cart' table.

| Select | Enrollment Order | Class | Days/Times | Room | Instructor | Units | Status | Enroll Status | Message |
|--------------------------|------------------|---------------------------------------|-----------------------------|------------|------------|-------|--------|---------------|---------|
| <input type="checkbox"/> | | CHEM 1021-100 (14061) | MoWeFr 12:00PM - 12:50PM | CHEM 140 | K. Plath | 4.00 | ● | | |
| | | CHEM 1021-122 (19771) | Tu 8:00AM - 10:50AM | EKLC M1B60 | Staff | | ● | | |

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**.

The screenshot shows a navigation menu with three tabs: 'Academics / Schedule', 'Billing Information', and 'Financial'. Below the tabs, there are several menu items: 'Alerts Holds, To-Do Items', 'Your Enrollment Dates' (highlighted with a red circle and a red arrow), and 'Register for Classes Add/Drop/Swap Classes'.

Section 4: Search for and Enroll in Classes

If your enrollment appointment has begun and you've completed the online [New Student Welcome Experience](#), then you're ready to enroll in classes.

Search Enroll My Academics COF Authorization/Review

my class schedule add drop swap edit term information

Enrollment Dates

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

Fall 2015 UC Boulder | Undergraduate

Enrollment Appointments

| Session | Appointment Begins | Appointment Ends | Max Total Units | Max No GPA Units | Max Audit Units | Max Wait List Units |
|------------------------------|----------------------|-----------------------|-----------------|------------------|-----------------|---------------------|
| Boulder Main Campus Semester | June 16, 2015 8:00AM | June 18, 2015 11:59PM | 16.00 | 16.00 | | 16.00 |

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**.

Fall 2015 UC Boulder Shopping Cart

| Select | Enrollment Order | Class | Days/Times | Room | Instructor | Units | Status | Enroll Status | Message |
|--------------------------|------------------|---------------------------------------|--------------------------|------------|--------------|-------|--------|---------------|---------|
| <input type="checkbox"/> | | CHEM 1021-100 (14061) | MoWeFr 12:00PM - 12:50PM | CHEM 140 | K. Plath | 4.00 | ● | | |
| | | CHEM 1021-122 (19771) | Tu 8:00AM - 10:50AM | EKLC M1B60 | Staff | | ● | | |
| <input type="checkbox"/> | | ECON 1078-004 (13808) | TuTh 11:00AM - 12:15PM | TBA | Staff | 3.00 | ● | | |
| <input type="checkbox"/> | | HIST 1708-001 (23112) | TuTh 3:30PM - 4:45PM | EDUC 120 | M. Kingsberg | 3.00 | ● | | |

for selected:

Section 4: Search for and Enroll in Classes

If you get an error message, read the description for details. If not, confirm your selection(s), and click **Finish Enrolling**.

Add Classes 1 2 3 4

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2015 UC Boulder | Undergraduate

● Open ■ Closed ▲ Closed Wait List Available ◆ Schedule Conflict ✖ Error

| Class | Description | Days/Times | Room | Instructor | Units | Status | Enroll Status |
|-----------------------|-------------------------------------|--------------------|----------|------------|-------|--------|---------------|
| JRNL 2001-001 (33330) | Fundamentals of Reporting (Lecture) | MoWe 16:00 - 17:15 | ARMR 209 | Staff | 3.00 | ● | |

CANCEL PREVIOUS FINISH ENROLLING

View Your Schedule

There are two easy ways to view your schedule.

Option 1: Under **Enroll**, click **My Class Schedule**.

Search Enroll My Academics COF Authorization/R

my class schedule add drop swap edit term inform

My Class Schedule

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

Schedule Grades/Details Course Books Finals Schedule

Fall 2015 UC Boulder

Schedule: Fall 2015

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|
| 10:00 AM-10:50 AM WR TG 1150-017 1st Yr Writing/Rhetoric | 03:30 PM-04:45 PM HIST 1708-001 Intro Japanese History EDUC 220 | 10:00 AM-10:50 AM WR TG 1150-017 1st Yr Writing/Rhetoric | 03:30 PM-04:45 PM HIST 1708-001 Intro Japanese History EDUC 220 | 10:00 AM-10:50 AM WR TG 1150-017 1st Yr Writing/Rhetoric |
| 12:00 PM-12:50 PM CHEM 1021-100 Introductory Chemistry CHEM 140 | 08:00 AM-10:50 AM CHEM 1021-122 Introductory Chemistry EKLC.M1B60 | 12:00 PM-12:50 PM CHEM 1021-100 Introductory Chemistry CHEM.140 | | 12:00 PM-12:50 PM CHEM 1021-100 Introductory Chemistry CHEM 140 |

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**.



Section 4: Search for and Enroll in Classes

Review your selections, then click **Finish Swapping**.

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2015 UC Boulder | Undergraduate

You are replacing this class

Enrolled Dropped/Withdrawn Wait Listed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|--|----------------------------------|----------------------|----------|--------------|-------|--------|
| HIST 1708-001 (29112) | Intro Japanese History (Lecture) | TuTh 3:30PM - 4:45PM | EDUC 220 | M. Kingsberg | 3.00 | ✓ |

With this class

Open Closed Closed Wait List Available Schedule Conflict Error

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|--|-------------------------------|------------------------------|----------|------------|-------|--------|
| SPAN 1010-004 (15362) | Beginning Spanish 1 (Lecture) | MoTuWeThFr 11:00AM - 11:50AM | HLMS 191 | Staff | 5.00 | ● |

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).

| Class | Message | Status |
|-------------------------------|---|--------|
| Swap HIST 1708 with SPAN 1010 | Success: This class has been replaced. | ✓ |

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**.

Search Enroll My Academics COF Authorization/Review

my class schedule add drop swap edit term information

Drop Classes

Section 4: Search for and Enroll in Classes

Click the checkbox next to the class(es) you'd like to drop, then click **Drop Selected Classes**.

| Select | Class | Description | Days/Times | Room | Instructor | Units | Status |
|-------------------------------------|---------------------------------------|-------------------------------------|------------------------------|------------|--------------|-------|--------|
| <input checked="" type="checkbox"/> | ASTR 1000-002 (15064) | The Solar System (Lecture) | MoWeFr 2:00PM - 2:50PM | DUAN G1B20 | C. Danforth | 3.00 | ✓ |
| <input type="checkbox"/> | CHEM 1021-100 (14061) | Introductory Chemistry (Lecture) | MoWeFr 12:00PM - 12:50PM | CHEM 140 | K. Plath | 4.00 | ✓ |
| <input type="checkbox"/> | CHEM 1021-122 (19771) | Introductory Chemistry (Laboratory) | Tu 8:00AM - 10:50AM | EKLC M1B60 | Staff | | ✓ |
| <input type="checkbox"/> | SPAN 1010-004 (15362) | Beginning Spanish 1 (Lecture) | MoTuWeThFr 11:00AM - 11:50AM | HLMS 191 | Staff | 5.00 | ✓ |
| <input type="checkbox"/> | WRTG 1150-017 (15130) | 1st Yr Writing/Rhetoric (Seminar) | MoWeFr 10:00AM - 10:50AM | TBA | Y. Friedland | 3.00 | ✓ |

DROP SELECTED CLASSES

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

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---------------------------------------|----------------------------|------------------------|------------|-------------|-------|--------|
| ASTR 1000-002 (15064) | The Solar System (Lecture) | MoWeFr 2:00PM - 2:50PM | DUAN G1B20 | C. Danforth | 3.00 | ✓ |

CANCEL **PREVIOUS** **FINISH DROPPING**

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.

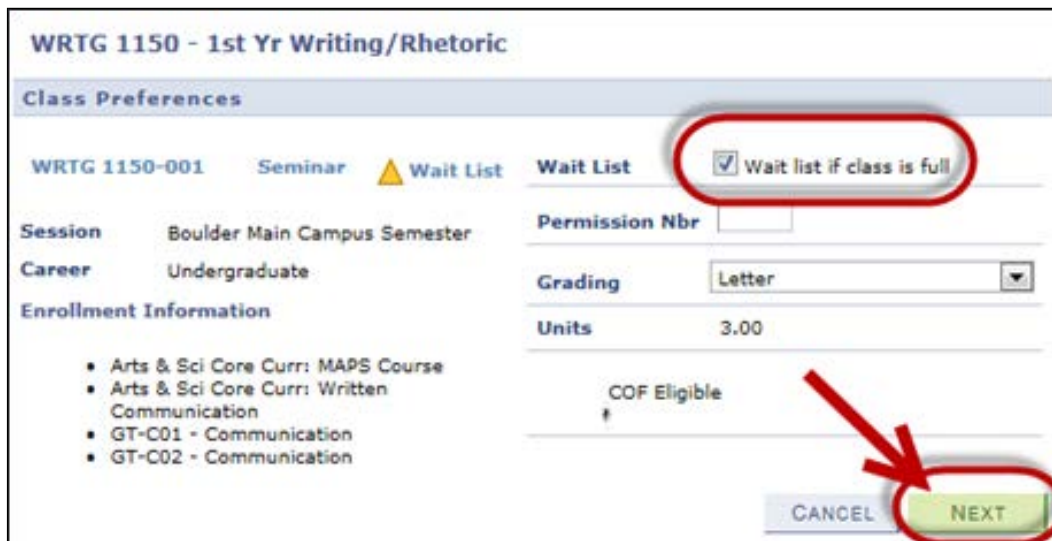
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
|-----------------------|---|------------------------|------|---------------------|---------------|--------|---------------|
| 15049 | 001-SEM Boulder Main Campus Semester | MoWeFr 8:00AM - 8:50AM | TBA | Tobin Von Der Nuell | | ⚠ | select |

| Units | Enrollment Restriction | Consent Required | Available Seats | Wait List Total |
|-------|------------------------|------------------|-----------------|-----------------|
| 3 | N | N | 0 | 2 |

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.


Section 4: Search for and Enroll in Classes

To add your name to a waitlist, select the class, click the checkbox next to **Wait list if class is full** and click **Next**.



WRTG 1150 - 1st Yr Writing/Rhetoric

Class Preferences

WRTG 1150-001 Seminar  Wait List **Wait List** Wait list if class is full

Session Boulder Main Campus Semester
Career Undergraduate
Enrollment Information


Permission Nbr
Grading Letter
Units 3.00

COF Eligible

- Arts & Sci Core Curr: MAPS Course
- Arts & Sci Core Curr: Written Communication
- GT-C01 - Communication
- GT-C02 - Communication

CANCEL **NEXT**

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

| Class | Message | Status |
|-----------|--|---|
| WRTG 1150 | Message: Class 15049 is full. You have been placed on the wait list in position number 3. |  |

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.

Section 4: Search for and Enroll in Classes

Then, under **Enroll**, click **Edit**.



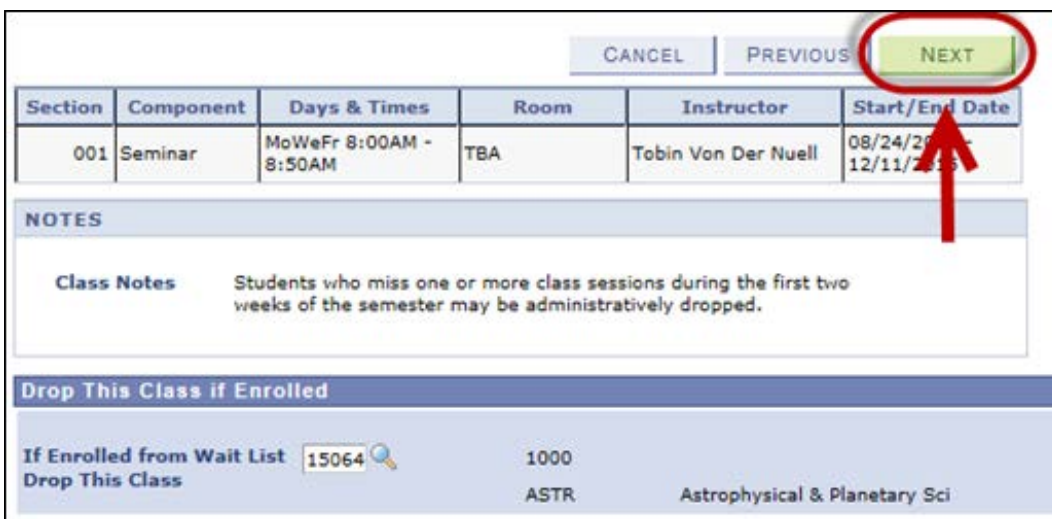
Confirm that you're in the appropriate term, click **Select from your schedule**, select the waitlisted class, then click **Proceed to Step 2 of 3**.



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**.



Section 4: Search for and Enroll in Classes

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

Edit Class Enrollment Options 1 2 3




2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Fall 2015 UC Boulder | Undergraduate

| Class Attribute | Original Value | New Value |
|-----------------------------|----------------|-----------|
| Drop This Class if Enrolled | 0 | 15064 |

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


|  Success: Class updated |  Error: Unable to update class | |
|--|---|---|
| Class | Message | Status |
| WRTG 1150 | Success: This class has been updated. |  |

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.

WRTG 1150 - First-Year Writing and Rhetoric

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
|-----------------------|-------------------------|------------------------|------|---------------------|---------------|---|---------------------------------------|
| 15049 | 001-SEM | MoWeFr 8:00AM - 8:50AM | TBA | Tobin Von Der Nuell | |  | <input type="button" value="select"/> |

| Units | Enrollment Restriction | Consent Required | Available Seats | Wait List Total |
|-------|------------------------|------------------|-----------------|-----------------|
| 3 | N | N | 0 | 2 |

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**.

Add Classes 1 2 3 4

1. Select classes to add - Enrollment Preferences

Fall 2015 UC Boulder | Undergraduate

WRTG 1150 - 1st Yr Writing/Rhetoric

Class Preferences

WRTG 1150-001 Seminar ⚠ Wait List Wait List Wait list if class is full

Session Boulder Main Campus Semester Permission Nbr

Career Undergraduate Grading Letter

Enrollment Information Units 3.00

- Arts & Sci Core Curr: MAPS Course
- Arts & Sci Core Curr: Written Communication
- GT-C01 - Communication
- GT-C02 - Communication

COF Eligible

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|------------------------|------|---------------------|-------------------------|
| 001 | Seminar | MoWeFr 8:00AM - 8:50AM | TBA | Tobin Von Der Nuell | 08/24/2015 - 12/11/2015 |

NOTES

Class Notes Students who miss one or more class sessions during the first two weeks of the semester may be administratively dropped.

Drop This Class if Enrolled

If Enrolled from Wait List **Drop This Class**

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.