

How To Register

- Review the advising sheet & sample schedule for your degree plan.
- Go to www.ucdenver.edu.
- Click on **REGISTRATION**. This takes you to the [Registrar Home Page](#).
 - Bookmark this page. It has all of the policies, dates and how tos that relate to Registration.
- From the Registrar Home Page, click on **REGISTER NOW DOWNTOWN CAMPUS** – this will take you to the [Student Sign In](#) page.
- Bookmark the [Student Sign In](#) page for easy reference.
- Enter your SID# and PIN, then click **SUBMIT**.
- Note the email policy! It is YOUR responsibility to make sure check your University-issued email account!
- You can update your contact information easily from the **SMART** page (click on **ADDRESS/PIN**).
- **REGISTRATION DEPOSIT**
 - All students must pre-pay \$200 of their tuition before they are eligible to register.
 - Click **FINANCES > REGISTRATION ADV PAY** (credit card or e-check).
- **REGISTRATION STATUS/REGISTRATION HOLDS**
 - Advising – new students must meet with an advisor before registering; continuing students will be notified via email of advising holds.
 - Other holds – contact the appropriate offices for financial, academic, disciplinary or Records holds.
- Click on **REGISTRATION** at the bottom - read the deadlines carefully.
- Click on **REGISTER** at the bottom.
- Select unit of registration (“Main Campus”) and Term (Fall, Spring or Summer), then click **SUBMIT**.
 - Note: Extended Studies courses can be selected at this point – consult your advisor.
- **COLLEGE OPPORTUNITY FUND** – for in-state undergraduate students/courses only
 - 1st login for each semester: choose authorization status.
 - Subsequent logins: note the status screen.
- Click on **COURSE SEARCH** at the bottom.
- Use pull-down menu to select subject and either enter course number or select level(s).
 - Note: Metro State College makes some of their courses available to UC Denver students. These are called “pooled” courses and appear in the SMART system. They are easily identifiable by the “-MSCD” after each course prefix (e.g. “English (ENG)- MSCD”). Students should consult an advisor before registering for Metro pooled courses, as often they will not fulfill degree requirements.
- If course is available, the # of seats remaining will show in RED.
- If you would like to add the course, click **ADD**.
 - If the course still has seats, but there is no **ADD** button, check the **MEETING TIMES** column for further registration information (it may require a special registration process) and/or contact your advisor.
- If the course is full:
 - You can try a different section or different course.
 - You can choose to waitlist (there should be a **WAITLIST** button). *Students, not faculty, are responsible for monitoring their enrollment status for any course for which they are waitlisted.* See “All About Waitlists” handout.
- Repeat the process as you search for additional courses.
- Review your final schedule by clicking on **SCHEDULE** at the bottom.
- Click on **REGISTER** to return to add/drop screen; you can drop courses from this screen if needed.
- Print out your final schedule. You will need this to get your student ID card and/or current semester sticker.
 - Don't forget to log out and close your browser window.