

Registration Instructions for CU Succeed

Navigating CU Denver's System



University of Colorado at Denver

Student Authentication

Please enter your Student ID: (no dashes)

Please enter your 4 character number PIN:

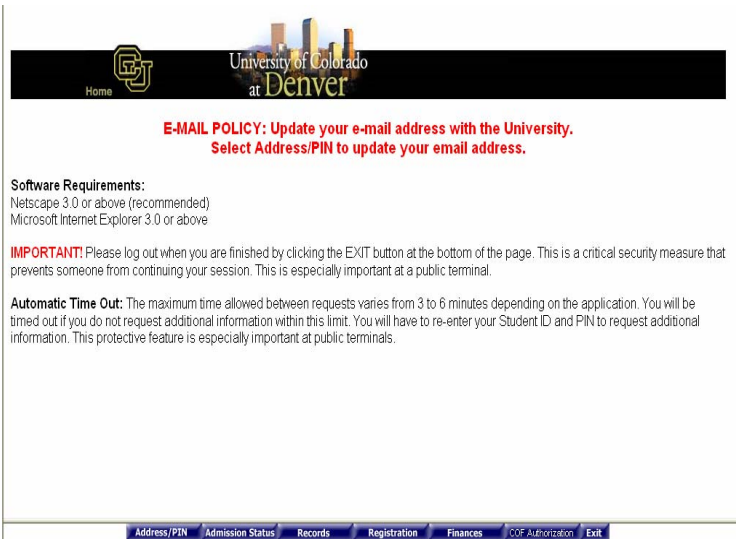
- **E-MAIL POLICY:** Update your e-mail address with the University. (Select Address/PIN after logon.)
- You are responsible for the deadlines and requirements and to abide by course loads and prerequisites published each term in the Schedule of Courses. Click on '[Academic Calendar/Dates and Deadlines](#)' for details.
- You are allowed a total of 5 incorrect PIN number logon attempts before being locked out. If you are locked out, please call the Registrar's Office at (303) 556-2389.

[Forgot your Student ID?](#)
[Click here](#)

[Forgot your PIN?](#)
[Click here](#)

Step #1-

The University of Colorado at Denver has assigned you student ID and PIN numbers. Enter those numbers without spaces or dashes. Hit **SUBMIT**.



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**E-MAIL POLICY: Update your e-mail address with the University.
Select Address/PIN to update your email address.**

Software Requirements:
Netscape 3.0 or above (recommended)
Microsoft Internet Explorer 3.0 or above

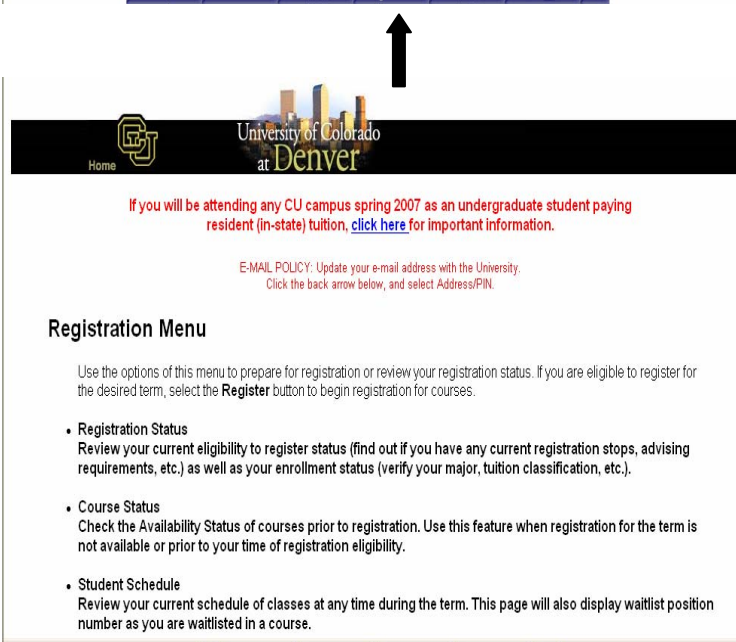
IMPORTANT! Please log out when you are finished by clicking the EXIT button at the bottom of the page. This is a critical security measure that prevents someone from continuing your session. This is especially important at a public terminal.

Automatic Time Out: The maximum time allowed between requests varies from 3 to 6 minutes depending on the application. You will be timed out if you do not request additional information within this limit. You will have to re-enter your Student ID and PIN to request additional information. This protective feature is especially important at public terminals.

[Address/PIN](#) [Admission Status](#) [Records](#) [Registration](#) [Finances](#) [COF Authorization](#) [Exit](#)

Step #2-

You will simply need to choose the **REGISTRATION** button at the bottom of this screen.



University of Colorado at Denver

If you will be attending any CU campus spring 2007 as an undergraduate student paying resident (in-state) tuition, [click here](#) for important information.

E-MAIL POLICY: Update your e-mail address with the University.
Click the back arrow below, and select Address/PIN.

Registration Menu

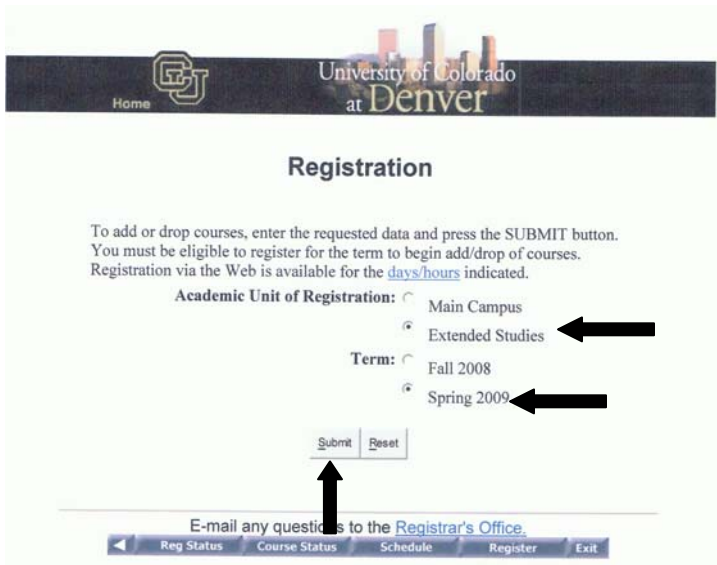
Use the options of this menu to prepare for registration or review your registration status. If you are eligible to register for the desired term, select the **Register** button to begin registration for courses.

- **Registration Status**
Review your current eligibility to register status (find out if you have any current registration stops, advising requirements, etc.) as well as your enrollment status (verify your major, tuition classification, etc.).
- **Course Status**
Check the Availability Status of courses prior to registration. Use this feature when registration for the term is not available or prior to your time of registration eligibility.
- **Student Schedule**
Review your current schedule of classes at any time during the term. This page will also display waitlist position number as you are waitlisted in a course.

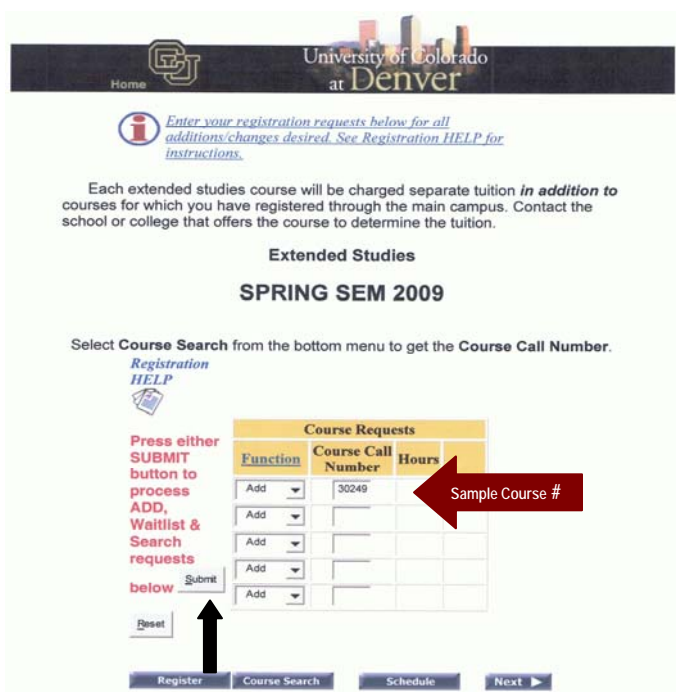
[Reg Status](#) [Course Status](#) [Schedule](#) [Register](#) [Exit](#)

Step #3-

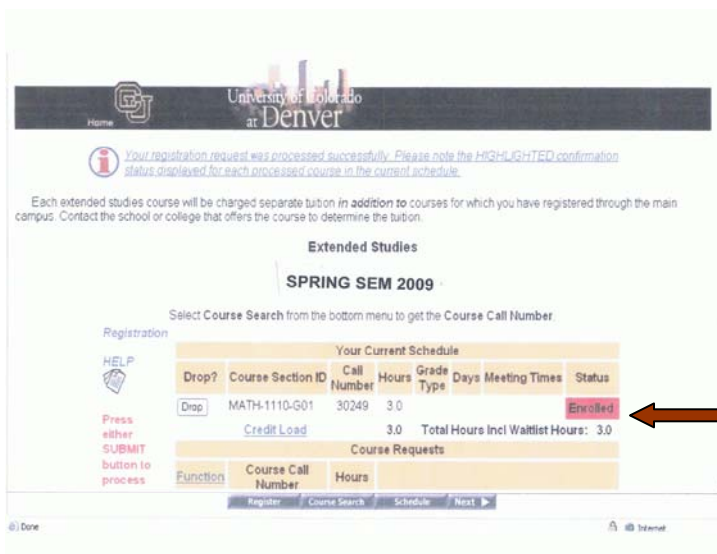
In order to proceed with registration, you will need to select the blue **REGISTER** button at the bottom of this screen.



Step #4 - Please select the following from this page:
Academic Unit of Registration: Extended Studies
Term: Spring 2009
 Click the **SUBMIT** button to proceed with registration.



Step #5 - Once you have successfully completed the steps above, you will be prompted to this screen. **Please have your 5 digit course call number(s) ready.** You are adding your course(s) so do not change the status in the **FUNCTION** column. Simply type each 5 digit course call number in the column marked **COURSE CALL NUMBER** and hit **SUBMIT**.



Step #6 - Please make sure you **print this screen!** You should verify you are properly registered for the correct course(s). This screen displays the course titles and call numbers of the courses for which you are successfully enrolled.

Once you have reached this screen, **your registration is complete.** You do not need to add any additional information unless your registration request is inaccurate.

If your registration request is inaccurate, please contact Nicole Jackson, CU Succeed Program Coordinator, at 303-556-6140. You may also reach her by email at Nicole.Jackson@ucdenver.edu.