

# REGISTRATION PROCESS

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CU Denver students can register and obtain information regarding their academic and financial records by logging into their **UCD Access portal**.

Online registration allows the student to check the availability of specific courses prior to their registration time and to search for available courses by department, course level or meeting time. If registration in a course is denied, the reason will be specified in UCD Access.

## Enrollment Appointment

An enrollment appointment is a specific time and date at which a student can register for classes through UCDAccess. This enrollment appointment is assigned to a student the semester prior to the term of registration. Students cannot enroll for classes prior to the date and time specified. Enrollment appointment dates are based on the number of academic hours completed. Enrollment appointment times are randomly assigned in fifteen minute timeslots. Students can check the UCDAccess student portal for their specific enrollment appointment date and time.

The general progression of registration will start with graduate students, 5th-year seniors, seniors, juniors, sophomore, freshman, and non-degree students. Students who register as soon as their enrollment appointment begins are more likely to find space in the courses they prefer.

## Course Load/Restriction

In most cases, students wishing to take more than 18 semester hours (12 in the summer session) must have the overload approved by the dean of their college or school. Consult the individual college or school for specific guidelines as to course-load restrictions.

## School/College Specific Policy

College of Engineering, Design & Computing (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-engineering-design-computing/#policies>)