

# How to Register for Classes

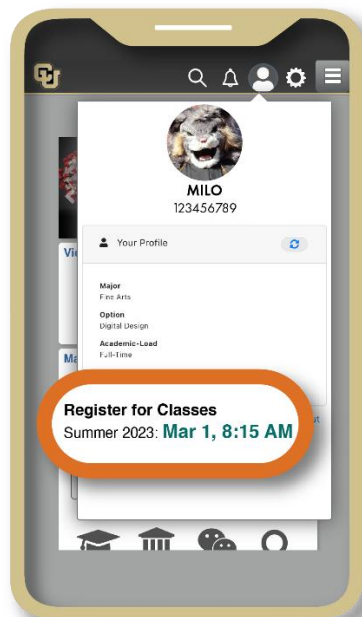
## 1. Log in to UCDAccess (Student Portal)

- [Log in to your UCDAccess student portal](#) using your university credentials and resolve any holds on your account.
- If you forgot your password, you can use the [password reset tool](#).
- If you're still having trouble logging in, you can [contact the IT Service Desk for help](#).

## 2. Find Your Priority Registration Date and Time

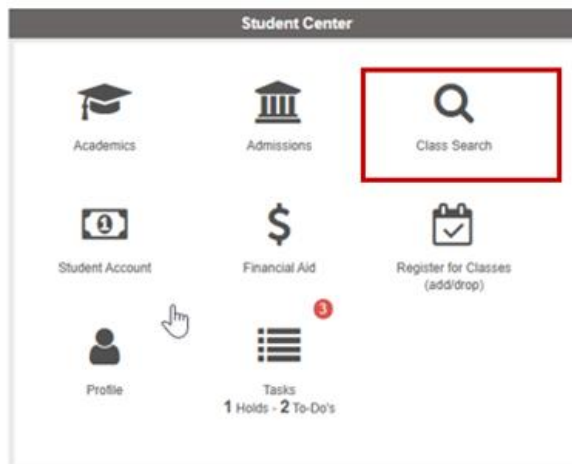
- Priority registration dates are issued prior to open registration, based on the number of credits completed. Priority registration times are randomly assigned and can be found in your UCDAccess student portal by clicking on the profile icon. Your specific registration date and time will display at the bottom of the menu.

[Learn when to register for classes](#)

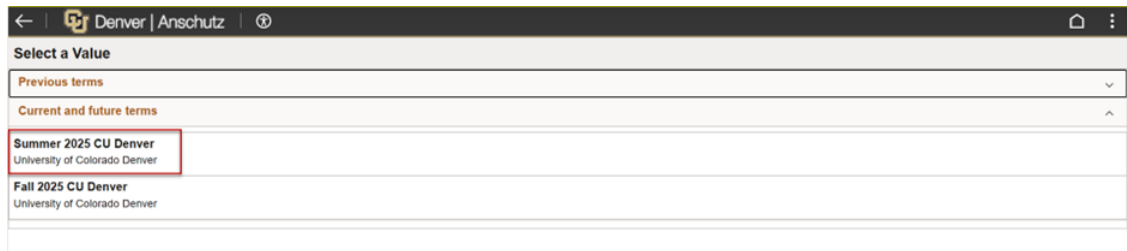


### 3. Search for Classes

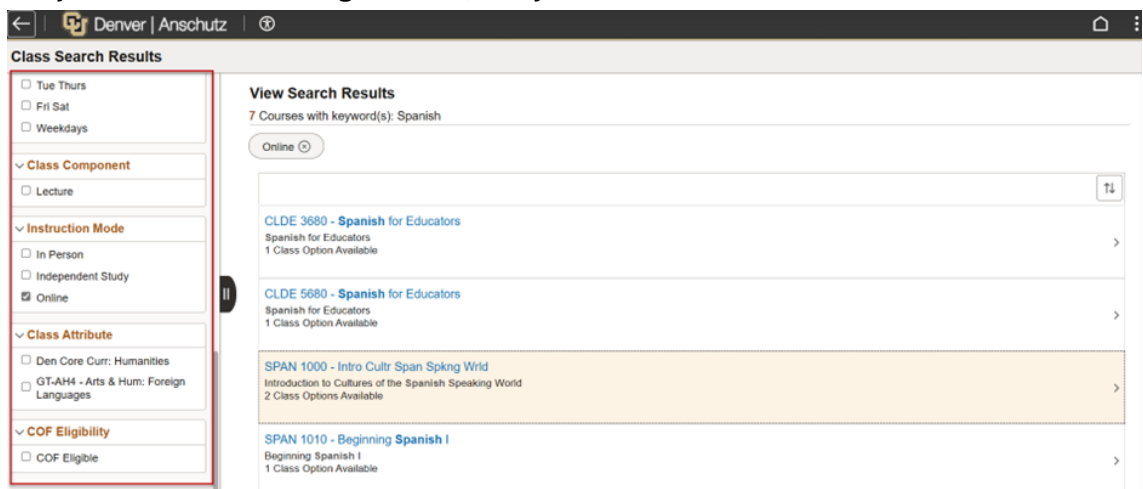
1. Use the class search tool to find available classes.



2. Select the term you want and enter some key search words in the search box.



3. Once you do a keyword search, you can use the facets in the left panel to narrow your search. You can also use the "Additional ways to search" link to search by subject code and catalog number, or by instructor.



4. **Important:** Please be mindful of the different course formats associated with class sections and compare them to find the best fit for your needs. [Use the Course Format Guide to compare features.](#)




## 4. Add Classes to Your Shopping Cart

UCDAccess allows you to plan out your semester before your registration date with the shopping cart feature.

1. After finding a class that fits your schedule, click on the **course** or the **arrow** on the far right. Review the information to make sure it fits your criteria, then click “Next” on the top right of the screen to proceed.

**View Search Results**

11 Courses with keyword(s): learning design


<b>BIOE 5020 - Analytics &amp; Machine Learning</b> Analytics and Machine Learning in Bioengineering 1 Class Option Available	
<b>CSCI 4931 - Deep Learning</b> Deep Learning 1 Class Option Available	
<b>CSCI 5930 - Machine Learning</b> Machine Learning 1 Class Option Available	

## 5. Complete Pre-Registration

1. You will need to complete the Pre-Registration process to enroll in courses. Begin Pre-Registration by clicking on the “**Begin Pre-Registration**” button.

**Pre-Registration**

Spring 2026  
University of Colorado Denver  
Graduate



<b>1 Introduction</b> Visited	<b>Step 1 of 5: Introduction</b>
<b>2 Contact Details</b> Not Started	<b>Pre-registration Tasks</b>
<b>3 Addresses</b> Not Started	Complete the following pre-registration tasks, review, and submit.
<b>4 Emergency Contacts</b> Not Started	<b>Begin Pre-Registration</b>
<b>5 Tuition Fee Agreement</b> Not Started	

2. Review and verify your contact details by sliding the “I verify that the phone number(s) above are accurate” button.

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1 Introduction Visited

2 Contact Details Complete

3 Addresses In Progress

4 Emergency Contacts Not Started

5 Tuition Fee Agreement Not Started

### Step 2 of 5: Contact Details

Your cell phone information will be included in the CU Denver Emergency Notification System SHORTLY AFTER CENSUS DATE of the semester for which you are registering, unless you specifically "opt out" below (which is strongly discouraged). If you do not have a cell phone, enter 000-000-0000 and provide a landline phone number as your local phone.

**Emergency Notification Opt-out**

By checking this box and/or entering an invalid or "000-000-0000" cell/mobile phone number, I elect to opt-out of the Emergency Notification System, I will not receive notifications on my cell phone about emergencies occurring on campus.  
*Note: If you opt out of receiving emergency notifications on your cell/mobile phone, you will still receive them to your University email account.*

Select to opt-out ☐

CELL/MOBILE is required.

**Phone**

+

Phone	Type	Preferred
	Cell/Mobile	✓

The Local phone number above is a TTY device? ☐

I verify that the phone number(s) above are accurate ☒

3. You can edit your phone number by clicking on the arrow on the right. Click “Save” once you have updated your information.

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2 Contact Details Complete

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4 Emergency Contacts Not Started

5 Tuition Fee Agreement Not Started

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Select to opt-out ☐

CELL/MOBILE is required.

**Phone**

+

Phone	Type	Preferred
	Cell/Mobile	✓

The Local phone number above is a TTY device? ☐

I verify that the phone number(s) above are accurate ☒

**Step 2 of 5: Contact Details**

Your cell phone information will be included in the University of Colorado Denver Emergency Notification System, unless you specifically "opt out" below (which is strongly discouraged).

**Emergency Notification Opt-out**

By checking this box and/or entering an email address, you will opt out of receiving emergency notifications on my cell phone about emergencies. **Note: If you opt out of receiving emergency notifications, you will not receive emergency notifications on your local phone.**

☐ CELL/MOBILE is required.

**Phone**

**Edit Phone**

Type Cell/Mobile
Country Code 
^Phone Number 
Extension 
☒ Preferred

- Review and verify your addresses. Click on the “+” button to add a new address, or click on the arrow to the right of the existing address to make edits.

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1 Introduction  
Visited
2 Contact Details  
Complete
3 **Addresses**  
In Progress
4 Emergency Contacts  
Not Started
5 Tuition Fee Agreement  
Not Started

**Step 3 of 5: Addresses**

You must provide the university with any updates to your **home** and **local** addresses as well as your **emergency** contact information each semester before you may register. This information will be used in the event we need to contact you urgently for health or safety reasons. All sections must be completed below.

Additional address instructions:

- Home** - Your legal or permanent place of residence
- Mailing** - Where you receive your mail, if different from above
- Local** - Where you will be physically located while accessing CU classes/course content this semester

**HOME and LOCAL are required.**

**Home Address**

Address From

**Mailing Address**

Address From

- Once you have confirmed your addresses, verify your addresses by **sliding the button** for “I verify that the address(es) above are accurate and up to date.”

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1 Introduction

Visited

2 Contact Details

Complete

3 Addresses

Complete

4 Emergency Contacts

In Progress

5 Tuition Fee Agreement

Not Started

+

Address	From
	Current >

Local Address

+

Address	From
	Current >

F1 / J1 International Address

No address defined

Add F1 / J1 International Address

I verify that the address(es) above are accurate and up to date

☒

- Review and verify your emergency contacts and **slide the button** for “**I verify that the emergency contact is accurate and up to date.**”

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2 Contact Details

Complete

3 Addresses

Complete

4 Emergency Contacts

Complete

5 Tuition Fee Agreement

In Progress

Step 4 of 5: Emergency Contacts

Emergency Contact Information – in the event the University needs to contact someone on your behalf should you be involved in or experience a health or safety emergency. This information will not be included in our Emergency Notification System. You must provide contact name, relationship, address and phone.

+

Contact	Phone	Preferred
		✓ >

I verify that the emergency contact information is accurate and up to date

☒

## 7. Review the Tuition Fee Agreement and scroll down to click “I Agree.”

Pre-Registration

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1 Introduction

Visited

2 Contact Details

Complete

3 Addresses

Complete

4 Emergency Contacts

Complete

5 Tuition Fee Agreement

In Progress

Step 5 of 5: Tuition Fee Agreement

Please review the following agreement and complete the process with the "I Agree" button at the bottom of the page.

UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

Tuition and Fee Agreement and Disclosure

The payment of all tuition, fees, and charges becomes an obligation of the student upon registration at the University of Colorado Denver | Anschutz Medical Campus ("University"). By agreeing to these terms and conditions, I authorize the University to add to my account all tuition, fees, and housing costs as approved by the Board of Regents.

Bills:

I agree that I am responsible for checking online through UCDAccess to see whether I have a bill and whether I owe any money to the University. After I register, or I am block enrolled by my department, I understand that my bill will be made available online, and I will be sent notification of its availability at my University (@ucdenver.edu or @cuanschutz) email address. If I do not receive an email notification, I understand that I am still responsible for the required payment. I understand that I will not be receiving a paper bill in the mail.

See the Billing Calendar on the Bursar's Office website: [www.ucdenver.edu/Bursar](http://www.ucdenver.edu/Bursar) for specific dates and deadlines each semester.

Payment:

Payment for the tuition and fees detailed on my e-bill is due on the date listed on the e-bill in the student portal. I will receive my tuition and fee e-bill the month after I register for courses and payment will be due on the date specified on my e-bill.

Payments must be received by the published due date; postmarked dates are not honored. Failure to pay by the published due date will render my account past due and result in an assessment of past due charges (details below). I understand that in order to avoid these charges, I must pay my account by the due date of my e-bill. Please see the Denver [Bursar's Calendar](#) or Anschutz [Bursar Calendar](#) for specific dates and deadlines each semester.

I understand that I am registering for educational courses at the University and that I will be expected to pay for them. I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at the University, even if course modality (online, remote, hybrid, in-person) changes or circumstances result in modification, termination, or suspension of some services. Tuition and fee charges are subject to change every term. I understand that I am responsible for maintaining my current address and phone number via my student portal. If I expect financial aid to pay all or part of my financial obligation to the University, I understand that it is my responsibility to meet all requirements for disbursement to my student account. I am responsible for ensuring that all requirements of grantors, lenders, employers, and other third-party payers are met on a timely basis. I understand that if my financial aid is reduced or canceled, I am responsible for paying back to the University any amounts that I am not eligible for under applicable financial aid guidelines. I understand and agree that by registering for courses, I will be responsible for payment regardless of attendance unless I meet the posted withdrawal dates.

Payment Plans:

Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to University of Colorado Denver | Anschutz Medical Campus 1201 Larimer Street #5123, Attention Bursar Office, Denver, CO 80204, or in writing to the applicable contractor or agent contacting me on behalf of the University.

Updating Contact Information: I understand and agree that I am responsible for keeping the University records up to date with my current physical addresses, email addresses, and phone numbers by following the procedure on UCDAccess. Upon leaving the University for any reason, it is my responsibility to provide the University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University.

Financial Aid

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all the financial aid awarded to me may be revoked. If some or all my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

Privacy Rights & Responsibilities

I understand that the University is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits the University from releasing any information from my education record without my written permission. Therefore, I understand that if I want the University to share information from my education record with someone else, I must provide written permission. I further understand that I may revoke my permission at any time.

IRS Form 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the University upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. I may consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from the University on the UCDAccess portal. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided.

Entire Agreement:

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University and constitutes the entire agreement between the parties with respect to the matters described. This agreement shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University if the modification is signed by me. Any modification is specifically limited to those policies and or terms addressed in the modification.

Severability:

If any term of this agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

Agreement:

This agreement will be presented to me every term of enrollment for review of the University of Colorado Denver | Anschutz Medical Campus's policies regarding my financial obligation.

I hereby acknowledge that I have read and expressly consent to the University's Tuition and Fee Agreement and Disclosure. By clicking on the "I AGREE" button below, I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

I Agree

## 8. Pre-Registration is complete once you see the message below.

Pre-Registration Complete

X

The Pre-Registration process is complete for Spring 2026

Close

## 6. Enroll in Classes

1. On the next screen, review the classes under Step 1 of Review Class Selection. If the courses are correct, click **"Next"** in the top right to move to Step 2. If you're eligible to enroll, check the **"Enroll"** option and click **"Accept"**. If you are not eligible to enroll yet, choose the **"Add to Shopping Cart"** option and click **"Accept"**.

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1 Review Class Selection  
Complete

2 Review Class Preferences  
In Progress

3 Review and Submit  
Not Started

### Step 2 of 3: Review Class Preferences

ACCT 3220 Intermediate Financial Accounting I  
Lecture - E01(14460) - Open

Do you wish to enroll or add the class to your Shopping Cart?

☐ Enroll  
☒ Add to Shopping Cart

Permission Number ⓘ If you do not have a Permission Number this can be skipped.  
Enter Permission Number

Accept

2. Review your information and click **"Submit"**.

Fall 2025  
Graduate  
University of Colorado Denver

1 Review Class Selection  
Complete

2 Review Class Preferences  
Complete

3 Review and Submit  
Visited

### Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

ACCT 3220 Intermediate Financial Accounting I

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - E01(14460)	Regular Semester (Den)	08/18/2025 - 12/13/2025	To be Announced	Open Seats 57 of 150

Submit