How to Register for Classes

Office of the Registrar
UNIVERSITY OF DENVER

Log in to MyDU (my.du.edu) using your DU email and Passcode. Find the Register For Classes widget and press the Register for Classes *link* in the menu below.

*Note: MyDU allows you to customize the layout of your widgets, so you may need to scroll or use the search bar to find the Register for Classes widget.

Prepare for Registration

You will then need to pick the appropriate **term** (e.g., Autumn Quarter 2019). Please note that the University of Denver is on the quarter system while our University of Denver Law School is on the semester system.

Select a Term

Terms Open for Registration

Autumn Quarter 2019 ▼

Continue

Once you have clicked the appropriate term, click continue.

The registration status screen will display:

1. Your academic standing
2. Any holds that may prevent registration
3. Your time ticket which signifies when you will register
4. Earned hours
5. Class standing

Registration Status

Registration Status

Term: Autumn Quarter 2019

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

⊘ You have holds which prevent registration.

Missing Billing Agreement
Processes Affected: Registration, Accounts Receivable

ⓘ You have holds which do not prevent registration.

Fall Qtr Health Ins Decision
Reason: Need to Enroll or Waive

ⓘ Time tickets allow registration at this time. Please register within these times: 04/12/2019 08:00 AM - 12/31/2019 11:59 PM

Earned Hours

ⓘ You have Earned Hours for Level: Graduate, Institution Hours: 6, Transfer Hours: 0

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 12.5

ⓘ Your class standing for registration purposes is Freshman

Primary Curriculum
Level: Undergraduate
College: Social Sciences
Degree: Bachelor of Arts
Program: Bachelor of Arts-Social Sci
Catalog Term: Autumn Quarter 2019
Admit Term: Autumn Quarter 2019
Admit Type: Early Action
Major: Psychology
Department: Psychology

1
2
3
4
5

Please Note: You must accept the billing agreement to register. To accept, click on the student tab → My Statement/Payment → Billing Agreement → Submit

Plan Ahead

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ... d these plans.

Browse Schedule
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

You can prepare up to 5 class schedules before you register for classes. Created plans will be available in "Register for Classes" for easy registration.

Once you have clicked the appropriate term, click continue.

Click on "**Create a New Plan**"

Select A Plan

Plans you have created for this term: 0

Term: Autumn Quarter 2019

You are allowed a maximum of 5 plans for this term.

➕ Create a New Plan

You can search by Subject, Course Number, Keyword, and/or Attribute. The "**Advanced Search**" allows you to register by Subject and Course Number, Keyword, Departments, Schedule Type, and Course Number Range.

Plan Ahead

Find Classes

Enter Your Search Criteria

Term: Autumn Quarter 2019

Subject

Course Number

Keyword

Title

Level

Attribute

College

[Search] Clear ▸ Advanced Search

Click the "Search" button to see your results.

| Foundations of Psychological Science | Psychology | 1001 | 4 | This course is an introductio... | [Q View Sections] |
| Topics in Psychology | Psychology | 1700 | 4 | | NOT OFFERED FOR TERM |

Please note that some courses are not offered for the term. To view the sections of a particular course, click "**View Sections**."

Subject	Subject Description	Course N(	Section	Title	Hours	CRN	Term	Instructor	Meeting Times	Status	Attribute	
PSYC	Psychology	1001	1	Foundations of Psycholog...				eichmann-Decker, Ai...	S M T W T F S 10:00 AM - 11:50 AM Building	100 of 100 sea...		[Add]
PSYC	Psychology	1001	2	Foundations of Psycholog...	4	1961	Autu...	Roberts, Ralph (Prima...	S M T W T F S 02:00 PM - 03:50 PM Building:	100 of 100 seat... 10 of 10 waitlis...		[Add]
PSYC	Psychology	1001	3	Foundations of Psycholog...	4	3634	Autu...	Storage, Daniel (Prima...	S M T W T F S 02:00 PM - 03:50 PM Building:	100 of		[Add]

Ⓚ ◄ Page 1 of 1 ► Ⓚ | 10 ▼ Per Page   Records: 3

If you are interested in additional information on the course, click on the **title** of the course. This will show you the following:

- Class details including the course description, syllabus, schedule type
- Attributes – which are courses that meet a particular core requirement
- Restrictions for a course such as availability to majors or minors only, or only for seniors or juniors
- Co-requisites are courses you must take at the same time as this course
- Prerequisites are any courses you must take before this class

Class Details for Foundations of Psychological Science Psychology 1001 1 ✕

ⓘ **Term:** 201970 | **CRN:** 1960

Class Details	**Associated Term:** Autumn Quarter 2019
Bookstore Links	**CRN:** 1960
Course Description	**Campus:** University Park
	Schedule Type: Lecture
Syllabus	**Instructional Method:**
Attributes	**Section Number:** 1
	Subject: Psychology
Restrictions	**Course Number:** 1001
Instructor/Meeting Times	**Title:** Foundations of Psychological Science
	Credit Hours: 4
Enrollment/Waitlist	**Grade Mode:** No Section specified grade mode, please see Catalog link below for more information.
Corequisites	
Prerequisites	
Cross Listed Courses	
Linked Sections	
Fees	
Catalog	

Close

Title   Details   Hours   CRN

Once you decide what section you are interested in, **close** the "Class Details" screen, and click the "**Add**" button. The course will be added to your course plan.

Once you click add, you will be able to see your schedule on the lower left-hand side. The days and time of the course which will be shaded because your course plan is currently pending. On the right-hand side, you'll see the course(s) you have added. You must save the plan to remove the pending status. If you are no longer interested in the course, under "**Action**" you can remove the course. Once you are satisfied with your plan, click "**Save Plan**". This will prompt you to name your plan. Once you name your plan, your "Status" will change to "Planned" and your courses will then be a solid color.

Schedule | Schedule Details

Class Schedule for Autumn Quarter 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am			PSYC1001 (Pending)		PSYC1001 (Pending)		
11am							
12pm							
1pm							

Panels ▾

Autumn Quarter 2019 Untitled Plan

Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Foundations of Psycholo...	PSYC 1001, 1	4	1960	Lecture	Pending	Add ▾	

Total Planned Hours: 0

Save Plan

Schedule | Schedule Details

Class Schedule for Autumn Quarter 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am			PSYC1001 (Planned)		PSYC1001 (Planned)		
11am							
12pm							
1pm							

Panels ▾

Test   Preferred

Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Foundations of Psycho...	PSYC 1001, 1	4	1960	Lecture	Planned	None ▾	

Total Planned Hours: 4

Save Plan

Register for Classes

Registration

What would you like to do?

Prepare for Registration
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Plan Ahead
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Search and register for your classes. You can also

Browse Schedule
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog
Look up basic course information like subject, course and description.

You will then need to pick the appropriate term (e.g., Autumn Quarter 2019). Please note that the University of Denver is on the quarter system while our University of Denver Law School is on the semester system.   Once you have picked the appropriate term, click "**Continue**".
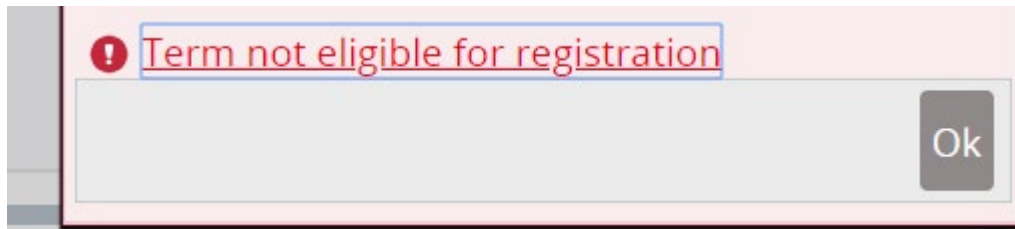
Select a Term

Terms Open for Registration

Autumn Quarter 2019 ▾

Continue

If you receive the following error, you are not yet eligible to register. Please come back during registration week at the time assigned to your time ticket to register for classes.

❗ Term not eligible for registration

Ok

You can also browse the schedule by clicking the Browse Schedule link as shown above. Once it is your time to register, follow the below instructions for completing your registration.

Register for Classes

On the top of the "Register for Classes" Screen, you can "**Find Classes**" by using the search function. If you have already researched your courses, you can enter the unique course identifier (CRN) through the "**Enter CRNs**" tab. If you have already created a plan, you can select "**Plans**" to register for the course. If you are registering from a plan, click "**Add All**" to add the courses.

Once the courses appear in the summary section in the lower right panel, click the "**Submit**" to register.

Congratulations! You are now registered for classes.

Troubleshooting:

If you receive an error message like the one below, you are not officially registered for the specified class.

> PSYC 1001 CRN 1960: (REPT1) You have taken or transferred this or a similar course.

Please note: The courses with registration errors will show in your schedule as pink.

You will need to resolve the error message or search for additional course options. To **remove** the course from your registration, under Action → Remove → Submit.

Linked Courses: These require registration in more than one class. Many Chemistry, Biology, and Engineering courses, you will need to select both a lecture course and a lab.
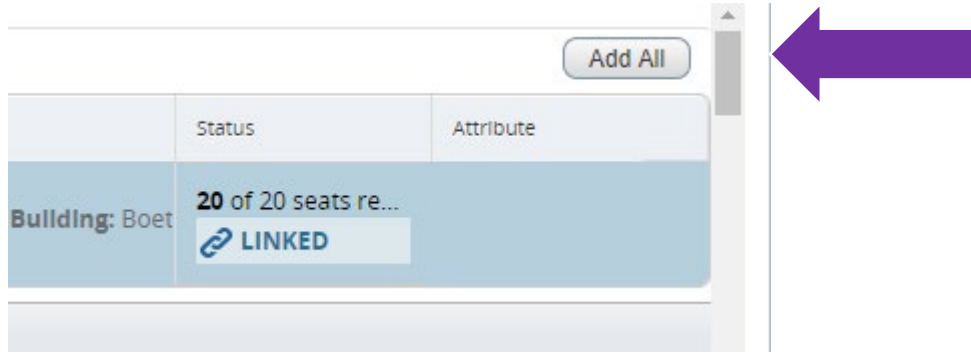

Revised 11/09/2022

Click on the "**View Linked**" to show you the linked courses.

Title : Science of Contemporary Issues I				Schedule Type : Lecture		CRN: 1929					Add All
Subject	Subject Description	Course Num	Section	Title	Hours	CRN	Term	Instructor	Meeting Times	Status	Attribute
CHEM	Chemistry	1001	08	Science of Contemporary Iss...	0	1936	Autu...	Barter, Emily (Primary)	S M T W T F S 06:00 PM - 08:50 PM Building: Boet	20 of 20 seats re... 🔗 LINKED	
Total Hours : 0											

| Title : Science of Contemporary Issues I | | | | Schedule Type : Lecture | | CRN: 1929 | | | | | Add All |
| Subject | Subject Description | Course Num | Section | Title | Hours | CRN | Term | Instructor | Meeting Times | Status | Attribute |

Once you determine what sections work best with your schedule, click the "**Add All**" button.

The "Add All" will add both lecture and lab to schedule.

You will notice that the status is pending and the courses are shaded. You must click the "**Submit**" button to add the courses to your schedule.

Full Courses: Courses fill up quickly but you will be able to see course availability before selecting a class.

| Subject | Subject Descriptio | Course Nu | Section | Title | Hours | CRN | Term | Instructor | Meeting Times | Status | Attribute | |
| SPAN | Spanish | 1001 | 01 | Beginning Spanish | 4 | 1051 | Autu... | Stanforth, Daniel (Pri... | S M T ... Building | 🛑 FULL: 0 of ... 🔻 10 of 10 w... | | Add |

When you click the add button on a full course, the following error will appear:

SPAN 1001 CRN 1051: (WAIT1) This section is full with 0 on the waitlist. Select Wait Listed from the Action menu to add to the waitlist.

The course will appear pink on your schedule you will receive an error under "Status"; you are not registered for this course.

You have two options with errors regarding full courses. You can find another course, **remove** the course from your schedule, and click "**Submit**"

<u>Or</u> select "**Wait Listed**" and click "Submit" to add yourself to the waitlist for the course.

If you have added yourself to the waitlist, the course will appear under Status, as "Waitlisted".

When a seat in the course becomes available, you will receive an email that you can register for the course. You will have 24 hours to go back into your registration and add the course.

Conditional Add and Drop

The conditional add and drop feature allows a student to hold onto their registration in a course while trying to add another course in its place. This registration add or drop will only be completed if the new course is open and there are no errors that prevent the registration.

In the example below, the student has registered for FSEM 1111, 1 and now the student is interested in FSEM 1111, 19. The class that the student wants to add must be in the summary box with a pending status and action of web registered. The class that the student wants to conditionally drop should have an action of web drop/delete. The **Conditional Add and Drop** box must be checked. Click the "Submit" button.

The course the student wanted to add and drop will then appear on the student scheduling assuming there were no errors.

Dropping or Withdrawing from a course

Select the course you want to drop. Under Action, change to "**Web Drop/delete**" and click "Submit."

Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Beginning Spanish	SPAN 1001, 01	0	1051	Lecture	Waitlisted	None	▼
Calculus I	MATH 1951, 01	4	1153	Lecture	Registered	Web Drop/delete	▼
First Year Seminar	FSEM 1111, 1	4	3682	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 01	4	1929	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 08	0	1936	Lab	Registered	None	▼

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop ⓘ   Submit

The course will be deleted from your schedule and your registered hours will change.

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Beginning Spanish	SPAN 1001, 01	0	1051	Lecture	Waitlisted	None	▼
Calculus I	MATH 1951, 01	0	115		Deleted	None	▼
First Year Seminar	FSEM 1111, 1	4	3682	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 01	4	1929	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 08	0	1936	Lab	Registered	None	▼

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop ⓘ   Submit

In some cases, you will not be able to drop the course. You will need to withdraw from the course instead. Please check the Office of the Registrar website for important dates and deadlines https://www.du.edu/registrar/calendar/index.html. To withdraw from the course, select the course you want to withdraw. Under Action, change to "**Web Withdrawn**" and click "Submit."

Summary							
Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Beginning Spanish	SPAN 1001, 02	4	1052	Lecture	Registered	Web Withdrawn	▼
First Year Seminar	FSEM 1111, 19	4	3702	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 01	4	1929	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 08	0	1936	Lab	Registered	None	▼

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop ⓘ   Submit

You will then be withdrawn from the course and receive a "W". Your registered hours will change however, your billing hours will not change due to partial or full financial obligations for the course.

Summary							
Title	Details	Hours	CRN	Schedule Typ	Status	Action	
Beginning Spanish	SPAN 1001, 02	0	1052		Withdrawn	None	▼
First Year Seminar	FSEM 1111, 19	4	3702	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 01	4	1929	Lecture	Registered	None	▼
Science of Contempor...	CHEM 1001, 08	0	1936	Lab	Registered	None	▼

Total Hours | Registered: 8 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop ⓘ   Submit

Please note: You cannot drop or withdraw from your last class through PioneerWeb, as this will be considered withdrawing from the university. If you try to drop or withdraw from your last class, you will receive the following error.

❗ Dropping last class is not allowed.

<u>Please note:</u> If you are an international student or athlete, you will not be able to drop or withdraw below full time. You will receive the following error message:

> ⊘ Registration hours cannot be less than required minimum hours.

If you want to withdraw from the university and are currently registered for courses, submit an intent to withdrawal. PioneerWeb→ Student → Advising and Registration Tools → **Withdraw from DU**.

Advising and Registration Tools

My Student Profile

Registration

Registration (Alternate)

Degree Audit

Schedule of Classes

Schedule of Classes (Alternate)

Course Catalog

Accept/Waive Health Insurance

Withdraw from DU

Read the warning and click the box.

> ℹ️ WARNING. WITHDRAWING MAY HAVE IMPORTANT FINANCIAL IMPLICATIONS, PLEASE READ THE WITHDRAWAL CHECKLIST.
> You can find Withdrawal Information and the Checklist at:
> http://www.du.edu/registrar/registration/withdrawal.html
>
> ☐ I have reviewed the withdrawal checklist and understand the implications of submitting a request to withdraw.

Select the type of withdrawal/leave you are submitting.

⌃ What type of withdrawal/leave are you submitting?

[Withdraw - not returning] [Withdraw - intend to return]

If you click withdraw - not returning, you are notifying the University of Denver you are permanently withdrawing from the university.

Select the Primary reason for withdraw and if applicable, secondary reason for withdraw.

Click "Continue".

Please review your address, telephone number and email. If necessary, please update your contact information.

Read the withdrawal policies, and click "Agree and Submit".

Having read the withdrawal policies of the University of Denver, I understand by submitting this request I will be dropped from all of my classes for the term listed above and am responsible for tuition and fees assessed according to the posted refund schedule. This withdrawal will affect my eligibility to remain in student housing, to use campus facilities and to retain health insurance benefits. My current and future financial aid awards will be affected and I may be liable for tuition owed as a result of the return of financial aid funds.
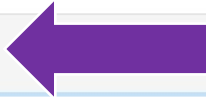
Important: For the standard ten week term, you CANNOT withdraw from all courses without instructor approval for each course after the **sixth week**. If it has passed the sixth week for a ten week term, this withdrawal process is not sufficient and will not be processed if you proceed. You will need to complete an add/drop form with instructor approval for each course dropped after the sixth week. Please review the Drop/Add Schedule http://www.du.edu/registrar/calendar/index.html.

If you are an F-1 or J-1 student, this may have serious consequences for your student immigration status. If you have not already done so, please contact International Student and Scholar Services immediately at isss@du.edu or 303.871.4192.

You will be withdrawn, readmission info can be found here:
- Graduate Readmission policy: http://bulletin.du.edu/graduate/academic-requirements-policies-and-procedures/readmission/
- Undergraduate Readmission Policy: https://www.du.edu/studentlife/advising/policies-forms/re-entry-form.html

Agree and Submit

You will receive the following confirmation. Please note that you can not withdraw from all courses without instructor approval for each course after the sixth week.

✓ Your request to withdraw has been received. Your classes will be dropped within 24 hours, effective today. You will receive email notification to your DU email address when your withdrawal is complete. Contact the Office of the Registrar at 303.871.4095 with questions.

Important: For the standard ten week term, you CANNOT withdraw from all courses without instructor approval for each course after the **sixth week**. If it has passed the sixth week for a ten week term, this withdrawal process is not sufficient and will not be processed if you proceed. You will need to complete an add/drop form with instructor approval for each course dropped after the sixth week. Please review the Drop/Add Schedule http://www.du.edu/registrar/calendar/index.html.

If you are an F-1 or J-1 student, this may have serious consequences for your student immigration status. If you have not already done so, please contact International Student and Scholar Services immediately at isss@du.edu or 303.871.4192.

Please check your email because you will receive the following email.

This email is to confirm our receipt of your intent to withdraw from the University of Denver for the following term:

Term: Spring Quarter 2020
Effective Date: May 01, 2020
Withdraw Reason: Academic Reasons
Withdraw Type: Not returning

You will be withdrawn, readmission info can be found here:

- Graduate Readmission policy: http://bulletin.du.edu/graduate/academic-requirements-policies-and-procedures/readmission/
- Undergraduate Readmission Policy: https://www.du.edu/studentlife/advising/policies-forms/re-entry-form.html

Sincerely,
The Office of the Registrar, University of Denver

UNIVERSITY of
DENVER
OFFICE OF THE REGISTRAR

If you click withdraw – intend to return, you are notifying the University of Denver you are temporarily withdrawing from the university and plan to return.

^ What type of withdrawal/leave are you submitting?

Withdraw - not returning   Withdraw - intend to return

Selecting this option means you are <u>temporarily</u> withdrawing from the university and plan to return. By selecting this option you will be placed on a personal leave of absence.

Under Additional Information, select the term you plan to return which can be up to a year at a time.

When do you plan to return?

📅   Spring Quarter 2021 (starts Mar 29 2021)   ▾

Students are permitted to go on a personal leave of absence for up to a year at a time

Select the Primary reason for withdraw and if applicable, secondary reason for withdraw.
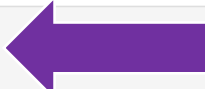
∨ Additional Information

Primary reason for withdraw request:

❸   Academic Reasons   ▾

Secondary reason for withdraw request (if applicable):

❸   - select -   ▾

Continue

Click "Continue".

Please review your address, telephone number and email. If necessary, please update your contact information.

If neccessary, please update your contact information using   this link.

Read the withdrawal policies, and click "Agree and Submit".

Having read the withdrawal policies of the University of Denver, I understand by submitting this request I will be dropped from 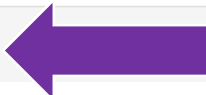all of my classes for the term listed above and am responsible for tuition and fees assessed according to the posted refund schedule. This withdrawal will affect my eligibility to remain in student housing, to use campus facilities and to retain health insurance benefits. My current and future financial aid awards will be affected and I may be liable for tuition owed as a result of the return of financial aid funds.

Important: For the standard ten week term, you CANNOT withdraw from all courses without instructor approval for each course after the **sixth week**. If it has passed the sixth week for a ten week term, this withdrawal process is not sufficient and will not be processed if you proceed. You will need to complete an add/drop form with instructor approval for each course dropped after the sixth week. Please review the Drop/Add Schedule http://www.du.edu/registrar/calendar/index.html.

If you are an F-1 or J-1 student, this may have serious consequences for your student immigration status. If you have not already done so, please contact International Student and Scholar Services immediately at isss@du.edu or 303.871.4192.

You will be placed on a leave of absence, your student status will remain active through the quarter you intend to return. You will receive information about registration prior to registration opening for the quarter you plan to return.

[Agree and Submit]

You will receive the following confirmation. Please note that you can not withdraw from all courses without instructor approval for each course after the sixth week.

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Your request to withdraw has been received. Your classes will be dropped within 24 hours, effective today. You will receive email notification to your DU email address when your withdrawal is complete. Contact the Office of the Registrar at 303.871.4095 with questions.
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Please check your email because you will receive the following email.

This email is to confirm our receipt of your intent to withdraw from the University of Denver for the following term:

Term: Spring Quarter 2020
Effective Date: May 01, 2020
Withdraw Reason: Academic Reasons
Withdraw Type: Intend to return
Return Term: Spring Quarter 2021

You will be placed on a leave of absence, your student status will remain active through the quarter you intend to return. You will receive information about registration prior to registration opening for the quarter you plan to return.

Sincerely,
The Office of the Registrar, University of Denver

UNIVERSITY of
DENVER
OFFICE OF THE REGISTRAR

The office of the Registrar will then drop or withdraw you from all of your courses within 2-3 business days. You will receive an email once it has been processed.