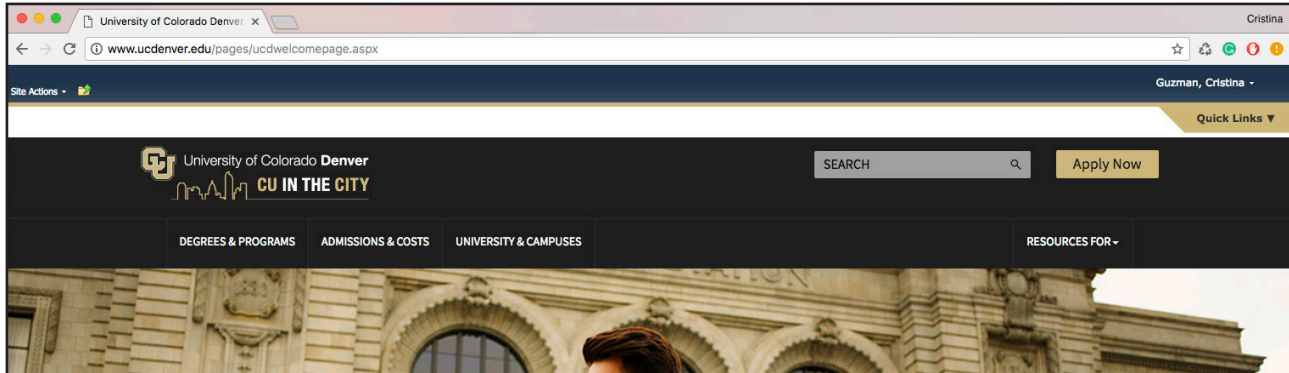# How To
Register for Entrepreneurship Courses
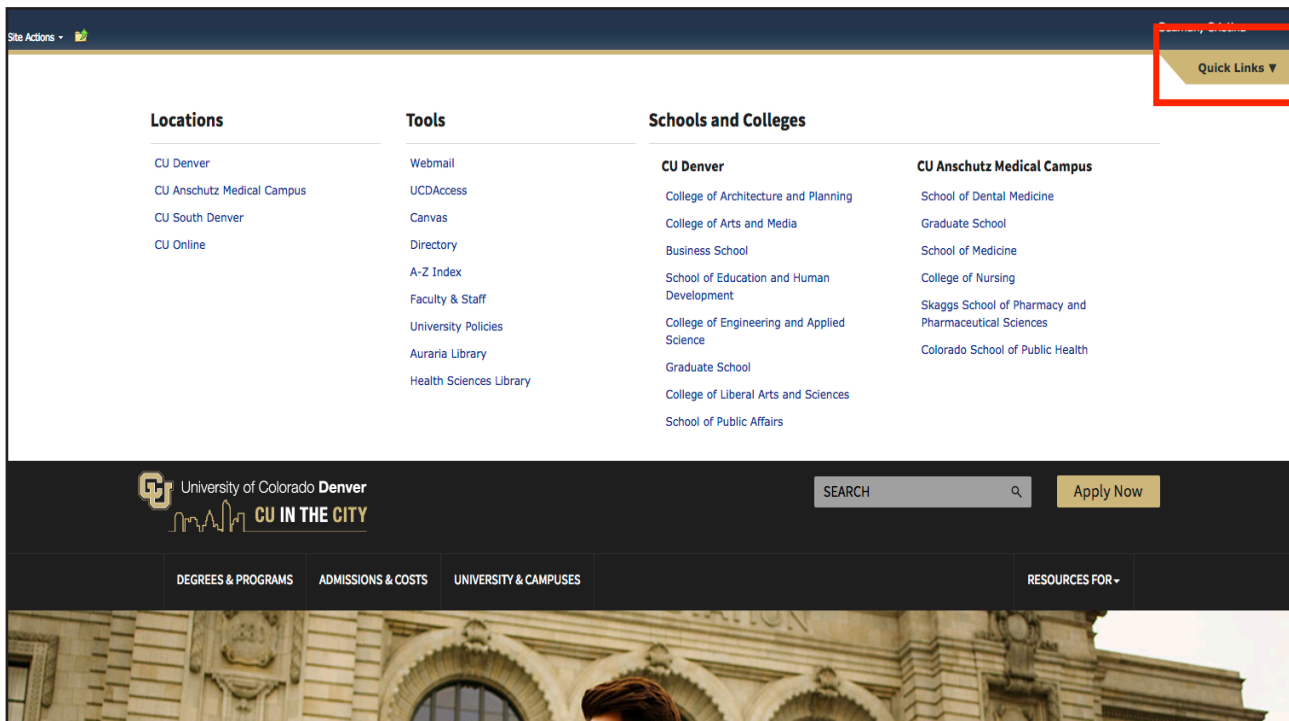
CU Denver | **BUSINESS** SCHOOL
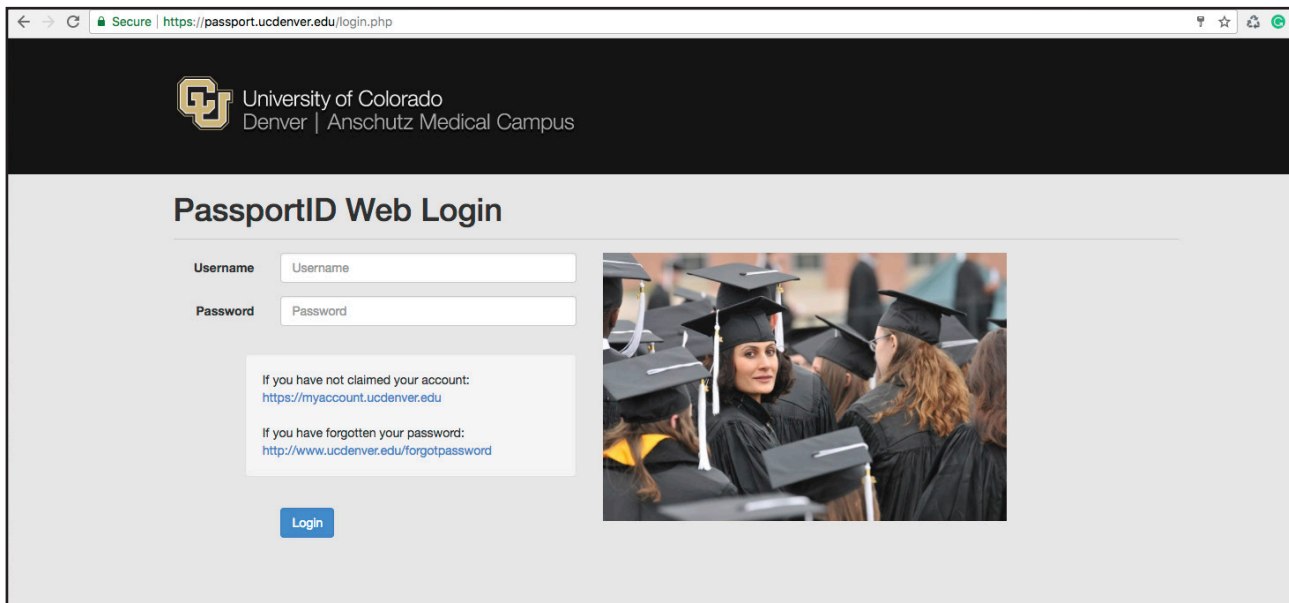JAKE JABS CENTER FOR ENTREPRENEURSHIP

1. Visit www.ucdenver.edu.

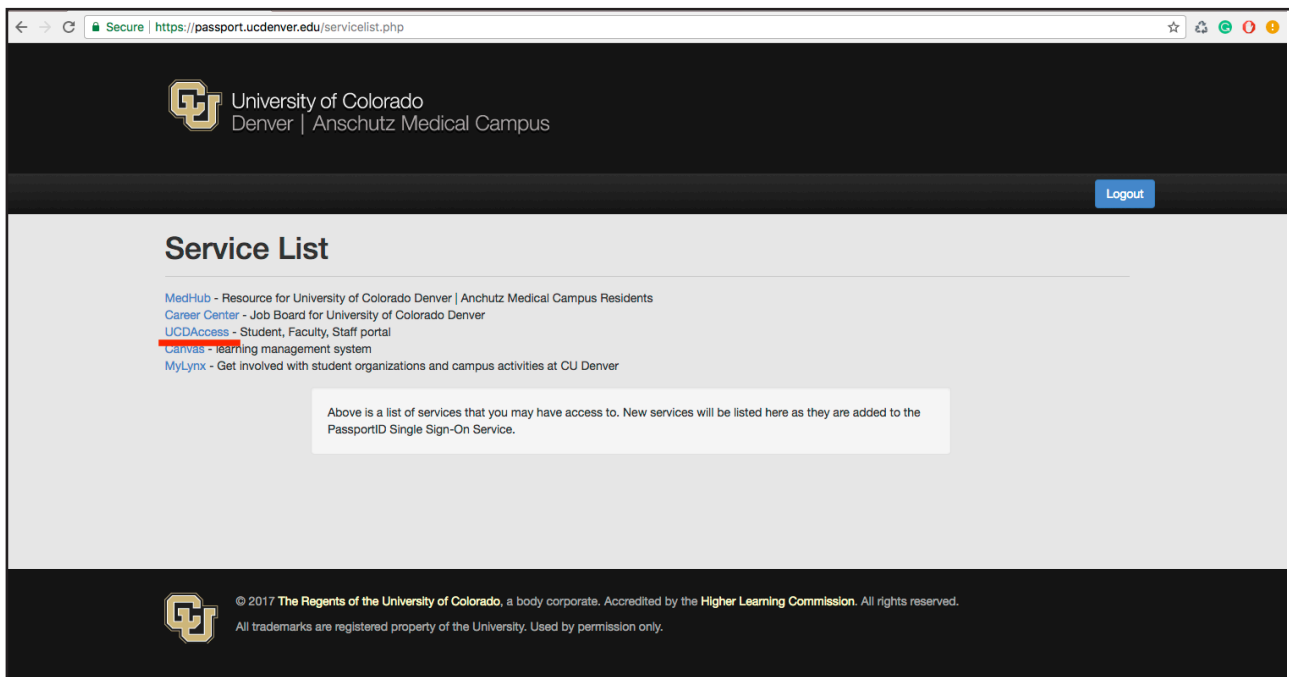2. Click Quick Links in top right corner. Under Tool, select UCDAccess.

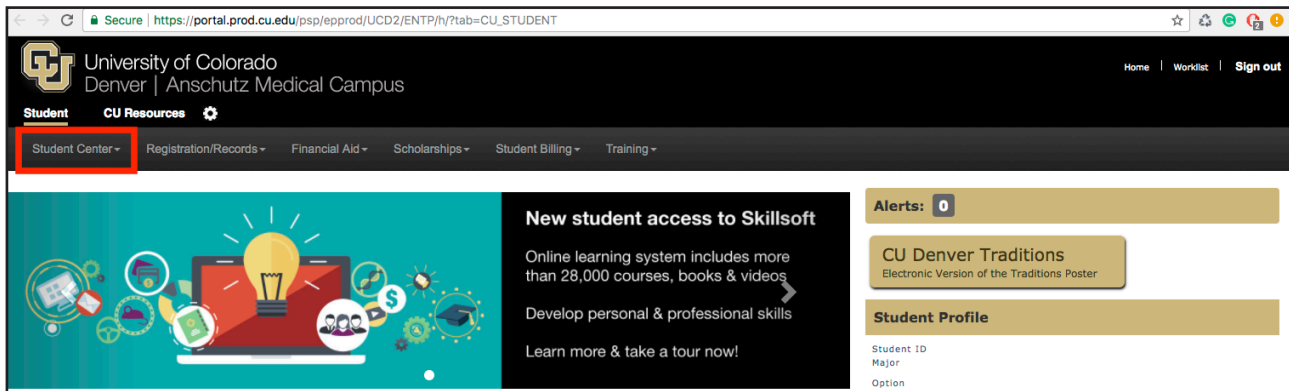3. This link brings you to "CU Denver's Passport ID Web Login". Login using your CU Denver ID & password.

4. After you login, you will see the "Service List" page. Select UCDAccess once again. It will bring you to the UCDAccess homepage.

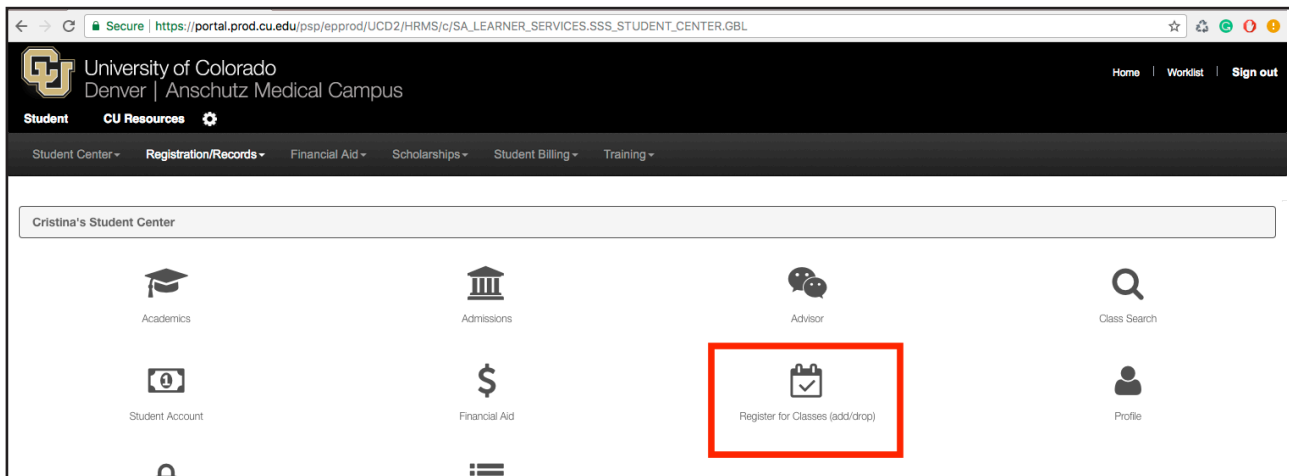5. You can access the "Register for Classes (add/drop)" page one of two ways:
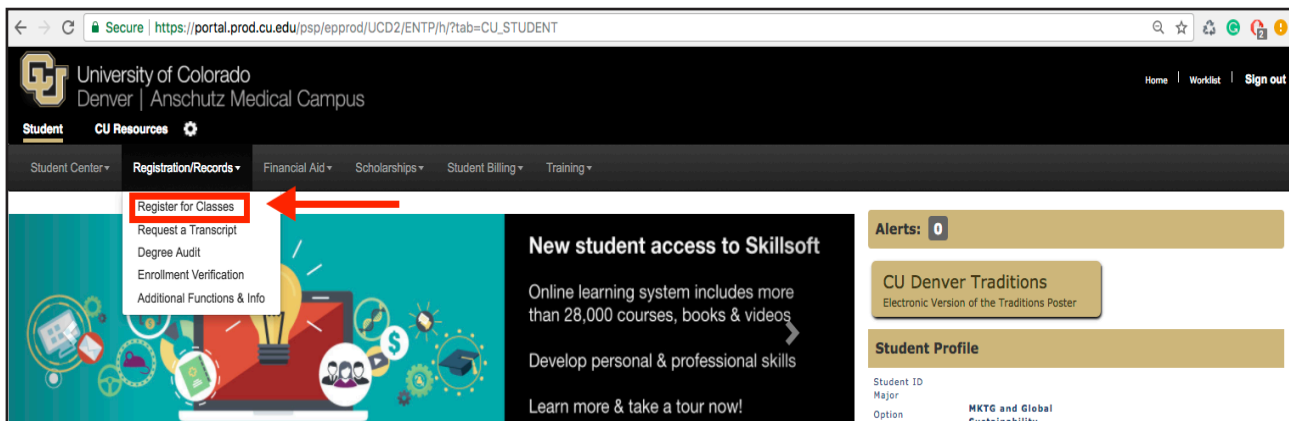   **Option 1**: Click "Student Center" in navigation bar.

   a. This will bring you to a page with icons. Select "Register for Classes (add/drop)."
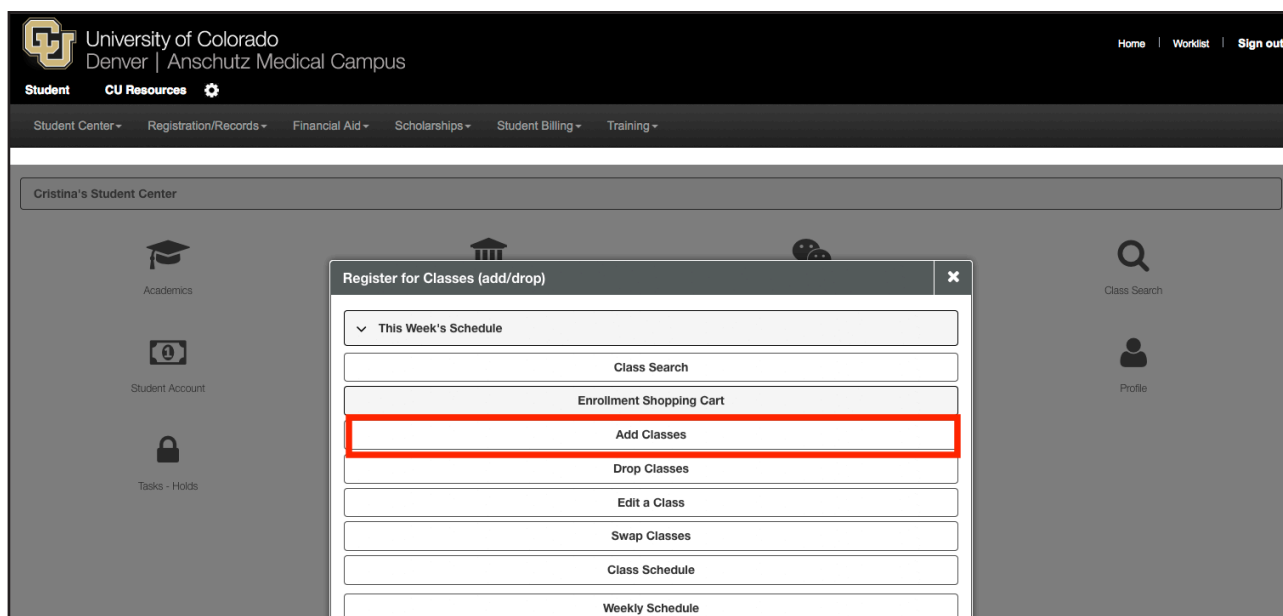

   Option 2: Click "Register/Records" in the navigation bar and it will automatically bring you to the "Add Classes" page.

Before your schedule enrollment date and time, you can add courses you're interested in taking to your "Enrollment Shopping Cart." Talk to your advisor for more information.

6. You will then be brought to the window below. Select "Add Classes."

7. Then, "Select" the term that you're registering for. Click "Continue."

8. You will then be brought to a "Search" page. To search for ENTP courses:
   a. Click "Search" under "Advanced Search."

b. Under "Campus" select "Extended Studies" & under "Subject" type "ENTP" in the text box. Click "Search" in the bottom right hand corner.

9. You will then see all of the ENTP courses (both undergraduate and graduate) avaliable for that term.

10. Click on the name of the course for more information. Doing so will provide you with all available sections. Hit "Select" to choose the course you want to register for. It will take you to a "More Information" page, then hit "Next."

11. The course will now appear in your "UC Denver Shopping Cart." Select the check box next to the course, then hit "Add Selected Classes."

12. Lastly, select "Finish Enrolling." If you want to view your class schedule or add another class, select the appropiate buttons.

If you select "Denver Campus," instead of "Extended Studies" in Step #8b, you will receive the following error message when you select "Finish Enrolling" after going through the course registration process:

Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit."

13. If you want to drop a class, go back to the Student Center homepage and select "Drop Classes."
    a. Select the term and hit continue.
    b. Click the check mark next to the course you want drop, then select "Drop Delected Classes."