REGISTRATION ACCESS

Students may not attend classes without being officially registered for them. Students may register online via the secure University portal, PioneerWeb (https://PioneerWeb.du.edu) or in their program's registration office. Instructions for Web registration are available at www.du.edu/registrar. The University of Denver does not print a quarterly course schedule. Go to www.du.edu/registrar and select Schedule of Classes from the Courses and Schedules dropdown menu. Select the appropriate quarter (only the Sturm College of Law uses the semester system) to search for course listings.

Student’s Financial Liability

It is the student's responsibility to know and abide by the University's payment and refund policies. By completing registration, the student agrees to pay the total amount of tuition and other charges set forth, whether or not the student attends these courses. It is the student’s responsibility to drop any courses not attended or courses that the student does not plan to complete.

Registration Clearance

Prior to each registration period, students must seek advising (http://bulletin.du.edu/undergraduate/academicadvising) from their appropriate academic advisor in order to register for the upcoming quarter. Once a student has received advising, the advisor will indicate the student is cleared to register for courses at the student’s assigned registration time. Students are responsible for knowing add/drop deadlines and processes, tuition refund schedules and health insurance waiver information, including waiver deadlines. All of this information can be obtained online at www.du.edu/registrar.

Registration Access

Students may register at or after their assigned time but not before. Students should not miss class to register. Registration is generally available online at PioneerWeb (https://PioneerWeb.du.edu) 24 hours a day, seven days a week during official registration periods. Online registration access may be unavailable when system maintenance is required. Students may also conduct registration transactions in their appropriate program office. Instructions for registering on the Web can be found at http://www.du.edu/registrar/registration/howtoregister.html.

Registration Holds

A hold indicates that there is an obligation to fulfill or an action to be taken with an office on campus. The majority of holds prevent registration activities. Holds are also used to prevent the release of transcripts or the acceptance of admission applications.

Prior to the registration process, students are expected to check for holds. Holds typically have a contact phone number included in their description. To clear a hold, the student must contact the office issuing the hold to find out what must be done to fulfill the obligation(s).

Holds can be checked at any time by logging on to PioneerWeb (https://PioneerWeb.du.edu). Click the myWeb tab, click on Student & Financial Aid and then click on Student Records. Finally, click on the View Holds link. The type of hold is listed along with a contact phone number so that it can be addressed. Only the office that placed the hold can remove it.

Priority Registration for Traditional Undergraduates

Priority registration is so named because matriculated students in a traditional undergraduate program are given priority to register for classes before new students and most non-degree, visiting or special-status students. Matriculated continuing students are given a priority time assignment based on the number of credit hours completed.

Priority registration time assignments (time tickets) are scheduled for one week following a scheduled advising week. Registration times are assigned to all students based on credit hours completed and credit hours in progress. With the exception of varsity athletes and students needing special accommodations, students with the most credit hours register before students with fewer hours.

Continuing (currently enrolled) students are expected to register for the upcoming term during priority registration. Students must register before the first day of classes to avoid late-registration service charges.

Readmitted and Returning Students

Students in good academic standing who are returning to the University after taking a leave of absence of one or more terms are eligible for priority registration provided the appropriate University official is notified prior to the first day of the scheduled priority registration period. Traditional students must see an advisor in Academic Resources prior to a leave of absence and upon returning to their program. University College students should consult with their academic advisor.

Late Registration

Registration beginning on the first day of the quarter is considered late registration. Traditional students (continuing, new, returning from leave of absence and readmitted) who do not register for at least one course before the first day of the quarter are assessed a late-registration service charge that cannot be waived. A service charge of $25 is assessed the first day of the quarter for all students who have not enrolled in at least one course
Registration Access

prior to the first day of the quarter. A $50 service charge is assessed from the second through the fifth days of the quarter. A $100 service charge is assessed beginning the sixth business day and continuing through the remainder of the quarter.