

# REGISTRATION ACCESS

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Students may not attend classes without being officially registered for them. Students may register online via the secure University portal My4D (<https://my.du.edu/>) or in their program's registration office. Instructions for Web registration are available at [www.du.edu/registrar](http://www.du.edu/registrar) (<http://www.du.edu/registrar/>). The University of Denver does not print a quarterly course schedule. Go to [www.du.edu/registrar](http://www.du.edu/registrar) (<http://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 adjustment schedules and health insurance waiver information, including waiver deadlines. All of this information can be obtained online at [www.du.edu/registrar](http://www.du.edu/registrar) (<http://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 M (<https://PioneerWeb.du.edu>)y4D (<https://my.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 My4D (<https://my.du.edu/>). Visit My Student Profile under Student Tools. Click on the Holds link in the top right corner. 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.

## Registration for Traditional Undergraduates

The Time Ticket assignment process controls and manages the size and order of registration times. Time assignments are generated based on the number of credits a student has earned, including study abroad and transfer credits, and hours in progress (credits for which the student has registered but have not been graded). The system is designed so that the closer the student is to completing their degree, the more priority they are given to take the specific classes they need to finish their program. Students are placed in groups of 50-70 students in 10-minute timing intervals.

The University of Denver allows priority registration for the following types of students:

- Students with an approved accommodation through the Disability Services Program
  - Students who require pre-arranged support services, such as sign language interpreters that are necessary for accommodation;
  - Students who have physical constraints due to mobility loss, speed, and/or endurance;
  - Students who have physical or cognitive restrictions due to fatigue, sleep disorders, medication side effects, or sustained concentration as verified by a physician, medical reports, or psycho-educational evaluation;
  - Students who require medical treatment/intervention/therapy that highly impacts scheduling
- ROTC Students
- Athletes
- University Honors

Students granted priority registration are given an additional 45-credit placeholder in the calculation of their time assignment placing them in groups of students approximately one year ahead in progress toward their degrees. The groups of students accorded registration priority have been granted this based in recognition of unique scheduling constraints faced by these groups.

Go to <https://www.du.edu/registrar/registration/when-register> for more information.

## **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 registration provided the appropriate University official is notified prior to the first day of the scheduled registration period. Traditional students should meet with an academic advisor in Academic Advising prior to a leave of absence and upon returning to their program. College of Professional Studies 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 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.