

How to Register for Classes

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.

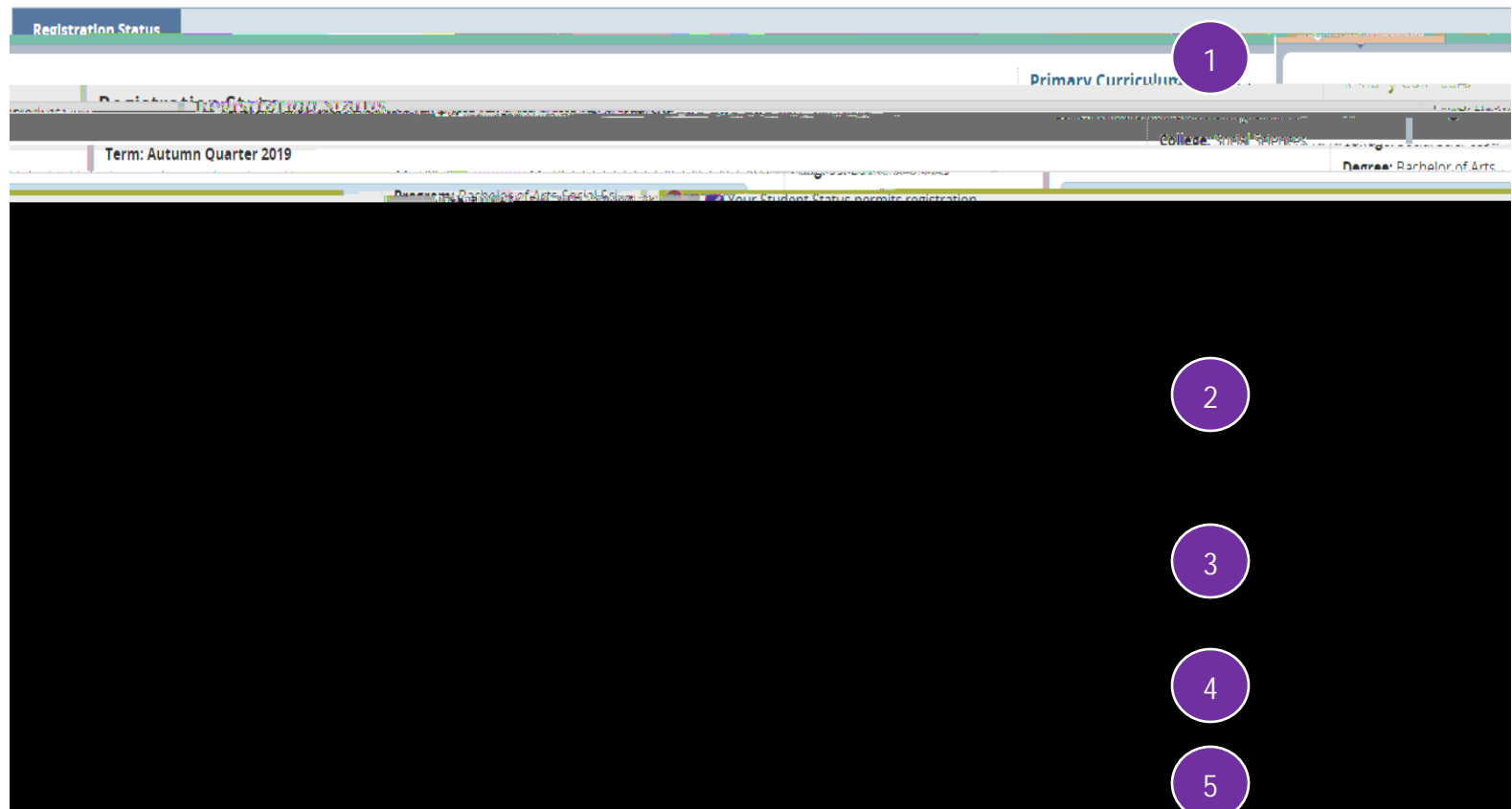
*Note: MyDU allows you to customize the layout of your widgets, so you may need to scroll or use the search bar to find the Register For Classes widget.



Once you have clicked the appropriate term, click continue.

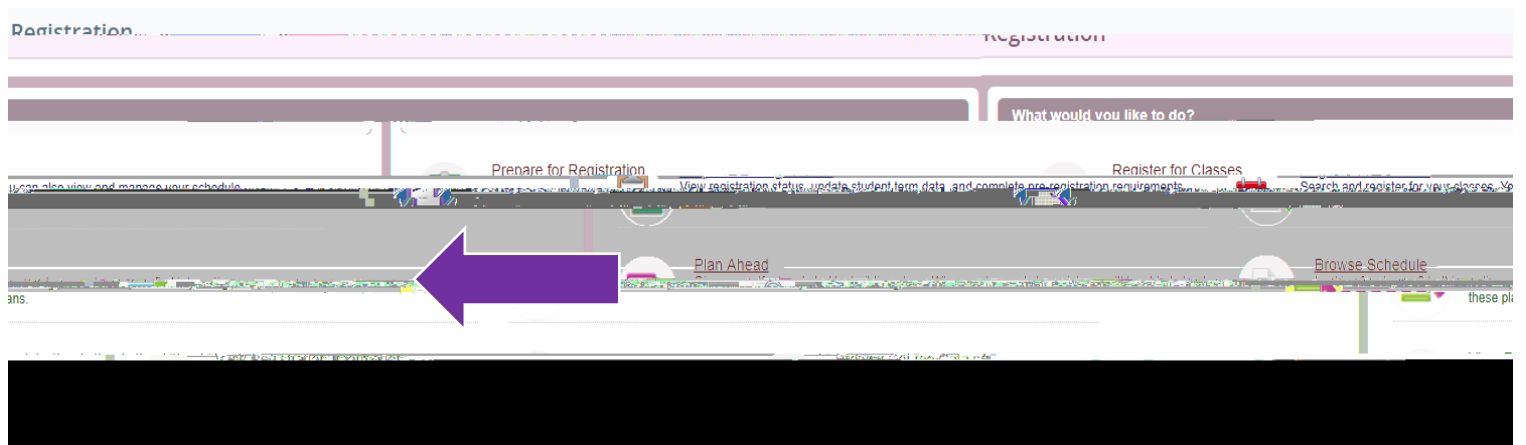
The registration status screen will display:

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



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

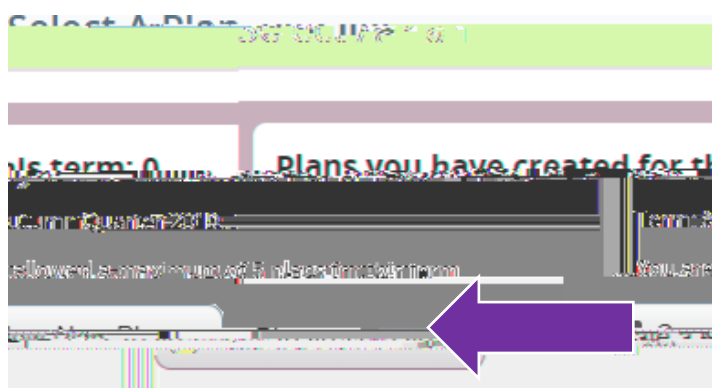
Plan Ahead



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.

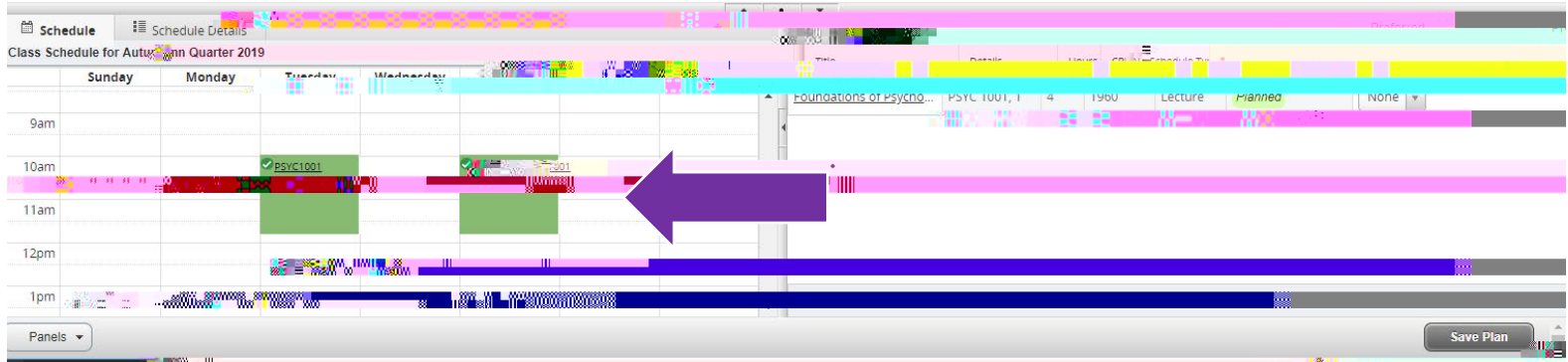
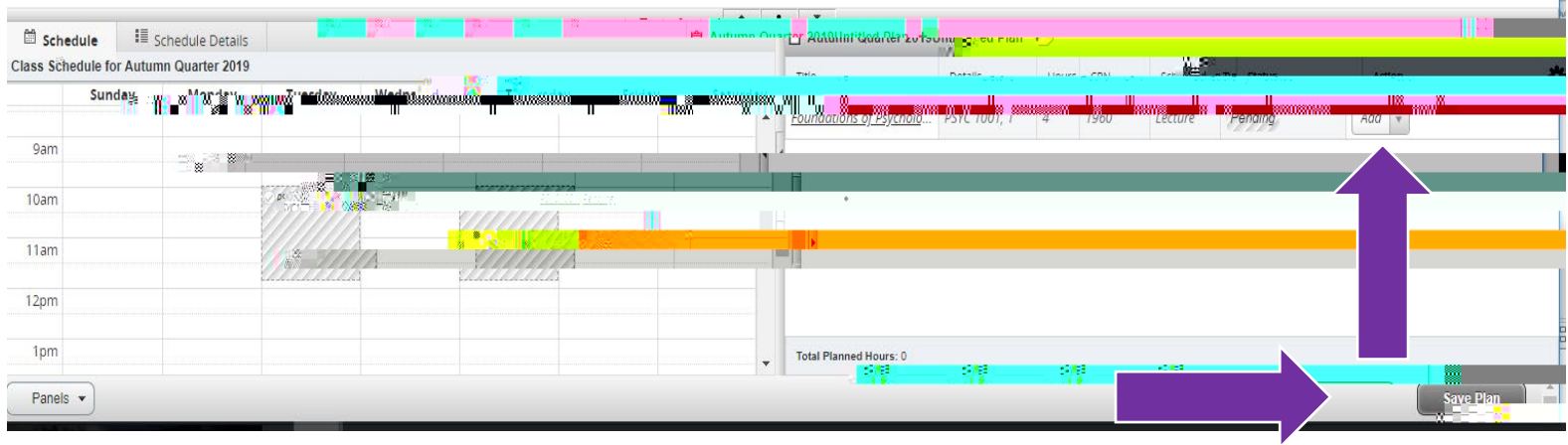
Once you have clicked the appropriate term, click continue.

Click on "Create a New Plan"



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.

Once you decide what section you are interested in,



Register for Classes




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

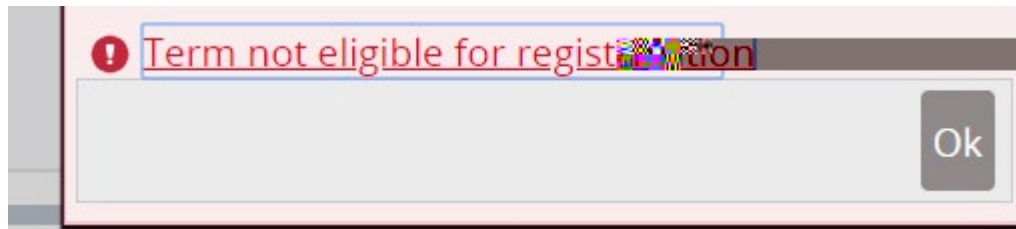
ration
)

Terms Open for Regist
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.



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

Find Classes Enter CRNs Plans Add All

Enter Your Search Criteria ?

Term: Autumn Quarter 2019

Submit



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.

Find Classes Enter CRNs Plans **Schedule and Options** Add All



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

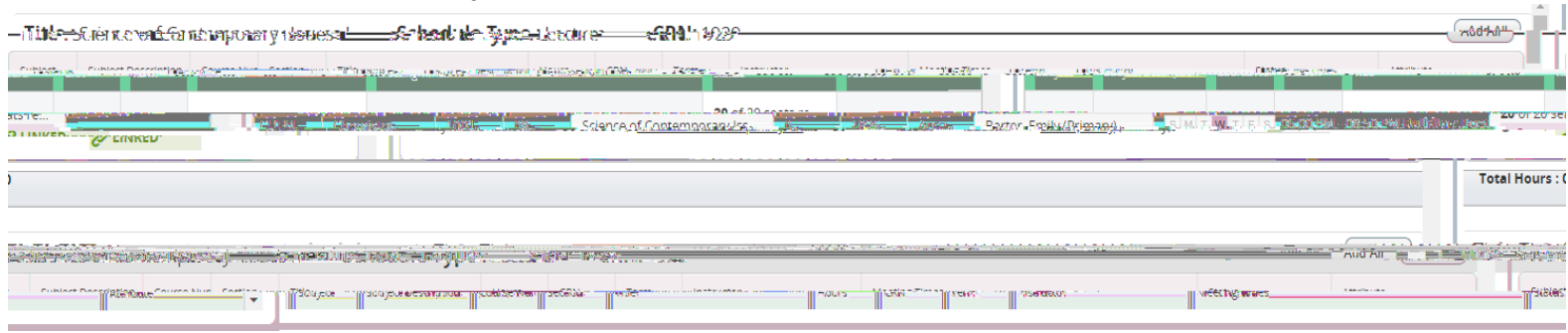
Congratulations! You are now registered for classes.

Troubleshooting:

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

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

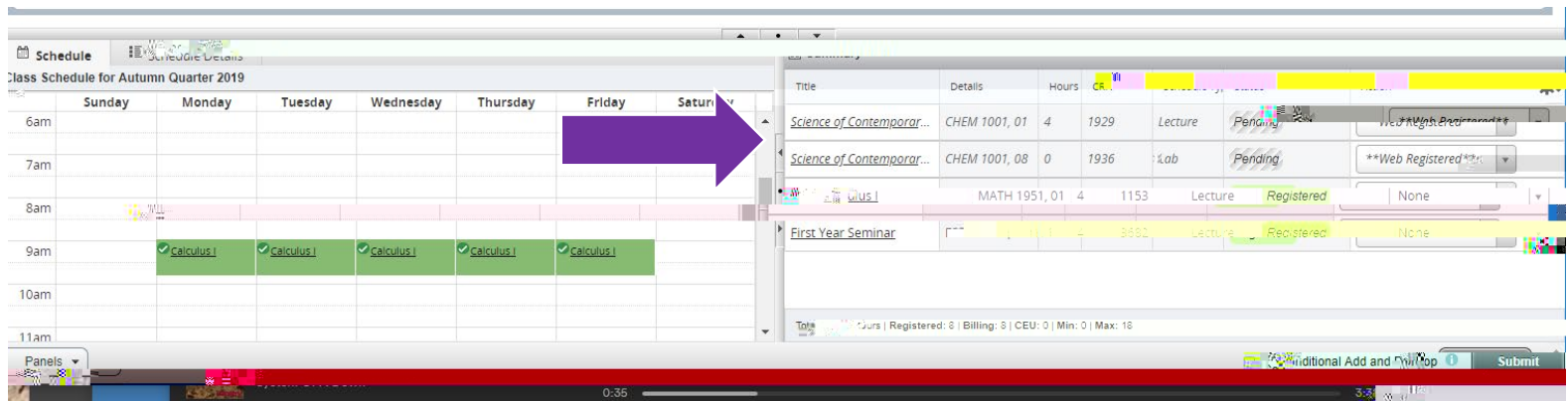
Click on the "View Linked" to show you the linked courses.



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

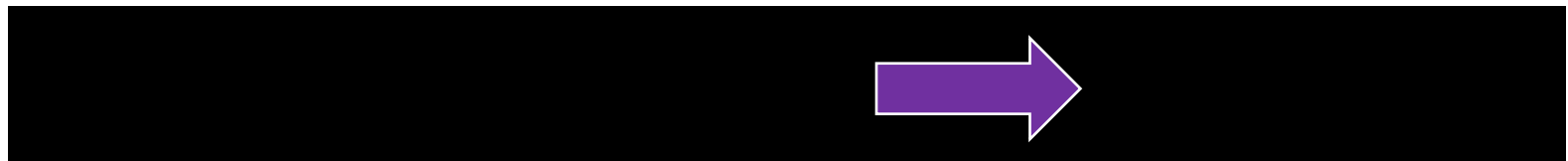


The "Add All" will add both lecture and lab to schedule.

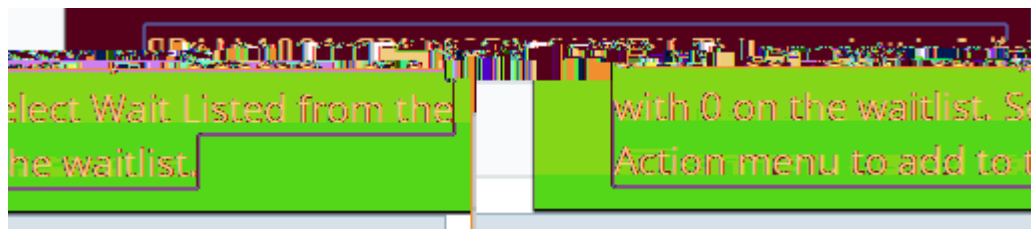


You will notice that the status is pending and the courses are shaded. You must click the "Submit" button to add the courses to your schedule.

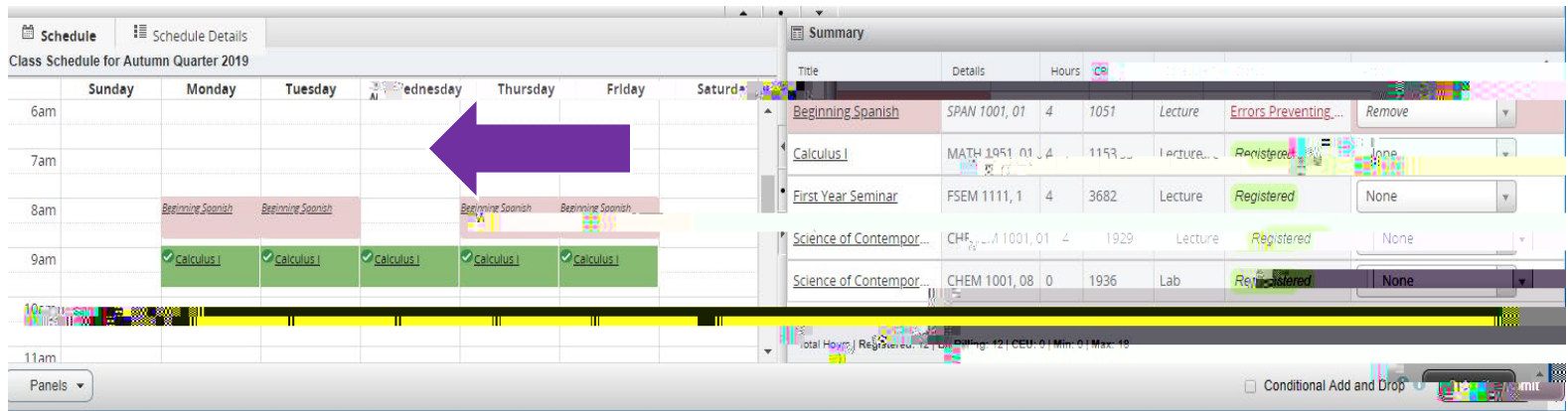
Full Courses: Courses fill up quickly but you will be able to see course availability before selecting a class.



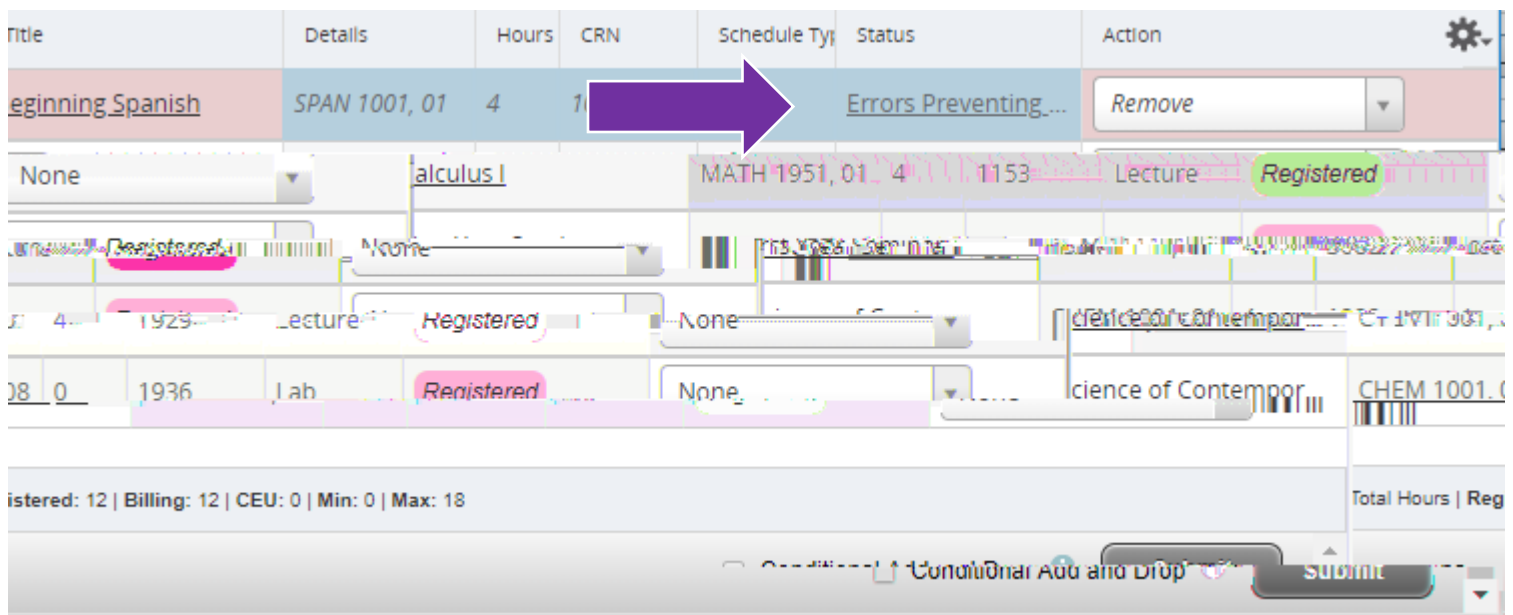
When you click the add button on a full course, the following error will appear:



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"



Or 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

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.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>First Year Seminar</u>	FSEM 1111, 19	4	3702	Lecture	Pending	**Web Registered**
<u>Science of Contempor...</u>	CHEM 1001, 01	4	1929	Lecture	Registered	None
<u>Science of Contempor...</u>	CHEM 1001, 08	0	1936	Lab	Registered	None
<u>First Year Seminar</u>	FSEM 1111, 1	4	3682	Lecture	Registered	Web Drop/delete
<u>Beginning Spanish</u>	SPAN 1001, 02	4	1052	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 18

Conditional Add and Drop

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

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>First Year Seminar</u>	FSEM 1111, 19	4	3702	Lecture	Registered	None
<u>Science of Contempor...</u>	CHEM 1001, 01	4	1929	Lecture	Registered	None
<u>Science of Contempor...</u>	CHEM 1001, 08	0	1936	Lab	Registered	None
<u>First Year Seminar</u>	FSEM 1111, 1	0	3682	Lecture	Deleted	None
<u>Beginning Spanish</u>	SPAN 1001, 02	4	1052	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 18

Conditional Add and Drop

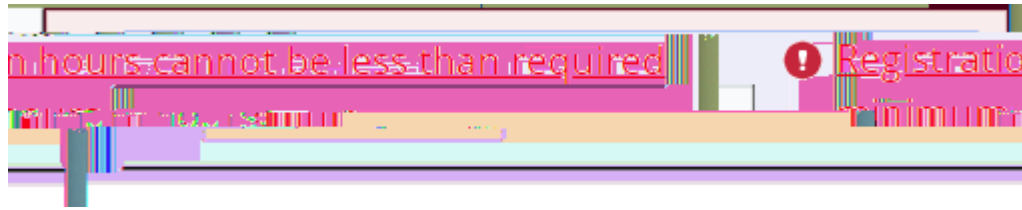
Dropping or Withdrawing from a course

Select the course you want to drop. Under Action, change to "[Web Drop/delete](#)" and click "Submit."

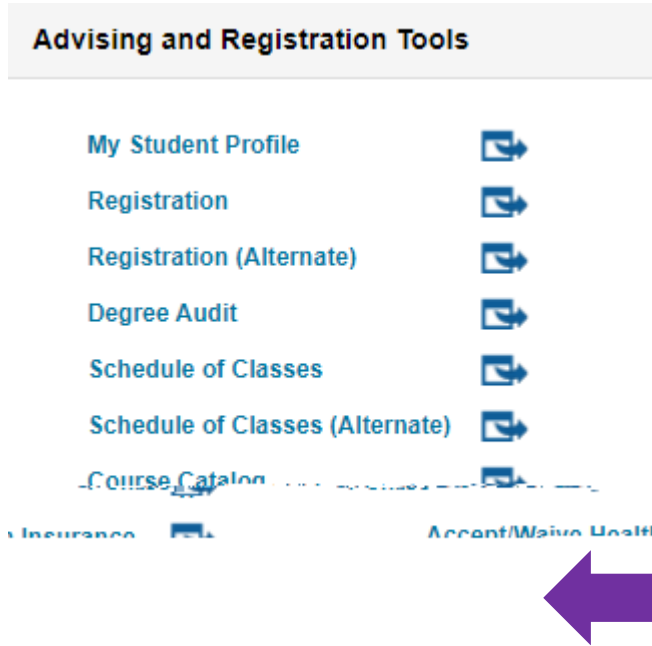
The course will be deleted from your schedule and your registered hours will change.

In some cases, you will not be able to drop the course. You will need to withdraw from the course instead. Please check

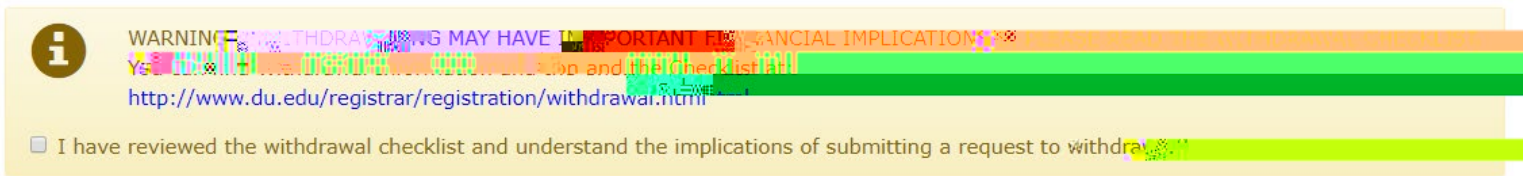
Please note: If you are an international student or athlete, you will not be able to drop or withdraw below full time. You will receive the following error message:



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](#).



Read the warning and click the box.



Select the type of withdrawal/leave you are submitting.



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

Withdraw - not returning

Withdraw - intend to return

Selecting this option means you are permanently withdrawing from the university and do not plan to return.

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

▼ Additional Information

Primary reason for withdraw request:

- select -

Secondary reason for withdraw request (if applicable):

- select -

Primary reason for withdraw request:

Academic Reasons



Secondary reason for withdraw request (if applicable):

- select -

Continue

Click "Continue".

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

If necessary, please update your contact information using [this link](#)



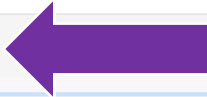
Read the withdrawal policies, and click "Agree and Submit".

Having read the withdrawal policies of the University of Denver, I understand by submitting this request I will be dropped from all classes of the term and I assume a certain responsibility for withdrawing. I understand that my request will be processed according to the policies of the University of Denver. I understand that my ability to remain in student status, including, to use campus facilities and to retain health insurance benefits. My current financial aid awards will be affected and I may be liable for tuition charges or other costs of the return of financial aid funds.

Important: For the standard ten week semester, you must withdraw by the **sixth week**. If it has passed the sixth week for a ten week semester, the withdrawal process is not sufficient. Your request 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 refer to 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 already done so, please contact International Student and Scholar Services immediately at iss@du.edu.

- Graduate Readmission Policy: <http://bulletin.du.edu/graduate/academic-requirements-policies-and-procedures/readmission/>
- Undergraduate Readmission Policy: <https://www.du.edu/studentlife/advising/policies/procedures/undergraduate-readmission/>



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.

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 Type: Not returning

Sincerely,
The Office of the Registrar, University of Denver



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 temporarily withdrawing from the university and plan to return to the university after your 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)

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

Primary reason for withdraw request:

Academic Reasons

Secondary reason for withdraw request (if applicable):

- select -



Click "Continue".

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

If necessary, please update your contact information using [this link](#)



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

