**Step 1**
Log into the system with your S number and password.
*The first time you access this account you will use your birth date: mmddyy. You will then be prompted to create a new password.*

**Step 2**
Click the student tab.
Click Look Up Classes.

**Step 3**
Select appropriate term.

**Step 4**
Find the appropriate subject.
Click Course Search.

**Step 5**
Find the appropriate class and click “View Sections”.

**Notes:**
- In order to register for classes, you must accept the terms of agreement!
- Please be aware that all sections listed will include all campus options and online options.
Step 6a
Check the box for the desired course and click Register.
Repeat steps until schedule is complete.
You must click Submit Changes to officially register for all courses.

OR

Step 6b
Click Add to Worksheet. This will save course CRN, so you may add multiple classes at once.
This is necessary for courses that require co-requisites.
You must click Submit Changes to officially register for desired courses.

Tips
Pay attention to all course details.
- Be aware of the start and end dates.
- Some courses are accelerated, late start, etc.
- Most courses with TBA under the time and location column are Online.
- The Arvada campus classes are listed as RARV.
- Consider outside commitments when planning your academic schedule. 12—15 credits can be as much work as a full-time job.

Step 7
Authorize your COF*
*Must submit authorization
View Detailed Schedule & Print (if desired)