

Register for Credit Through the University Registration System Step-by-Step Guide

*Note: You will need to complete the Online Pre-Registration BEFORE you register for credit.

1. Go to www.cudenver.edu/registrar. Click the S.M.A.R.T. icon.
2. Log in, using your Student ID and PIN. Click “submit.”
3. Follow the instructions for updating your email address, if necessary.
4. Click the blue “Registration” tab at the bottom of the screen.
5. Click the blue “Register” tab at the bottom of the next screen.
6. Select the correct term/semester (indicated above) and “Extended Studies.” Click “submit.”
7. Enter the 5-digit course call number (indicated above) in the space provided. Click “submit.”
8. If you are finished adding courses, click “Next.” You may pay your tuition bill online, or click “exit” to log off and you will receive a bill in the mail (generally in 2 to 6 weeks).

FORGOT/DON'T KNOW YOUR STUDENT ID??

Call the Records Office at 303-556-2389 (Note, the Records Office will only give this information out to the student. This information will not be given out to a spouse, friend, sibling, etc. unless there is a release form on file at the university for the student.)

FORGOT/DON'T KNOW YOUR PIN??

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