

## **Pre-Register for Through the University Registration System Step-by-Step Guide**

### **Online Pre-Registration**

1. Go to [www.cudenver.edu/registrar](http://www.cudenver.edu/registrar). Click “Continuing and Professional Education Online Pre-Registration Form.”
2. Log in to the form (you can use the same ID and password from the summer or create new ones). Click “submit.”
3. Select the fourth option: “Pre-Registration (Application) for Continuing and Professional Education (CPE) (UCDHSC-Downtown Denver)” and click “Create Application.”
4. Complete all five sections of the form in order. (Note: CPE-Denver School of Education is your School or College for SFU courses CPE-Denver College of Liberal of Arts and Sciences in your School or College for all Content Courses.)
5. When all five sections are complete, click “Submit Pre-Registration.” You have not yet registered for your class.
6. Wait at least 1-2 business days to allow your student record to be created. If you remember the PIN and ID that you used over the summer to register for classes then you can use them to register as soon as your student account is created. If you don't remember your PIN and ID then you can call the Records Office at 303-556-2389 to request this information. Additionally, the Registrar's office will send your PIN and ID to you via US Mail 3-5 days after you Pre-register.
7. You can register for credit once your student account is created (RMMSMSP staff will send you the call numbers for your course via email so that you can register for credit).