CU Denver | Business School

Graduate School
New Student Info Packet

Student Email and UCD Access

Upon admission, you will receive an email from our admissions team with your student ID number explaining how to setup your student account, UCD Access, and your student email. You will use UCD Access to register for classes, check your degree progress, update your address, check grades, and more.

Student ID Card

To obtain your student ID card, bring a copy of your class schedule, along with a voucher, obtained from the Lynx Center (Academic Building, Suite 1107), and a photo ID to the Tivoli Student Union, Room 269.

Text Books

To obtain textbook information, visit the Tivoli Station website, or check the Course Books tab in UCD Access, closer to the start of the term. You may purchase books from any vendor.

Degree Plan

After you are admitted to the Business School, you will receive an email from the Graduate Advising Team, which includes your official degree plan, also known as your roadmap to completing degree requirements.

Academic & Billing Calendars

The Academic Calendar outlines semester start/end dates, add/drop deadlines, graduation deadlines, holidays, etc. The Billing Calendar outlines important dates regarding your bill. You are responsible for following the calendars, so please make sure to check these each semester.

Some courses are offered in an 8-week format (summer, South Denver, and select cybersecurity courses) which follow a different academic calendar. Please contact grad.advising@ucdenver.edu for help with the registration and/or drop process.

Class Registration Information

- Please see the How to: Search and Enroll for Classes guide for instructions on how to use UCD Access to register for classes.

- Each term, you are assigned a specific enrollment date and time. You cannot register until on or after your enrollment date and time. In UCD Access, from the "Student Center", see the box entitled "Enrollment Dates" to determine your enrollment date and click on "details" for the specific time. **Register as soon as you can to avoid waitlists. Online classes fill quickly.**

- For your first term, you must pay your Registration Advance Deposit prior to registration. For every term, check the "holds" section of your UCD Access to ensure that you can register for future terms. A hold will prevent you from registering.

- You may enroll in on-campus, hybrid or online classes, based on class format offerings. Hybrid classes blend both traditional classroom instruction and online learning. Typically, half of the class is on campus and the other half is online. In UCD Access, hybrid sections are identified with an "H" (e.g. H01, H02) and online sections with an "E" (e.g. E01, E02).

- Visit the Registrar's website for additional information regarding registration, waitlists, etc.

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South Denver Location

If available, you can take classes at our South Denver Location: 10035 Peoria St. Parker, CO 80134. If taking classes at South Denver, be mindful of the following:

- Classes are offered in an accelerated 8-week, hybrid format.

- If you plan to combine classes between the downtown Denver campus, South Denver location, and online, we encourage you to be in touch with our advising team so we can best assist you with your plan as to not overload your schedule.

- To determine if a class is offered at the South Denver location, use UCD Access to search. Then, click on the "section" link to read the "class notes", to verify if offered in South Denver.

Important Reminders

- Students have five years and one semester to complete a single degree, or seven years and one semester to complete a dual degree.

- Some electives may only be offered once a year. Consider blending core and elective classes in the same term. In general, summer course offerings are limited and are accelerated (8 weeks instead of 16 weeks). People take less classes during summer than in the fall or spring semester.

- Early in your program, be strategic about taking classes that are prerequisites for downstream classes in your degree (use UCD Access and your degree plan to strategize). If you have not met a prerequisite or corequisite requirement for a class you plan to take, UCD Access will not allow you to register for that particular class.

- You may request to substitute a more advanced level class for a core requirement if you have completed significant coursework in that subject area with at least a "B" average. For a substitution, complete the Petition Form and submit to grad.advising@ucdenver.edu.

- If you have been granted a class substitution, waiver, or transfer credit for a class that is a prerequisite or corequisite of a class you plan to take, please email grad.advising@ucdenver.edu for registration permission (UCD Access will not allow you to register otherwise). Include your name and student ID number, as well as class prefix, number and section.

- A petition is required to alter any degree requirements. **Petitions should be submitted as early as possible and allow up to two weeks for processing.**

Policies and Standards

Please review the university policies and academic standards published in the University of Colorado Denver Academic Catalog.

Still Have Questions?

- For frequently asked questions, please visit our FAQ section.

- Students may schedule an appointment with an advisor by calling 303-315-8110 or email your questions to: grad.advising@ucdenver.edu. The Business School does not assign students to an academic advisor. You may work with any member of our advising team. We request that you do not contact multiple advisors regarding the same questions so we can best assist everyone.

Connect with Us

Be sure to check your CU Denver email regularly. All university correspondence is sent through this email account. Find out about news and events by visiting our homepage. Connect with the Business School through our social media channels (Facebook, LinkedIn, and Twitter).

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