

Enrolling in GRAD5000 for post-docs

Fall 2021

Mary Allen and Yen-Shi

- 1) Email rcr@colorado.edu for a permission number
 - a. The cost will be \$80. If you are one of the first 5 post-docs the post-doc office will pay for your course.
- 2) Enroll in Continuing Education
 - a. First Fill out an online application for the Continuing Education: <https://ce.colorado.edu/resources/topics/enrollment-new-students/>
 - b. Once your application has been processed (usually within 48 business hours), our Enrollment Services will e-mail you an Invitation to Enroll. You will then be able to register via CU portal with a permission number.
- 3) Enroll in GRAD5000
 - a. The directions below are for the class number THTR 5067, but you will use the class number GRAD5000 section 750 (NOT section 001).
 - b. NOTE: if you are not asked for a permission number that you got from step 2, you probably didn't sign up for the 750 section.
 - c. Go to MyCUInfo – mycuinfo.colorado.edu and enter in campus credentials (Username and password) and click on the Log In button –
 - d. Log in to Buff Portal (<https://buffportal.colorado.edu>)



Log in to Buff Portal

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

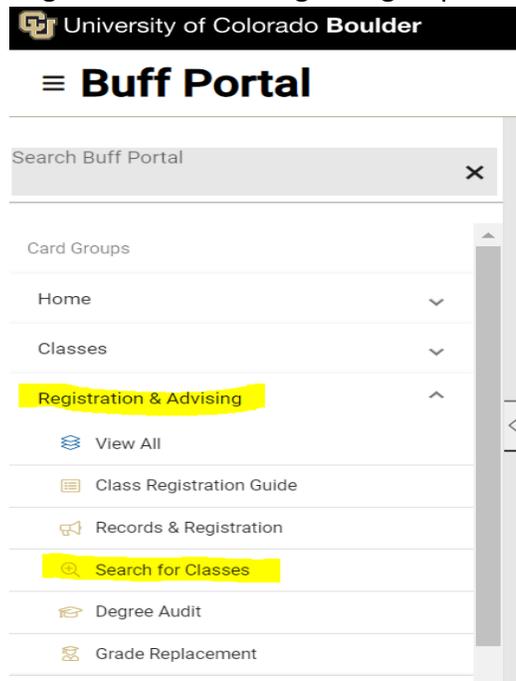
Continue

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

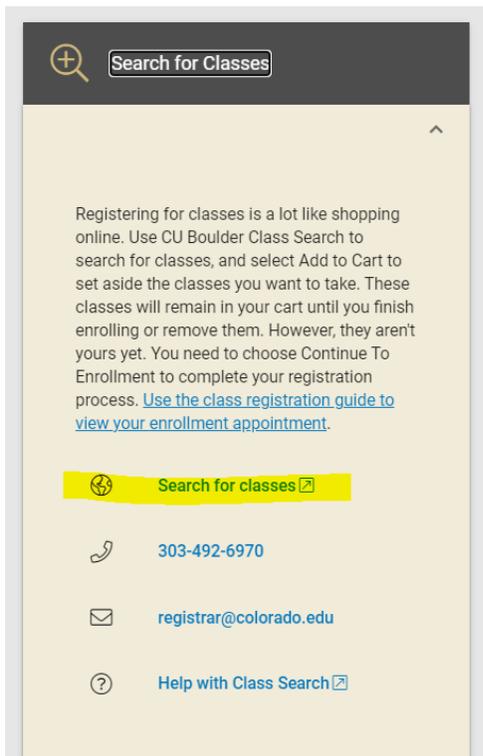
Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

- e. Look for the Registration & Advising card group on the left. Select the Search for



Classes card.

- f. Click on “Search for classes”



- g. You will be directed to the Search Classes page (<http://classes.colorado.edu>). Select the term, course subject, and “Boulder Continuing Education”.

University of Colorado Boulder | Class Search

Search Classes

Title, Subject, Instructor or Keyword

Fall 2021

Theatre (THTR)

Boulder Continuing Education

Graduate

Avoid Schedule Conflicts

Avoid Certain Time Periods **EDIT**

SEARCH CLASSES

ADVANCED SEARCH

Any Location

Welcome to CU Boulder Class Search

Use the search panel on the left to find and narrow down classes of interest. Need help? Submit a [help request](#). We also welcome your [general feedback](#) on the Class Search tool.

Fall 2021 Schedule of Classes

Classroom assignments and meeting times are subject to change through late May to accommodate in-person class options. We recommend reviewing your schedule between May 24 and June 1, and making adjustments as needed. [Learn more](#).

Retaking a Course for Grade Replacement

If you're looking to improve your cumulative GPA, [schedule an advising appointment](#) to discuss whether you'd benefit from [retaking a course for grade replacement](#). If grade replacement is right for you, you'll need to register for the class and then [submit a grade replacement request form](#) by the [posted deadline](#) for that semester or session.

Registration (Beta) - New!

After adding classes to your cart, you can continue enrolling right here. You can also drop classes and change your grade mode. **Not ready for a change?** [You can still continue with standard enrollment instead.](#)

h. Click on the course (GRAD 5000 in Fall 2021 under Continuing Education)

University of Colorado Boulder | Class Search

Search Classes

Title, Subject, Instructor or Keyword

Fall 2021

Theatre (THTR)

Boulder Continuing Education

Graduate

Avoid Schedule Conflicts

Avoid Certain Time Periods **EDIT**

SEARCH CLASSES

ADVANCED SEARCH

Any Location

Search Results

Found 1 course [Reset Search](#)

THTR 5067 Teaching Shakespeare

730 M 3-5:30p A. Giguere

Search Criteria

Term: Fall 2021

Subject: Theatre (THTR)

Campus: Boulder Continuing Education

Career/Course Level: Graduate

i. Click on ADD TO CART

Search Results THTR 5067 Reset Search

Found 1 course Reset Search

THTR 5067 Teaching Shakespeare
730 M 3-5:30p A. Giguere

Search Criteria
Term: Fall 2021
Subject: Theatre (THTR)
Campus: Boulder Continuing Education
Career/Course Level: Graduate

THTR 5067 Teaching Shakespeare
Section 730, Class Nbr 40691
Last Updated 4/12/2021, 9:52:25 AM

Credit Hours: 3
Maximum Enrollment: 25 / **Seats Avail:** 25
Grading Mode: Student Option
Campus: Boulder Continuing Education
Location: Boulder
Instruction Mode: Remote
Dates: 2021-08-23 through 2021-12-06
Add Consent Required: Department Consent Required

Registration Restrictions
Open to Non Sponsored Students

Class Notes
This class will be taught synchronously as a remote section, which means classes will be held virtually during the days and times listed.

EDIT
SEES
ADD TO CART

j. Enter the permission number, and then click on SAVE CHANGES.

THTR 5067 Reset Search

THTR 5067
Section 730, Class Nbr 40691
Teaching Shakespeare

Registration Options

GRADE MODE Letter Grade

PERMISSION NUMBER (MUST BE 0 TO 6 DIGITS)

ADD TO WAITLIST IF CLASS IS FULL Yes

CANCEL **SAVE CHANGES**

- k. If you receive the following “complete preregistration” message, click on the link. You will be directed to the page where you can confirm your addresses, phone numbers, and emergency contacts. Once complete, go back to your cart and click on CONTINUE TO ENROLLMENT.

The screenshot displays the 'Cart Contents' interface. At the top, there is a header with a back arrow, the text 'Cart Contents', and a calendar icon. Below the header, the text 'Cart: Primary - NDGR (Fall 2021) Empty Cart/Discard Changes' is visible. A warning message with a yellow triangle icon reads: 'Complete Preregistration. You can't enroll in classes until you complete preregistration for this term. Once complete, click the refresh icon to clear this message.' The message includes a refresh icon. Below the message, a class listing for 'THTR 5067 Teaching Shakespeare' is shown, with details: '730 M 3-5:30p' and 'A. Giguere'. At the bottom of the screen, there are two dark buttons with white text: 'CONTINUE TO ENROLLMENT (BETA)' and 'CONTINUE TO ENROLLMENT (STANDARD)'.