

Most Frequently Used Student Hub Actions

At MSU Denver, the STUDENT HUB: <https://www.msudenver.edu/studenthub/> is a valuable tool to your success. Below, we have provided important “How-To’s” as well as a GLOSSARY OF TERMS for commonly used phrases.

HOW TO DROP A CLASS BEFORE DROP DEADLINE:

- Go to the STUDENT HUB page:
- Select REGISTER block
- Select ADD/DROP WAITLIST CLASSES
- Current Schedule, Action select DROP
- Click SUBMIT CHANGES
- Check STUDENT DETAIL SCHEDULE to ensure classes dropped

HOW TO WITHDRAW FROM CLASS AFTER THE DROP DEADLINE:

- Go to the STUDENT HUB page
- Click on REGISTER
- Click on WITHDRAW FROM A CLASS
- Select a Term from the drop-down menu and submit
- From the drop-down menu, select a class to withdraw
- Click the YES radio button and SUBMIT
- Your class schedule will auto-populate. Double check to ensure that you have successfully withdrawn from the course(s).

If students have a hold that prevents them from making changes, they can contact the Office of the Registrar at 303-556-3991 or email regquery@msudenver.edu

HOW TO VIEW HOLDS:

- Go to the STUDENT HUB page
- Select HOLDS block
- Select VIEW HOLDS

HOW TO VIEW REGISTRATION DATE AND TIME:

- Go to the STUDENT HUB page
- Click on REGISTER
- Select REGISTRATION- PERMIT DATE AND TIME
- Select the semester you are registering for and SUBMIT CHANGES

HOW TO VIEW YOUR CLASS SCHEDULE:

- Go to the STUDENT HUB page
- Select REGISTER block
- Select STUDENT DETAIL SCHEDULE or STUDENT SCHEDULE BY DAY AND TIME

For drop/refund or withdrawal dates, logon to your STUDENT HUB account and look at your STUDENT DETAIL SCHEDULE.

HOW TO ACCESS AN ONLINE COURSE:

- Go to the STUDENT HUB page
- Click on the BLACKBOARD LEARN block– a new tab, or window, should open
- Click on the course that you are registered for online to view announcements, and assignments

HOW TO RUN WHAT-IF FUNCTION ON THE DEGREE PROGRESS REPORT (DPR):

- Go to the STUDENT HUB page
- Click on DEGREE PROGRESS REPORT block
- Select the WHAT-IF function
- Select the CATALOG YEAR you wish to view
- Select the PROGRAM you wish to view
- Select PROCESS WHAT-IF

HOW TO WAITLIST:

In order to Waitlist for a course, you must follow the regular “registration” process as noted below.

- Go to the STUDENT HUB page
- Click on the REGISTER block– a new tab, or window, should open
- Click on ADD/DROP/WAITLIST CLASSES
- Select term from the drop down box, click SUBMIT
- Add CRN numbers for classes, choose WAITLIST, REGISTER, then click SUBMIT

The computer system continues to monitor waitlist openings until the first class meeting. When an opening occurs, the first person on the waiting list is sent an email allowing that student to register for the open seat within 24 hours, provided there are no holds, prerequisite issues that would not allow you to register. Please remember:

- Check your msudenver.edu email account regularly while you are on a waitlist.
- You will have 24 hours from the date and time of the automatically-generated email notice to register yourself for the course.
- If you do not register yourself within the time allotted you will be dropped from the waitlist.

*****NOTE: Waitlist classes DO NOT count toward the total enrollment for your financial aid disbursement. Please contact the Financial Aid Office if you have any questions. Waitlisted students in ONLINE COURSES DO NOT have access to classes until after they are officially enrolled into a class.**

Neither the Department nor the Registrar’s Office will be able to make exceptions for students who do not register for the class within the time period stated in the notification email.

HELPFUL HINTS FOR SCHEDULING

Days

M=Monday
T=Tuesday
W=Wednesday
R=Thursday
F=Friday
MWF=Monday, Wednesday, and Friday
MW=Monday and Wednesday
TR=Tuesday and Thursday

*View prerequisites and read course descriptions by selecting the course’s CRN and then selecting view catalog entry.

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HOW TO VIEW UNOFFICIAL TRANSCRIPTS:

- Go to the STUDENT HUB page
- Click on MAIN MENU block
- Select TRANSCRIPTS AND RECORDS
- Select VIEW/PRINT UNOFFICIAL TRANSCRIPT
- Select your transcript level from the drop-down menu

HOW TO SCHEDULE AN ADVISING APPOINTMENT:

These instructions are strictly for scheduling an appointment with a professional advisor. We strongly encourage you to schedule with your faculty advisor (professors who are teaching your courses) as soon as possible. In order to schedule with your faculty advisor, please contact your department.

- Log into your STUDENT HUB account
- Click on ACADEMIC ADVISING
- Login in again using your MSU Net ID
- Select GET ASSISTANCE
- In the drop box, select ADVISING for *What type of appointment would you like to schedule?*
- Under *Pick a Service Category*, select one for the following:
 - Academic Planning
 - Choosing major, minor, concentration, or certification
 - Credit for prior learning
 - I have a hold
- Under *Pick a Service for your Appointment*, select the appropriate service
- Under *Pick a Location for your Appointment*, select department/advisor to meet with (If you are changing your major, you will need to select the department you are changing to.)
- Select desired advisor for *Pick a Staff Member*
- A list of available times for the week will display (If none for the current week, use the blue arrow to check the next week, you can also see drop in availability by selecting VIEW DROP-IN TIMES in yellow at the bottom of the screen.)
- If times are available for the week, MORNING or AFTERNOON will be highlighted in blue, click the desired option.
- Once MORNING or AFTERNOON is selected, select the time for the appointment and click NEXT to review appointment details.
- Once on appointment details page, you will be asked to input more information in the comment box to better prepare your advisor for your meeting and will be able to select text reminder and enter mobile phone number.
- Once complete, select CONFIRM APPOINTMENT **Appointment is not confirmed until this button is selected.

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Glossary of Terms

Catalog Year: The year of the degree plan you are following which determines the classes you need for your major including the credit hours by area, specific course requirements, and elective requirements. If requirements change for your degree, in most cases, you will not have to take additional courses to graduate.

Census Date: Census date is the last date of the registration adjustment period, 15% of the term beginning and end date. This date is also the last day to drop full-term classes for 50% refund.

Class or Classification: Designation based on the total number of MSU Denver credit hours, including approved transfer credit: 0-29 = Freshman classification; 30-59 = Sophomore; 60-89 = Junior; and, 90 or more = Senior.

College Opportunity Fund (COF): COF provides eligible undergraduate students with a stipend that pays for a portion of in-state tuition. If you are a resident of Colorado, you must apply and authorize COF, or you will pay more of your tuition bill. Apply for your stipend at cof.college-assist.org or call 800-777-2757 (from 303 prefix, call 303-305-3394).

Corequisite: Classes that require to be taken simultaneously with another course.

Course Reference Number (CRN): 5-digit number which identifies individual classes.

Cross-listed: A number of MSU Denver academic departments have agreed to offer the same course under each department's respective prefix. Credit is given for one prefix.

Drop: To remove yourself from a class by drop deadline.

Full-Time Status (Part-Time Status): Full-time status is 12 or more semester hours. Half-time is six to eight semester hours. Less-than half-time is five hours or less.

Holds: A designation on your registration file that prohibits you from adding, or dropping classes. A hold can be cleared only by the office that placed it.

Hybrid: A Hybrid class provides some instruction on the Auraria campus or another location at scheduled meetings times in a designated location. The rest of the instruction is online. There are no online fees for Hybrid classes.

Interinstitutional Registration: Registration, while enrolled at MSU Denver, for courses at the Community College of Denver with which MSU Denver has an official agreement. Interinstitutional applications and forms must be obtained from the Office of the Registrar.

Metro South: South Campus located at 5660 Greenwood Plaza Blvd., Suite L 100, Greenwood Village, Co 80111 303-721-1313.

Mostly Online: A Mostly Online class requires students to come to the Auraria Campus or go to an alternative site for exams or other activities, but instruction and **most** activities are online. There is an online fee per credit hour for all online classes.

MSU Denver ID: A unique computer generated nine-digit number, which is used as a means of identification when

accessing information from academic departments, or one of the enrollment services offices.

Non-Degree Seeking: A student who is not seeking a degree from MSU Denver. These students are not eligible for financial aid.

Online: An Online class does not require students to come to the Auraria campus for any purpose, nor does it require them to go to a site where exams or other activities will be proctored. There is an online fee per credit hour for all online classes.

Overload: Semester hours in excess of 18 for fall or spring semester and 12 for summer semester. All overloads must be approved by the appropriate dean's office. Approval depends on the student's GPA at MSU Denver after completion of a minimum of 15 credit hours in residence. The minimum GPA required is 3.5 for an overload up to 21 credits in fall/spring semesters. The same minimum GPA is required for an overload up to 14 credits in summer semester.

Overloads exceeding 21 credits in fall and spring and 14 credits in summer must be approved by the appropriate dean's office on an individual basis. If you have not met these requirements, you may appeal to the dean in your major. If you are an undeclared major, you should appeal to the Dean of Letters, Arts and Sciences.

Part of Term: Semesters are divided into numerous beginning and ending dates.

Pass/Fail: A grading option for certain designated classes, to be used for elective credit only. You must complete a pass/fail form and submit it to the Office of the Registrar by the required deadline (see Registration Dates/Deadlines). Major, minor, general studies and other class required for a degree or for teacher licensure may not be taken on a pass/fail basis. Consult the College Catalog for specific policy requirements.

Prerequisite: Course or test score which the student must have satisfactorily completed/passed prior to registering for the desired course.

Student Hub: The Student Hub MSU Denver student portal where you can obtain your records, admissions status, financial aid status, and degree audit. You can also update your personal information, register for classes, pay your bill, and authorize your COF if eligible.

Time Conflict: Registration for two classes that overlap in time, regardless of length of time. Special permission to register for these classes must be requested with the academic department.

Tuition and Fees Appeal: To request for a refund of tuition and fees.

Variable Credit: Optional credit hours for the same class.

Wait List: The waitlist is an automated function available from the start of registration through the first week of class. When an opening occurs, the first person on the waitlist will be sent an email authorizing the student to register for the open seat within 24 hours. Waitlist closes at the end of the first week of classes.

<https://msudenver.edu/registrar>