Term Activation How-To Guide for Nondegree Students

All nondegree students using the faculty/staff tuition benefit need to be term-activated each semester. If you are a continuing student you can term-activate prior to the start of the semester. If you are a new nondegree student and have submitted an application for the upcoming semester you can term-activate yourself once your application has been processed and you are matriculated as a student.

Term-activation does not mean registration, but once you are term-activated you have the ability to register for classes. *However, if you wish to use the faculty/staff tuition benefit you must not register prior to the first day of the semester during fall and spring terms or the first day of the session in which the class is offered during the summer sessions.*

Please follow these 6 steps to term-activate yourself in MyCUInfo.

1. Log into MyCUInfo. Go to the Student tab and click the “Your Enrollment Dates” link in the Academic Resources Section.
2. On the next screen click on the “term information” tab.

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

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3. Under “Term Information” click on the “Activate new term for enrollment” link.
4. Under “Activate New Term For Enrollment” click “CU Boulder” and then “Continue”.

![Activate New Term For Enrollment](image-url)
5. Next, click on the drop down box to select the term for which you would like to term activate. In this example we will term activate for summer 2012. Once selected click “continue”. Please note that as a non-degree student you will need to term activate yourself every semester.
6. You are now term activated. Please make sure not to register for any courses that you wish to use the faculty/staff tuition benefit for prior to the first day of classes for the semester (or the first day of the session if you are enrolling in summer courses).