



Newly Admitted Graduate Student Checklist

Staff Advisor: Roxy New
Program Name: Master of Landscape Architecture

TO DO IMMEDIATELY:

You will receive an email to accept your offer of admission. Once you complete this step, your records will be updated and then we will email you with instructions to register for classes. Please note, this will take some time for processing. Your academic advisor, Roxy New will reach out to you later in the spring semester with next steps to register.

Attend our Newly Admitted Student Program Preview on Friday, March 15, 2024. To attend, please click on the link to register for the event: [2024 MLA Program Preview](#)

Information regarding residency and in-state tuition can be found here: [Colorado Residency](#)

Submit your FAFSA to CU Denver (Domestic Students)

If you have not already submitted your FAFSA to CU Denver, do so right away. *Please make sure to indicate “work study consideration” in the form if you are interested in future employment opportunities at the university. For more information, please visit CU Denver’s Financial Aid website: [Office of Financial Aid](#)

Set up your email and student portal.

After you have replied to your offer of admission, we will update your records and activate your student account. Once this is complete, you will receive an email from your academic advisor with next steps, including registering for classes. To activate your account, go to [CU Denver Access](#). If you have difficulty, contact our OIT Services Help Desk at 303-724-4357/[CU Denver OIT Help Desk](#).

Check your email regularly!

CAP Advising Staff will initially send emails to the email address on your application. However, other campus offices may use your ucdenver.edu email. Once the semester starts, all emails will be sent to your ucdenver.edu email address. The university will communicate important information via email at your ucdenver.edu address and it is your responsibility to monitor that account.

- ❑ **Join our private Facebook group and follow us on social media.**

Our Facebook group is reserved only for students who accept their offer to the College of Architecture and Planning, and is a space open to network and get to know your fellow students. Join by clicking on the link below:

[CAP Private FB Group](#)

TO DO BEFORE THE SEMESTER STARTS:

- ❑ Register for classes.
After your records have been updated and registration has opened later this spring, your academic advisor will reach out to you with course and registration information.
- ❑ Submit your Immunization Records.
CU Denver requires proof of immunization before your second semester. More information and forms can be found here: [CU Denver Immunization Requirements](#)
- ❑ Finalize your tuition payment and financial aid.
You can schedule an appointment with our financial aid office and you will need to make payment arrangements with the Bursar's Office. If you are receiving financial aid, make sure your paperwork is complete and you have accepted your award. Bursar and Financial Aid contact information:
Bursar: 303-315-1800, 5th Floor Student Commons/Financial Aid: 303-315-1850, 5th Floor Student Commons
Student Finances Website: [Student Finances](#)
- ❑ Obtain your Student ID card and RTD (Public Transit) pass.
The ID Center is located in the Tivoli Student Union at the Tivoli Station bookstore. You will need to register for classes before you can get your ID. **You are required to have your student ID with you at all times while on campus.** For details on obtaining your student ID and RTD pass:
Phone: 303-556-8385/Website: [Tivoli ID Station](#)
- ❑ Become familiar with the campus and services offered. You can learn all about the support services and resources on campus at: [CU Denver Lynx Central](#)

MARK YOUR CALENDAR:

- ❑ Attend our Newly Admitted Student Program Preview on **Friday, March 15, 2024.**
- ❑ **Attend New Student Welcome!**
Plan to attend our New Student Welcome on **Friday, August 16, 2024.** During this important

event, you will meet faculty, staff, and other CAP students as well as receive important information about the upcoming school year.

- First day of classes is **Monday, August 19, 2024.**

CAP RESOURCES:

- Facebook page: [CAP Facebook](#)
- LinkedIn: [CAP LinkedIn](#)
- Instagram page: [CAP Instagram](#)
- Flickr page: [CAP Flickr](#)
- List of student organizations: [CAP Student Organizations](#)