College of Architecture and Planning
UNIVERSITY OF COLORADO **DENVER**

Newly Admitted Graduate Student Checklist

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

TO DO IMMEDIATELY:

- ☐ You will receive an email from CU Denver to accept your offer of admission. Once you accept your offer, your records will be updated and then your academic advisor, Roxy New will reach out to you with next steps. Please note, this may take some time for processing.

- ☐ **Please review tuition/fee information at the following link:**
  CAP Tuition and Fees

- ☐ Information regarding residency and in-state tuition can be found here (Domestic Students):
  Colorado Residency
  Please note, if you have been classified as WICHE/WRGP for tuition purposes, you must remain a resident of your home state and cannot establish Colorado residency while you are in the program here at CU Denver.

- ☐ **Submit your FAFSA to CU Denver (Domestic Students)**
  If you have not already submitted your FAFSA to CU Denver, do so right away. *Please makes sure to indicate "work study consideration" 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. To activate your email 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, your academic advisor, Roxy New 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

- Once you get your student ID, you will also need to get your student ID encoded for building access. To do this please click here for instructions: CAP Badge Encoding

- 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 New Student Welcome!**
  Plan to attend our New Student Welcome on **Friday, January 15, 2027**. During this important event, you will meet faculty, staff, and other CAP students as well as receive important information about the upcoming school year. Please register to attend here: CAP Spring 2027 New Student Welcome
- First day of classes is **Tuesday, January 19, 2027.**

CAP RESOURCES:

- Instagram page: CAP Instagram
- MLA Instagram page: MLA Instagram
- Something Else About Landscape Architecture Podcast: Something Else About Landscape Architecture
- LinkedIn: CAP LinkedIn
- Facebook page: CAP Facebook
- Flickr page: CAP Flickr
- CAP Student Resources: Student Resources