



1. Go online to <http://ursa.unco.edu>.
2. If you've never logged onto Ursa, click on **New Student?** to activate your Ursa account. If you've used Ursa before, proceed to Step 3. (Fig. 1)
3. For **User Name** enter the first part of your BearMail e-mail address (e.g. Smit7284) (Fig. 1)
4. Enter your password. (If you don't remember it, click on **Forgot your password?**). (Fig. 1)
5. Click on **Login** once you are in Ursa, your name is displayed under the top Ursa banner. (Fig. 2)
6. Click on the yellow **Student** tab. (Fig. 2)
7. In the **Registration Tools** box, click on **Add or Drop Classes**.
8. From the drop-down menu, select the term you want to register for and click on **Submit**. (Fig. 3)
9. To find classes:
 - If you know the CRN numbers (five-digit class codes) enter them on the **Add or Drop Classes** page and click on **Submit Changes**. (Fig. 4)
 - To look up your class, click on the **Class Search** button at the bottom of the page. (Fig. 4)
10. On the **Look Up Classes** page, you **must** select a **subject**, but you don't have to select anything else. (Fig. 5, on reverse)

(Fig. 1)

(Fig. 2)

(Fig. 3)

(Fig. 4)

The more selections made on this screen, the fewer classes that will appear. Most students only select a subject so that all classes in that subject will appear.

11. Click on the **Class Search** button at the bottom of the page. The next page lists all the classes offered. (Fig. 5)

12. To select a class, click on the **checkbox** next to the CRN.

You can only register for classes that have a checkbox next to the CRN. If there is a "C" in the button's place, the class is closed.

13. Go to the bottom of the page and click on **Register** to add the class to your schedule.

Common Registration Error Messages and

Corrective Actions Approval - permission has not been processed. See the appropriate person to have the permission processed. Once it has been processed you will need to web register for the course. This applies to course pre-requisites, co-requisites, and major/college restrictions.

Class Closed - the course is full. You will need to register for another section or course.

Link Error - you have registered for a lab or lecture section without the corresponding lecture or lab, or for a course with a co-requisite. Use the Add Class area to add BOTH the lecture and lab sections at the same time.

Time Conflict - course times overlap. Choose a different section for one or both of the conflicting classes, then add both classes to your registration.

14. To find another class to register for, repeat Steps 9-13.

15. To see your schedule, click on the Back to Student tab at the top of the page and then click on either Week at a Glance or Student Detail Schedule (Fig. 5)

Once you are done **DON'T FORGET TO LOGOUT**. Ursa contains personal information such as grades, financial aid, e-mail addresses, etc. and if you don't log out someone else might be able to access it.

You're Done!

Ursa Portal Entry Troubleshooting

If you have problems logging on to Ursa please contact the Technical Support Center at 351-4357, 7a.m.-midnight, Monday-Friday or Noon-7p.m. Saturday and Sunday.

(Fig. 5)

back to Student Tab

Look Up Classes

If you get lost along the way just remember you can always click on the "Back to student tab" link to go back to step 7.

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search. Select at least one Subject. Select Class Search when your selection is complete.

Subject: Accounting, Aerospace Studies, Africana Studies

Course Number: []

Title: []

Schedule Type: All, Art Studio, Independent Study/Research

Instructional Method: All, Indep Study Corresp (Ext Stds), Non Credit (Extended Studies)

Credit Range: [] hours to [] hours

Campus: All, Main Campus, Off Campus

<input type="checkbox"/>	12589	AFS	100	970	M	3.000 to	Africana Studies	TBA	30	24	6	0	0	0	Derise Hall (P)	08/28-12/15	TBA
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(Fig. 6)

My Account | Welcome | You are currently logged in.

Content/Layout

Home | My Tab | Resources | Help | Student

Personal Information

- Answer Survey
- Update Addresses and Phones
- Update Emergency Contacts

Student Grades

No Data Found

Select Another Term [v] Go

Important Links

- New Student Orientation Registration
- Registration Dates
- Summer Student Registration

Registration Tools - Fall

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- COF Stipend Authorization
- Colorado Resident Stipend Application

