



1. Go online to <http://ursa.unco.edu>.

(Fig. 1)

2. If you've never logged in to 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 and click on **Login**. (If you don't remember it, click on **Forgot your password?**). (Fig. 1)

5. 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 **Register, Add or Drop Classes**. (Fig. 3)

8. From the drop-down menu, select the term you want to register for and click on **Submit**. (Fig. 4)

9. If you know the CRNs (five-digit class codes), enter them on the **Add or Drop Classes** page and click on **Submit Changes** to register. (Fig. 5)

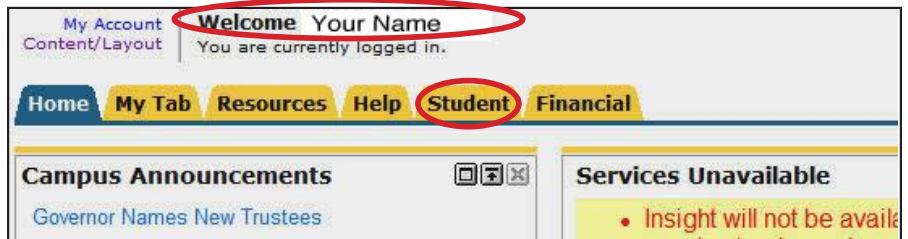
10. To look up classes, click on the **Class Search** button. (Fig. 6)

On the **Look Up Classes** page, you **must** select a **subject**, but you don't have to select anything else. (Fig. 6)

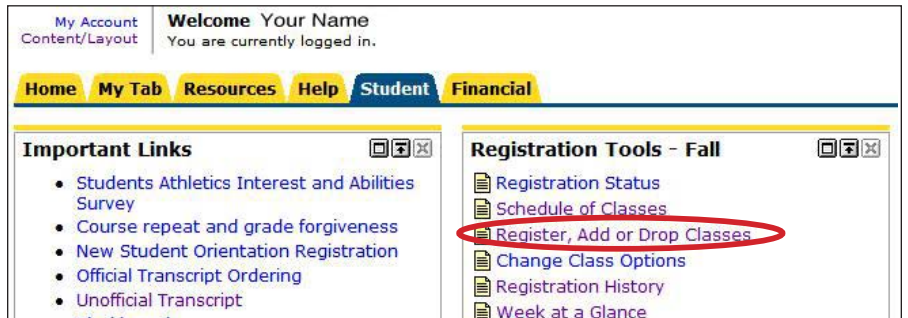
The more selections made on this screen, the fewer classes that will appear. Most students only select a subject so that all classes in that subject will appear.



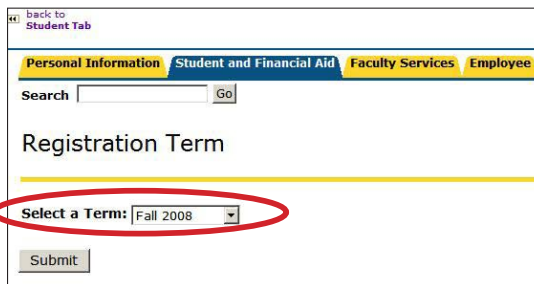
(Fig. 2)



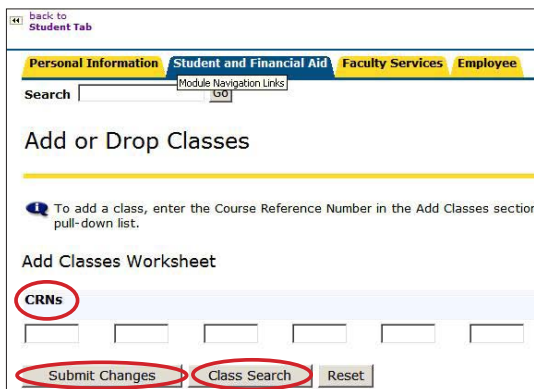
(Fig. 3)



(Fig. 4)



(Fig. 5)



**Quick Tip:**

If you receive a registration error message for a class, consult the information about error messages and solutions included with this help sheet.

After making your selections, click on the **Class Search** button at the bottom of the page. The next page lists the classes offered that fit your selections.

11. To select a class, click on the **checkbox** next to the CRN. (Fig. 7)

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.

12. Go to the bottom of the page and click on **Register** to add the class to your schedule. (Fig. 7)

13. To find another class to register for, repeat Steps 10-12.

14. 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. 8)

Once you are done **DON'T FORGET TO LOG OUT**. 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.

If you have problems logging in to or using Ursa, please contact the Technical Support Center at 970-351-4357 or [www.unco.edu/it/SupportU.htm](http://www.unco.edu/it/SupportU.htm), 24 hours a day, seven days a week, 365 days a year.

(Fig. 6)

back to Student Tab

## Look Up Classes

Your Name  
Spring 2004  
Mar 04, 2004

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

**Subject:** AFS-African Studies  
ANT-Anthrology  
APCE-Applied Psy&Counselor Ed

Course Number:

Title:

Schedule Type: All  
Art Studio  
Independent Study/Research

Instructional Method: All  
Indep Study Corresp (Ext Stds)  
Indep Study Online (Ext Stds)

(Fig. 7)

## Look Up Classes

Your Name  
Summer 2004  
Mar 04, 2004

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

**Sections Found**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Ins
<input checked="" type="checkbox"/>	40284	ANT	100	203	M	3.000	Introduction to Anthropology	MTWR	09:25 am-11:05 am	60	3	57	0	0	0	Barb Haw
<input type="checkbox"/>	40388	ANT	110	207	M	3.000	Introduction to Cultural Anthropology	MTWR	01:15 pm-02:55 pm	60	9	51	0	0	0	Barb Haw
<input type="checkbox"/>	40286	ANT	110	403	M	3.000	Introduction to Cultural Anthropology	MTWR	09:25 am-11:05 am	60	5	55	0	0	0	Patri Jolly

Register Add to WorkSheet Class Search

(Fig. 8)

My Account  
Content/Layout

Welcome Your Name  
You are currently logged in.

Home My Tab Resources Help Student Financial

**Important Links**

- Students Athletics Interest and Abilities Survey
- Course repeat and grade forgiveness
- New Student Orientation Registration
- Official Transcript Ordering
- Unofficial Transcript
- Blackboard

**Registration Tools - Fall**

- Registration Status
- Schedule of Classes
- Register, Add or Drop Classes
- Change Class Options
- Registration History
- Week at a Glance**
- Detail Schedule
- View Student Information
- COE Stipend Authorization

**Class Restriction**

**Problem:**

Course registration is restricted to Juniors and/or Seniors.

**Solution:**

Contact the instructor of record for permission to enter the class. A faculty override will be needed.

The student is responsible for adding the class to their schedule before the add/drop deadline.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered-Registrar on Feb 18, 2008	None	21389	ENG	122	002 Undergraduate	3.000	Standard Letter (A-F, I, UW)	College Composition
Registered-Registrar on Feb 18, 2008	None	20300	GEOG	110	011 Undergraduate	3.000	Standard Letter (A-F, I, UW)	Geography of the United States and Canada
Registered-Registrar on Feb 18, 2008	None	21170	HIST	224	005 Undergraduate	3.000	Standard Letter (A-F, I, UW)	History of Colorado
Registered-Registrar on Feb 18, 2008	None	21086	PSY	120	002 Undergraduate	3.000	Standard Letter (A-F, I, UW)	Principles of Psychology

Total Credit Hours: 12.000  
Billing Hours: 12.000  
Maximum Hours: 12.000  
Date: Feb 19, 2008 02:32 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
CLASS RESTRICTION	21735	BAMG	355	008 Undergraduate	3.000	Standard Letter (A-F, I, UW)	Fundamentals of Entrepreneurship

**Add Classes Worksheet**

**Closed Section**

**Problem:**

Course is at capacity.

**Solution:**

Contact the instructor of record to get permission to enter the class. A faculty override will be needed.

The student is responsible for adding the class to their schedule before the add/drop deadline.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered-Registrar on Feb 18, 2008	None	21170	HIST	224	005 Undergraduate	3.000	Standard Letter (A-F, I, UW)	History of Colorado
Registered-Registrar on Feb 18, 2008	None	21086	PSY	120	002 Undergraduate	3.000	Standard Letter (A-F, I, UW)	Principles of Psychology

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 12.000  
Date: Feb 19, 2008 03:27 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
CLOSED SECTION	20841	BIO	001	207 Undergraduate	0.000	Standard Letter (A-F, I, UW)	Biological Perspectives

**Add Classes Worksheet**

CRNs

**College Restriction**

**Problem:**

Course registration is restricted to a specific college.

**Solution:**

Contact the instructor of record for permission to enter the class. A faculty override will be needed.

The student is responsible for adding the class to their schedule before the add/drop deadline.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered-Registrar on Feb 18, 2008	None	21170	HIST	224	005 Undergraduate	3.000	Standard Letter (A-F, I, UW)	History of Colorado
Registered-Registrar on Feb 18, 2008	None	21086	PSY	120	002 Undergraduate	3.000	Standard Letter (A-F, I, UW)	Principles of Psychology

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 12.000  
Date: Feb 19, 2008 03:24 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
COLLEGE RESTRICTION	21736	BAFN	474	005 Undergraduate	3.000	Standard Letter (A-F, I, UW)	Case Problems in Financial Management

**Add Classes Worksheet**

CRNs

**Co-Requisite Required**

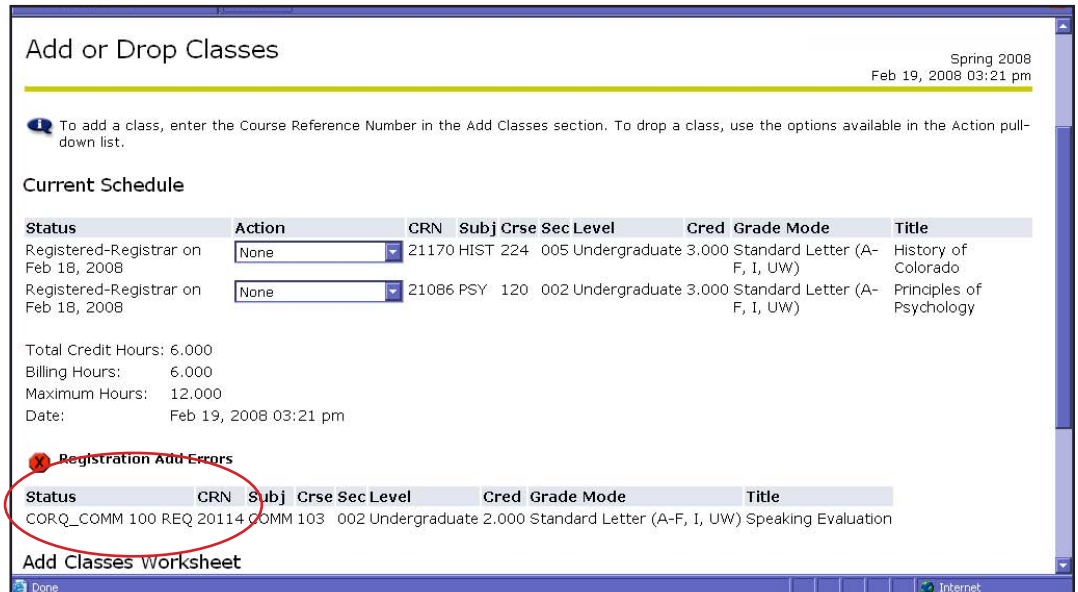
**Problem:**

A co-requisite course must be registered for at the same time.

**Solution:**

Co-req course must be added at the same time. (Ex: Comm 100 and 103)

The student is responsible for adding the class to their schedule before the add/drop deadline.



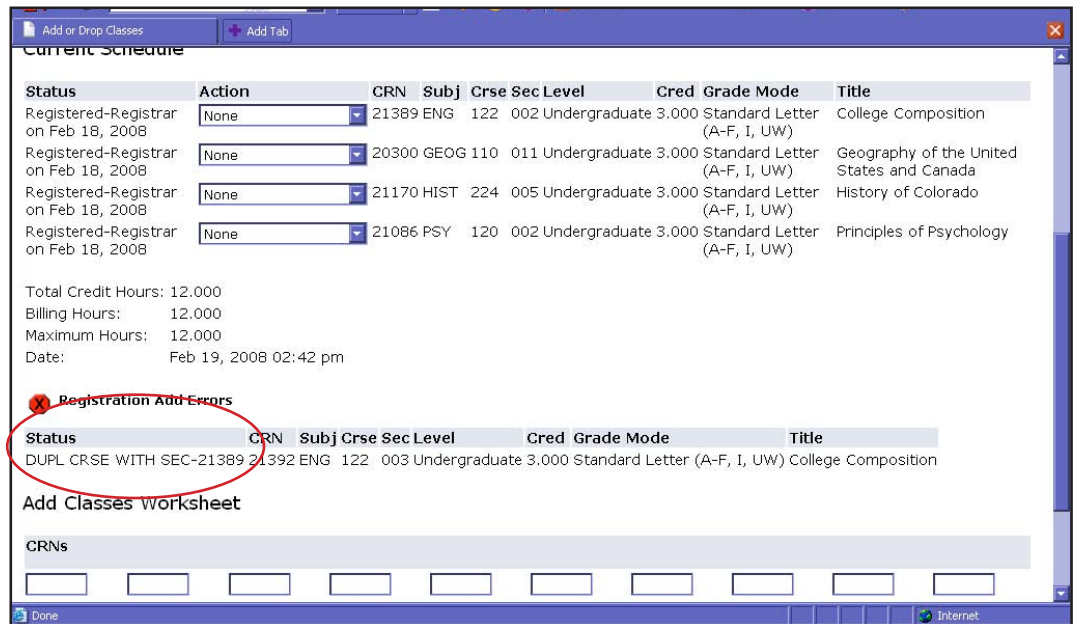
**Duplicate CRN**

**Problem:**

Attempting to register for the same course twice.

**Solution:**

Contact the Registrar's office.



**Instructor Approval**

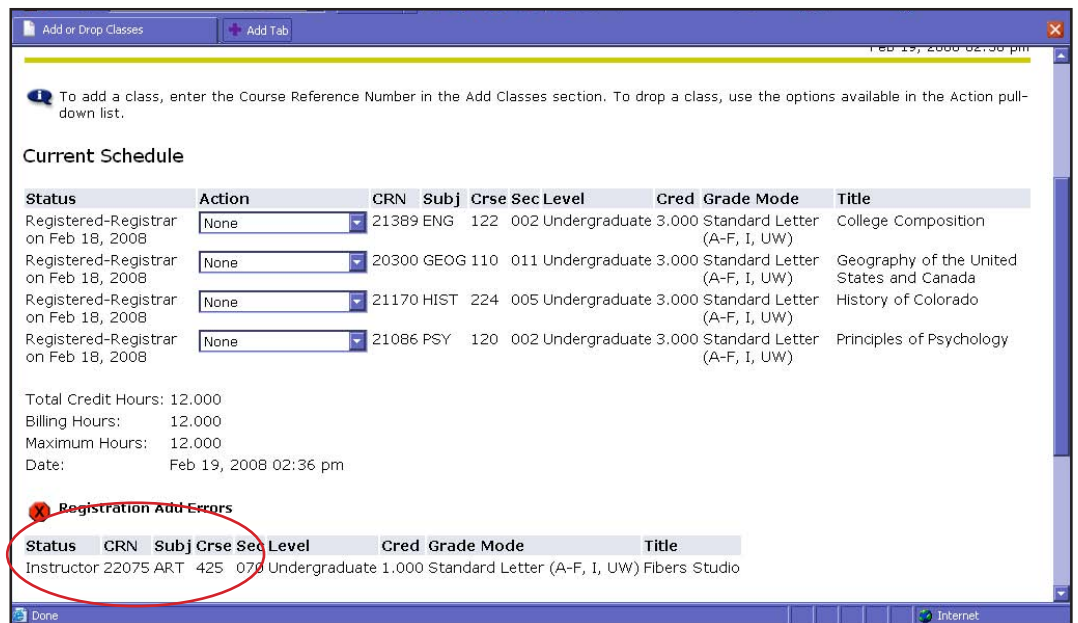
**Problem:**

Instructor consent is needed to enter the course.

**Solution:**

Contact the instructor of record for permission to enter the class. A faculty override will be needed.

The student is responsible for adding the class to their schedule before the add/drop deadline.



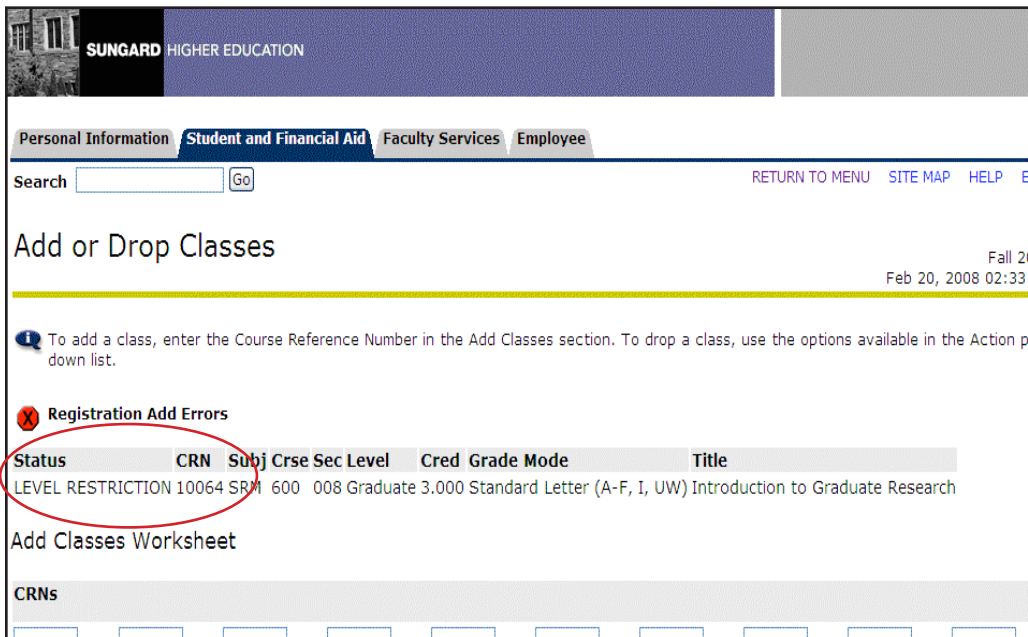
**Level Restriction**

**Problem:**

Undergraduate student attempting to register for a graduate-level course.

**Solution:**

Permission is needed from the student's academic advisor. Completed paperwork will be processed at the Registrar's Office.



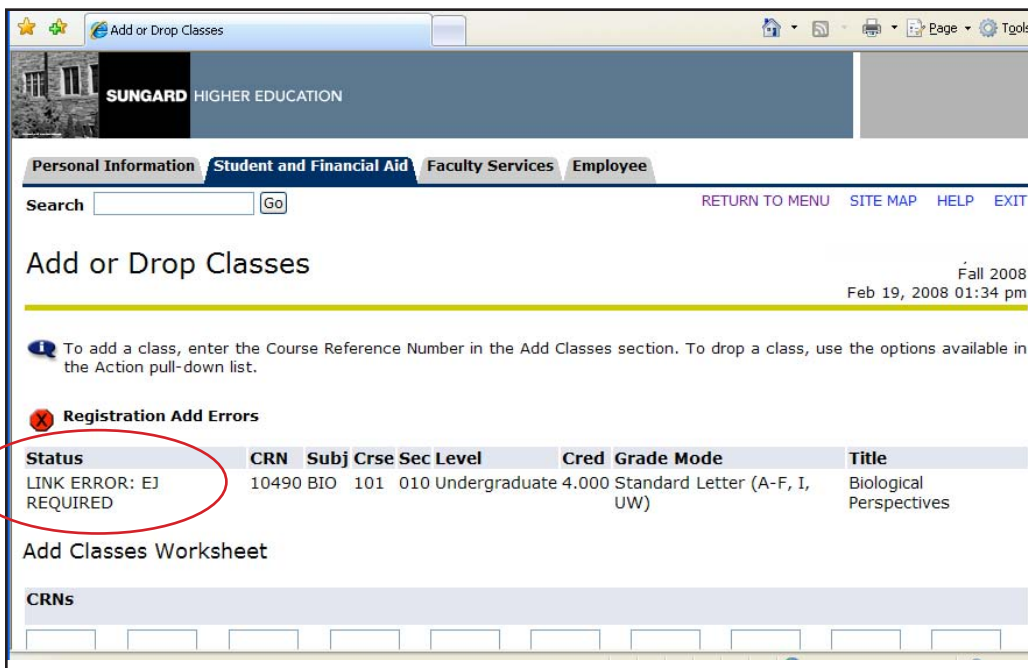
**Link Error**

**Problem:**

Lecture and Lab courses must be added at the same time.

**Solution:**

Check one lecture and one lab and then register. You can change lab sections by adding the lab section you want at the same time you drop the lab section you don't want. Use the drop-down box next to the lab you are dropping and select Drop Course on the Web. Add the CRN of the lab you want to take to the Add Classes Worksheet and click on Submit Changes. Check your schedule for accuracy.



**Major Restriction**

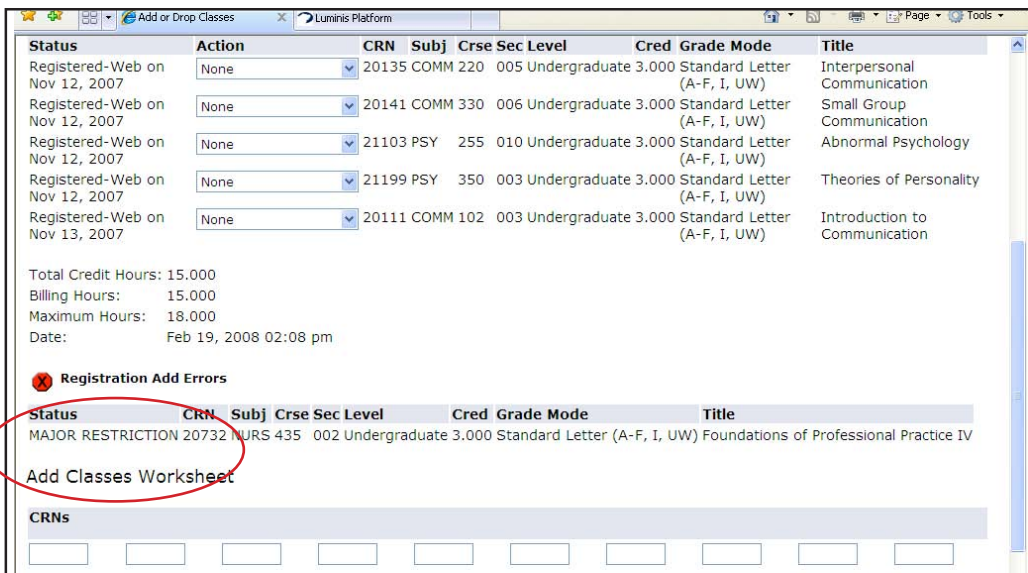
**Problem:**

Course registration is restricted to majors only.

**Solution:**

Contact the instructor of record for permission to enter the class. A faculty override will be needed.

The student is responsible for adding the class before the add/drop deadline.



**Maximum Hours**

**Problem:**

Attempting to register for an overload schedule of more than 18 hours for undergraduates or 17 hours for graduate students.

**Solution:**

An overload permission slip is needed from the student's academic advisor.

Completed paperwork will be processed at the Registrar's Office.

The screenshot shows the 'Add or Drop Classes' interface. At the top, a list of registered classes is shown with columns for Action, CRN, Subj, Crse, Sec Level, Cred, Grade Mode, and Title. Below this, summary statistics are displayed: Total Credit Hours: 18.000, Billing Hours: 18.000, Maximum Hours: 18.000, and Date: Feb 19, 2008 02:14 pm. A red circle highlights the 'Registration Add Errors' section, which contains a table with the following data:

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
MAXIMUM HOURS EXCEEDED	20375	ANT	317	008	Undergraduate	3.000 Standard Letter (A-F, I, UW)	Contemporary Native American Issues

Below the error table is an 'Add Classes Worksheet' section with a 'CRNs' input field and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

**Prereq and Test Score Error**

**Problem:**

Pre-requisite course or test score required.

**Solution:**

Contact the instructor of record for permission to enter the class. A faculty override will be needed.

The student is responsible for adding the class to their schedule before the add/drop deadline.

The screenshot shows the 'Add or Drop Classes' interface. It displays a list of registered classes and summary statistics: Total Credit Hours: 15.000, Billing Hours: 15.000, Maximum Hours: 18.000, and Date: Feb 19, 2008 03:25 pm. A red circle highlights the 'Registration Add Errors' section, which contains a table with the following data:

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
PREQ and TEST SCORE-ERROR	20420	CS	102	005	Undergraduate	3.000 Standard Letter (A-F, I, UW)	Structured Programming

Below the error table is an 'Add Classes Worksheet' section with a 'CRNs' input field and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

**Time Conflict with CRN #**

**Problem:**

Time conflict with another course on your schedule.

**Solution:**

Complete the permission form that is available in the academic departments and have it signed by the professor that is making the time exception.

Bring the completed form to the Registrar's Office for processing.

The screenshot shows the 'Add or Drop Classes' interface. It displays a list of registered classes and summary statistics: Total Credit Hours: 18.000, Billing Hours: 18.000, Maximum Hours: 18.000, and Date: Feb 19, 2008 02:12 pm. A red circle highlights the 'Registration Add Errors' section, which contains a table with the following data:

Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
TIME CONFLICT WITH	20697	ANT	314	009	Undergraduate	3.000 Standard Letter (A-F, I, UW)	Anthropology of Sex and Gender Diversity

Below the error table is an 'Add Classes Worksheet' section with a 'CRNs' input field and buttons for 'Submit Changes', 'Class Search', and 'Reset'.



Error Message	Description	Solution
Class Restriction	Course registration is restricted to juniors and/or seniors.	Contact the instructor of record for permission to enter the class. A faculty override will be needed.
Closed Section	The course is full.	Contact the instructor of record to permission to enter the class. A faculty override will be needed.
College Restriction	Course registration is restricted to a specific college.	Contact the instructor of record for permission to enter the class. A faculty override will be needed.
Co-requisite Req	A co-requisite course must be registered for at the same time.	Co-requisite course must be added at the same time. (Ex: Comm 100 and 103)
Director Approval	Dean's Office approval is needed to enter the course.	Contact the Dean's Office for permission to enter the class. A faculty override will be needed.
Duplicate CRN	Attempting to register for the same course twice.	Contact the Registrar's Office.
Instructor approval	Instructor consent is needed to enter the course.	Contact the instructor of record for permission to enter the class. A faculty override will be needed.
Level Restriction	Undergraduate student attempting to register for a graduate-level course.	Permission needed from the student's academic advisor. Completed paperwork will be processed at the Registrar's Office.
Link Error	Lecture and lab courses must be added together.	Check one lecture and one lab and then register. Change lab sections by adding the lab section you want at the same time you drop the lab section you don't want. Use the drop-down box next to the lab you are dropping and select Drop Course on the Web. Before you select Submit Changes, add the CRN of the lab you want to the Add Classes Worksheet. Click on Submit Changes. Check your schedule for accuracy.
Major Restriction	Course registration is restricted to majors only.	Contact the instructor of record for permission to enter the class. A faculty override will be needed.
Maximum Hours	Attempting to register for an overload of more than 18 hours for undergraduates or 17 hours for graduate students.	Overload permission needed from the student's academic advisor. Completed paperwork will be processed at the Registrar's Office.
Non-majors only	Course registration is restricted to non-majors only.	Contact the instructor of record for permission to enter the class. A faculty override will be needed.
Prereq and Test Score Error	Pre-requisite course or test score required.	Contact the instructor of record for permission to enter the class. A faculty override will be needed.
Prereq and Test Score Error	PTE Admission (provisional or full)	Contact School of Teacher Education (1-2703)
Student not admitted by readmit date	Student must update their student information. This is required when a student has not attended for one calendar year.	Complete and submit the student information form found at <a href="http://www.registrar.unco.edu">www.registrar.unco.edu</a> . Information will be updated in 24 hours or less.
Time Conflict with CRN #	Time conflict with another course on your schedule.	Complete permission form available in the academic departments, have it signed by professor making the time exception and bring form to the Registrar's Office for processing.

***This and other Ursa help sheets are available at [www.unco.edu/aboutursa](http://www.unco.edu/aboutursa) or in the Resources tab in Ursa.***