



1. Log in to Ursa at <http://ursa.unco.edu/cp/home/loginf>.
2. In the **Registration Tools** channel of the **Student** tab, click on the **Look Up Classes** folder.
3. Use the drop-down menu to find and select the desired academic term; then click the **Submit** button. (Fig. 1)

Fig. 1

A screenshot of a web application interface. At the top left, there is a link 'back to Employee Tab'. Below this is a section titled 'Select Term or Date Range' separated by a yellow horizontal line. Underneath, there are two search options: 'Search by Term:' and 'Search by Date Range (MM/DD/YYYY):'. The 'Search by Term:' section has a drop-down menu with 'None' selected, and a list of options: 'None', 'Fall 2007', 'Summer 2007', and 'Spring 2007'. The 'Summer 2007' option is highlighted. Below this are two input fields for 'From:' and 'To:'. At the bottom, there are 'Submit' and 'Reset' buttons. Three callout boxes with arrows point to the drop-down menu, the 'Summer 2007' option, and the 'Submit' button. The text 'RELEASE: 7.3' is visible at the bottom left of the screenshot.

back to Employee Tab

Select Term or Date Range

Search by Term:

None

None

Fall 2007

Summer 2007

Spring 2007

Search by Date Range (MM/DD/YYYY):

From: To:

Submit Reset

RELEASE: 7.3

2. A **Look Up Classes** screen opens. (Fig. 2 on next page)

Continued

Fig. 2

Look Up Classes

Subject: **Select Subject Area(s)**

Course Number:

Title:

Schedule Type:

Instructional Method: **Select "Online" only**

Credit Range: hours to hours

Campus: **Make other selections as desired**

Course Level:

Part of Term: **Make other selections as desired**

Non-date based classes only

Instructor:

Session:

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Su

Click on Class Search

Summer Search Tip
Use the **Part of Term** options to search for classes in any or all of the four summer term sessions.

3. Click on the **Subject(s)** in which you are interested to highlight them. Note: to select **multiple** subject areas, hold the **Ctrl** key while selecting each area in which you are interested. To select **all** subject areas, click on the first subject area, scroll to the bottom of the list, press the **Shift** key and click on the last subject area in the list. (Fig. 2)
4. Use the scroll button to locate and highlight only the **Online** instructional method. Make any other selections you desire and then click on the **Class Search** button to generate a listing of courses defined by your chosen search criteria. (Fig. 3 - on next page)

Continued

Fig. 3

Look Up Classes Student Name
Summer 2007
Mar 02, 2007 12:57 pm

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	Business Administration			Instructor	Date
													XL Cap	XL Act	XL Rem		
<input type="checkbox"/>	40112	BA	205	972	N	3.000	Business Communications	TBA		35	6	29	0	0	0	Michael R. Leonard (P)	05/21-
<input type="checkbox"/>	40121	BA	205	974	N	3.000	Business Communications	TBA		35	6	29	0	0	0	Keiko Krahnke (P)	07/02-

Register Add to WorkSheet Class Search

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)]

5. To select a class, click on the **checkbox** next to the CRN.
6. At the bottom of the screen, click on the **Add to WorkSheet** button to add the class to your worksheet or click on the **Register** button to register for the class selected.
7. Click on the **Class Search** button at the bottom of the screen to look for another class.
8. Once you are done DON'T FORGET TO LOGOUT. Ursa contains personal information such as grades, financial aid, email, addresses, etc. and if you don't log out someone else might be able to access it.

**For assistance searching for classes,
call the Technical Support Center, 970-351-4357.**