



## Class Registration

1. Go online to <https://ursa.unco.edu>
2. If you've never logged in to Ursa, click on **Student password reset / account activation** to activate your Ursa account. If you've used Ursa before, enter your username and password and click **Login**. (Fig. 1)
3. Click on the **Student** tab. (Fig. 2)
4. In the **Register for Classes** section under **Registration and Grades**, click on **Register, Add or Drop Classes**. (Fig. 3)
5. From the drop-down menu, select the term you want to register for and click on **Submit**. (Fig. 4)
6. If you know the CRNs (five-digit class codes), enter them on the **Add or Drop Classes** page and click on **Accept/Submit** to register. (Fig. 5)
7. To look up classes, click on the **Class Search** button. (Fig. 5)

Username

Password

☐ Warn me before logging in to other sites.

**Sign In**

(Fig. 1)

### Access Management

[Student password reset / account activation](#)  
[Staff password reset / account activation](#)  
[What is my Bear Number?](#)

### Need Help?

Contact the Technical Support Center:  
**Phone** +1-970-351-4357

My Account **Student** Financial

(Fig. 2)

### Registration and Grades

Register for Classes

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

(Fig. 3)

### 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.

Registration Term

Select a Term: **Fall 2012**

**Submit**

(Fig. 4)

### Add Classes Worksheet

CRNs

**Accept/Submit** **Class Search** **Reset**

(Fig. 5)

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.

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.

8. 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" or an "NR" in the button's place, the class is closed.

9. Go to the bottom of the page and click on **Accept/Register** to add the class to your schedule. (Fig. 7)
10. To find another class to register for repeat steps 10-12.
11. To see your schedule close the current tab and then click on either **Week at a Glance** or **Detail Schedule** (Fig. 8)

Once you're done don't forget to **Log Out**. Ursa contains personal information such as grades, financial aid, e-mail addresses, etc. If you don't log out someone else might be able to access your information!

### Need Help?

If you have problems logging in to, or using, Ursa, please contact Tech Support at 970-351-4357 or visit <https://help.unco.edu> 24 hours a day, 7 days a week.

**Look Up Classes**

Your Name  
Fall 2012  
Sep 28, 2012

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

**Subject** (circled in red): AFS-Africana Studies, ANT-Anthropology, APCE-Applied Psy&Counselor Ed, ART-Visual Arts

Course Number:

Title:

**Schedule Type**: All, Internship, Laboratory, Lecture

(Fig. 6)

**Look Up Classes**

Your Name  
Fall 2012  
Sep 28, 2012 01:5

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	Instructor	Date (MM/DD)
<input checked="" type="checkbox"/>	12346	ANT	100	001	M	3.000	Introduction to Anthropology	MWF	11:15 am-12:05 pm	65	63	2	Roger A. De Witt (P)	08/27-12/14
<input checked="" type="checkbox"/>	14623	ANT	100	700	O	3.000	Introduction to Anthropology	MTR	05:00 pm-08:00 pm	25	0	25	John A. Vonk (P)	07/30-08/30
<input checked="" type="checkbox"/>	10066	ANT	110	001	M	3.000	Introduction to Cultural Anthropology	MWF	08:00 am-08:50 am	65	65	0	Roger A. De Witt (P)	08/27-12/14

(Fig. 7)

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(Fig. 8)