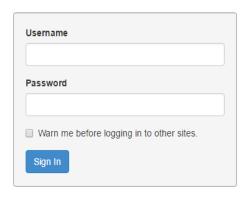


Class Registration

- 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)
- From the drop-down menu, select the term you want to register for and click on Submit. (Fig. 4)
- If you know the CRNs (fivedigit 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)

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.



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

(Fig. 1)



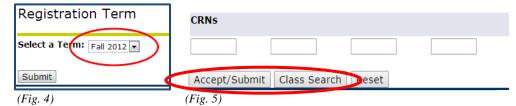
(Fig. 2)

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)

Add Classes Worksheet



NORTHERN COLORADO

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.

 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.

- 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.
- To see your schedule close the current tab and then click on either Week at a Glance or Detail Schedule (Fig. 8)

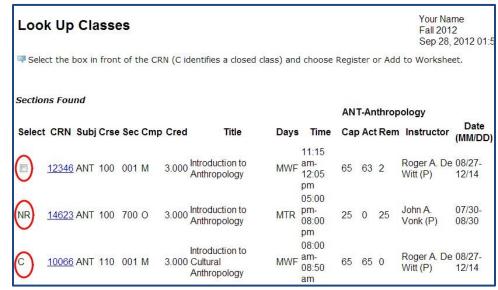
Once you're done don't forget to Log Out. Ursa contains personal information such as grades, financial aid, e-mail addresses, etc. If you don't log out someone else might be able to access your information!

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 Clas	ses	Your Name Fall 2012 Sep 28, 2012
	ptions to search the class schedule. You may choose any combina your selection is complete.	ation of fields to narrow
Subject	AFS-Africana Studies ANT-Anthropology APCE-Applied Psy&Counselor Ed ART-Visual Arts	
Course Number:		
Title:		
Schedule Type:	All Internship Electure	

(Fig. 6)



(Fig. 7)

Registration and Grades

■ Register for Classes

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(Fig. 8)

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