

Action Item Processing for Registration

STEP 1: Sign into Ursa Click 'Register/Add/Drop/Withdrawal' Select 'Register for Classes'

# 🍇	UNC		
<u>Student</u>	Registration		
Registra	tion		
What we	uld you like to do?		
	Prepare for Registration Vew registration status, update student term data, and complete pre-registration requirements.	Begister for Classes Search and register for your discses. You can also view and manage your schedule	
	Browse Classes Looking for classes? In this section you can browse classes you find interesting.	Wew Registration Information Wew your part shouldnes and your unpraded classes.	
	Browse Course Catalog Look up basic course information like subject, course and description.		

STEP 2: Action Item Process pop up will appear on screen. Please select Continue

" 👹 UNC		2	
Action Item Processing	Action Item Processing		
Action Item Processing	You have Action Items pending that halt		
Welcome You have the following items that require your attention. Pre-Registration Requirements 0 0 of 1	Continue to resolve your Action Items. Cancel to return to previous page. CANCEL CONTINUE		Continue
Instructions			
End Date:0917/202	21		
State of Financial Responsibility Report for Course Statement of Financial Responsibility			

STEP 3: Action Item Processing webpage will display. Statement of Financial Responsibility and Emergency Contact will appear as 'Pending'

ou nave the following items that require your attention.	
Pre-registration Requirements	⊘ ▲
	0 of 2
Instructions	
	End Date:03/19/2022
Statement of Financial Responsibility	Pending
Halt Processes:	
Register for Classes	
Statement of Financial Responsibility	
	End Date:03/19/2022
Emergency Contact	Ø Pending
Halt Processes:	
Register for Classes	
Confirmation of your emergency contact.	

STEP 4: Click 'Pending' on the Statement of Financial Responsibility box.

Action Item Processing	
Action Item Processing	
Welcome You have the following items that require your attention.	Continue
Pre-Registration Requirements	Pre-Registration Requirements Please complete the following items to register
Instructions	
State of Financial Responsibility Hait Processes: Register for Classes Statement of Financial Responsibility	

STEP 5: The Financial Statement will appear on right hand side. Please read, scroll to bottom, Click 'Accept' and 'Save'

Action Item Processing Action Item Processing Welcome You have the following items that require your attention. Programming the structure provent that require your attention.	Continue
Action Item Processing Welcome You have the following items that require your attention. You have the following items that require your attention. You have the following items that require your attention.	Continue
Welcome You have the following items that require your attention.	Continue
Payments must be made introdgin automatic datis payment (ACH) irom a regular checking account, or a dedolcredul card, (A nonretundadue enforment ree or	
	JU IS QUE AL
Pre-Registration Requirements	changes to
0 of 1 my bill, such as adding or dropping classes, financial aid, etc. I agree to abide by the Terms and Conditions of the Bear Pay payment plan agreement if I choo	e to enroll.
Additional information plan can be found any payment plan can be found at https://www.unco.edu/tursar/your-dell. Returned PsymentsFailed Psym	
If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment	lee of \$20.
End Date/dbt17/0221 I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with the University of Northern	olorado
State of Financial Responsibility Predime and the cancellation of my dispesses and/or suspension of my eligibility to register for future classes at the University of Northern Colorado.	
nair processes. Provog vigins an exeponationities Resister for Classes Lunderstand that the University of Nonteen Colorado is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits the University from	eleasing
any information from my education record without my written permission. Therefore, I understand that if I want the University to share information from my education record without my written permission.	ation
statement or rinnencial responsibility record with someone else, I must provide written permission by following the procedure outlined at https://www.uco.edu/registrar/terpa.aspx. I further under	and that I
may revoke my permission at any time as instructed in the same procedure. IRS Form 1095T	
Lagree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the University of Northern Colorado upon request as required t	Internal
Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to the University, I agree to pay any and all IRS fine	assessed
as a result of my missing SaVITN. I conserve inviteS Form VIGE Form VIGES form 1098-17, Tution Statement, electronically for each year that I have reportable transactions, and that I may view an	print my
IRS Form 1098-T by logging into URSA and accessing the financial tab, billing column, 1098-T Tax Notifications. I can withdraw this consent and receive a pa	er
statement by following the instructions at https://www.unco.edu/bursan/your-account/. Student Age	
I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by the L	iversity of
Northern Colorado are a necessity, and I am contractually obliged pursuant to the "doctrine of necessaries."	
Lowcept	
Sore	

STEP 6: Webpage will refresh, and Statement of Financial Responsibility will show as 'Completed'.

Welcome You have the following items that require your attention.		
Pre-registration Requirements	⊘ ▲	Statement of Financial Responsibility
Instructions	1012	Statement of Financial Responsibility Agreement By dicking on the Accept button on this statement, and /or subsequent statements. I acknowledge that I am responsible for the cha
Statement of Financial Responsibility Response saved on: 03/15/2022	End Date 03/19/2022	understand the Statement of Financial Responsibility. You may print out a copy at https://www.unco.edu/bursar/pdf/statement_of_fin If you or your parents would like more information about the Statement of Financial Responsibility, you may contact the Bursar's Off Your agreement to these items are required for your registration at the University of Notherm Colorado. Payment of Fees/Promise to Pay I understand that when I register for any course at the University of Northerm Colorado or receive any service from the University of
Current Response: Accept Halt Processes:		tuition, fees and other associated costs (including but not limited to housing, dining, medical insurance, student health center charge
Register for Classes		campus rec charges and other incidental charges) assessed as a result of my registration and/or receipt of services. I further unders
Statement of Financial Responsibility		these terms constitutes a contractual agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S.
		University of Northern Colorado is providing me education services, deferring some or all of my payment obligation for those service
	End Date:03/19/2022	other associated costs by the published or assigned due date. Due dates can be found at https://www.unco.edu/bursar/calendar/. I understand and agree that if I add/drop or withdraw from some or all of the classes for which I register, I will be responsible for pay
Emergency Contact	Pending	the published tuition refund schedule which can be found at https://www.unco.edu/registrar/registration/withdrawal.aspx. I have rea
Halt Processes: Register for Classes		refund schedule and understand those terms are incorporated herein by reference. I further understand failure to attend class, received and the second schedule and understand failure to attend class, received and the second schedule and the second schedule attended schedule attende
Confirmation of your emergency contact.		not relieve me of my financial responsibility as described above. Delinquent Account/Collection Financial Hold I understand and agree that if I fail to pay my student account bill or any monies due and owing the University of Northern Colorado
		on my student account, preventing me from registering for future classes, requesting transcripts or receiving my diploma. Late Payment Charge

STEP 7: Click 'Pending' in the Emergency Contact Box

Velcome fou have the following items that require your attention.		
Pre-registration Requirements	0 • 1 of 2	Statement of Financial Responsibility Statement of Financial Responsibility
Instructions		Agreement By clicking on the Accept button on this statement, and /or subsequent statements, I acknowledge that I am responsible for the ch
Statement of Financial Responsibility Response saved on: 03/15/2022	End Date-03/19/2022	understand the Statement of Financial Responsibility. You may print out a copy at https://www.unco.adu/bursar/pdf/statement_of_fi If you or your parents would like more information about the Statement of Financial Responsibility, you may contact the Bursar's Of Your agreement to these items are required for your registration at the University of Northern Colorado. Payment of FeestPromise to Pay I understand that when I register for any course at the University of Northern Colorado or receive any service from the University of Northern Colorado.
Current Response: Accept Halt Processes: Register for Classes		tuition, fees and other associated costs (including but not limited to housing, dining, medical insurance, student health center charg campus rec charges and other incidental charges) assessed as a result of my registration and/or receipt of services. I further unde
Statement of Financial Responsibility		these terms constitutes a contractual agreement (i.e., a financial obligation in the form of an educational loan as defined by the U. University of Northern Colorado is providing me education services, deferring some or all of my payment obligation for those service
Emergency Contact	End Date:03/19/2022	other associated costs by the published or assigned due date. Due dates can be found at http://www.unco.edu/bursar/icalendar/. I understand and agree that if I add/drop or withdraw from some or all of the classes for which I registrar/geistraficated in the published tuition refund schedule which can be found at https://www.unco.edu/registrar/registrafice
Halt Processes: Register for Classes		refund schedule and understand those terms are incorporated herein by reference. I further understand failure to attend class, recorn not relieve me of my financial responsibility as described above.
Confirmation of your emergency contact.		Delinquent Account/Collection Financial Hold Lunderstand and agree that if I fail to pay my student account bill or any monies due and owing the University of Northern Colorad
		on my student account, preventing me from registering for future classes, requesting transcripts or receiving my diploma. Late Payment Charge

STEP 8: Before you will be able to register you must enter a Primary Emergency contact. Please have full name, phone number and address information ready when completing this page.

ction Item Processing		
lelcome ou have the following items that require your attention.		
Pre-registration Requirements	0 • 1 of 2	Emergency Contacts
Instructions	(Add Emergency Contact
Statement of Financial Responsibility Response saved on: 03/15/2022 Current Response. Accept Hait Processes: Register for Classes Statement of Financial Responsibility	End Date 83/19/2022	Secondary Emergency Contact Add Emergency Contact O I certify that the above emergency contact information is correct.
Emergency Contact Halt Processes: Register for Classes	End Date 63/18/2022	Confirm
Confirmation of your emergency contact.		
Action Item Processing Nelcome fou have the following items that require your attention.		Contractory Contractory
Pre-registration Requirements		Emergency Contacts
Instructions		Primary Emergency Contact
		First Name *
Statement of Financial Responsibility Response saved on: 03/15/2022 Current Response: Accept Halt Processes Register for Classes	End Date	First Name *
Statement of Financial Responsibility Response saved on: 03/15/2022 Current Response: Accept Hait Processes Register for Classes Statement of Financial Responsibility	End Dat	First Name *
Statement of Financial Responsibility Response saved on: 03/15/2022 Current Response: Accept Hait Processe: Register for Classes Statement of Financial Responsibility Emergency Contact Hait Processe: Register for Classes Confirmation of your emergency contact.	End Dak © End Dak End Dak	AD3192022 AD3192022 Last Name * Relationship * Phone Area Code * Phone Number * XXX-XXXX Address Line 2 City *
Statement of Financial Responsibility Response saved on: 03/15/2022 Current Response: Accept Halt Processe: Register for Classes Statement of Financial Responsibility Emergency Contact Halt Processes: Register for Classes Confirmation of your emergency contact.	End Dati C End Dati C C C C C C C C C C C C C	First Name * cmpleted Last Name * Relationship * Phone Area Code * Phone Area Code * 00/192022 Address Line 1 * Pending Address Line 2 City * State *

- If a Primary Emergency contact is already entered, please verify all information listed
- A Secondary Emergency contact is encouraged but not required.

STEP 9: When all information is entered select 'I certify that the above emergency contact information is correct' and hit confirm.

Certify that the above emergency contact information is correct.
Confirm

STEP 10: The webpage will refresh, and Emergency Contact will appear as completed

	0
Pre-registration Requirements	Ø *
	2 of 2
Instructions	
	End Date:03/18/2022
Statement of Financial Responsibility	O Completed
Response saved on: 03/16/2022	
Current Response: Accept	
Halt Processes:	
Register for Classes	
Statement of Financial Responsibility	
	End Date:03/18/2022
Emergency Contact	Ø Completed
Response saved on: 03/16/2022	
Current Response: I certify that the above emergency contact information is correct.	
Halt Processes:	
Register for Classes	

STEP 11: Hit continue in the upper right-hand corner to continue to course registration

Action Item Processing Action Item Processing		Save Successful
Welcome You have the following items that require your attention.		Continue
Pre-registration Requirements	Emergency Contacts	<u>^</u>
2 of 2	Primary Emergency Contact	
Instructions	First Name * Test	
End Date 93/18/2022		

**If you experience any issues with the Action Item Processing, please call IT at 970-351-4357