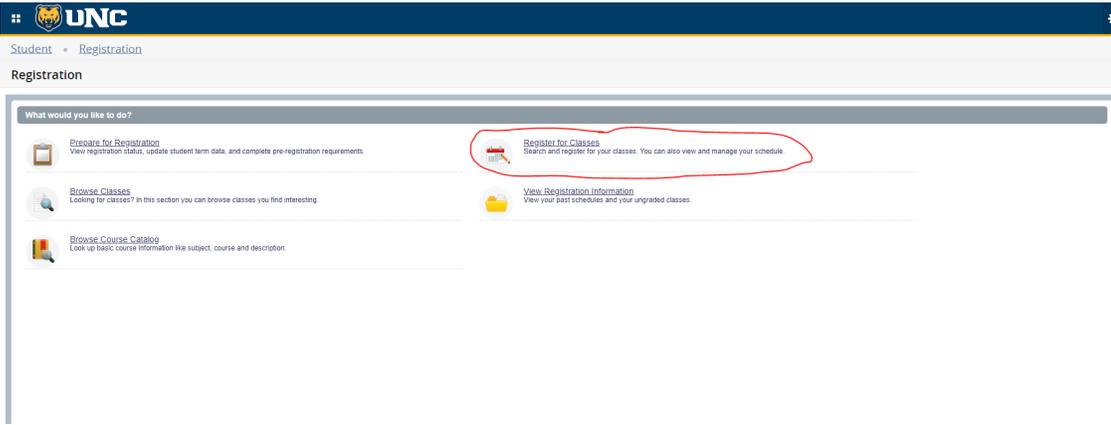


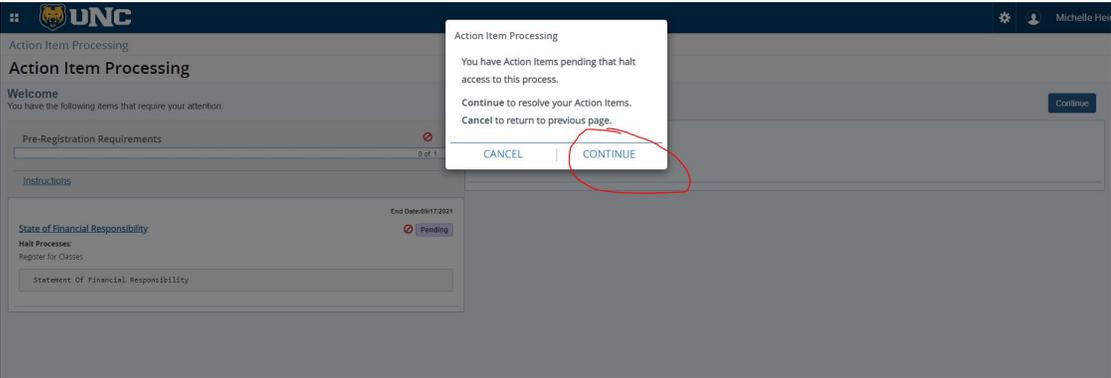


Action Item Processing for Registration

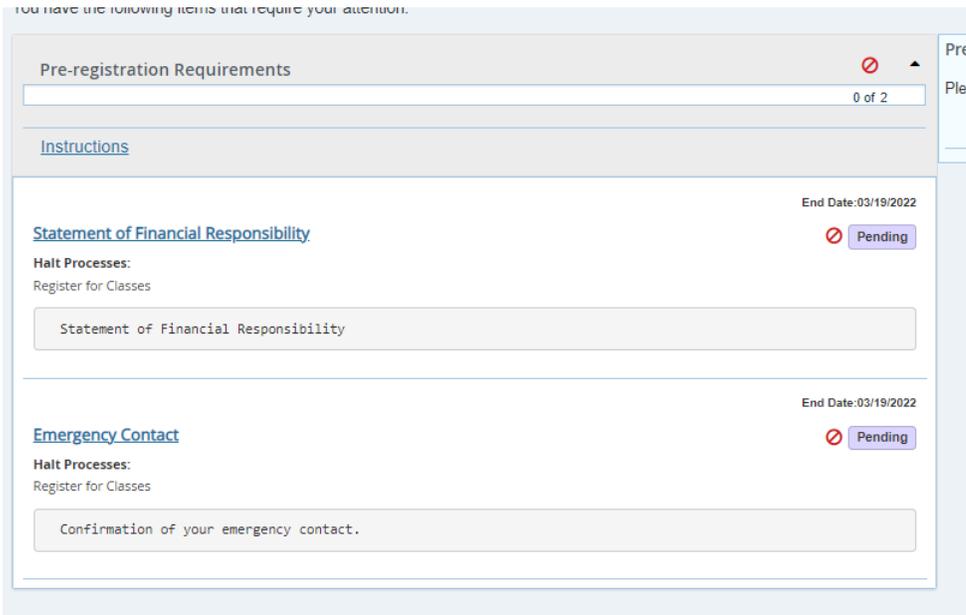
STEP 1: Sign into [Ursa](#) Click 'Register/Add/Drop/Withdrawal' Select 'Register for Classes'



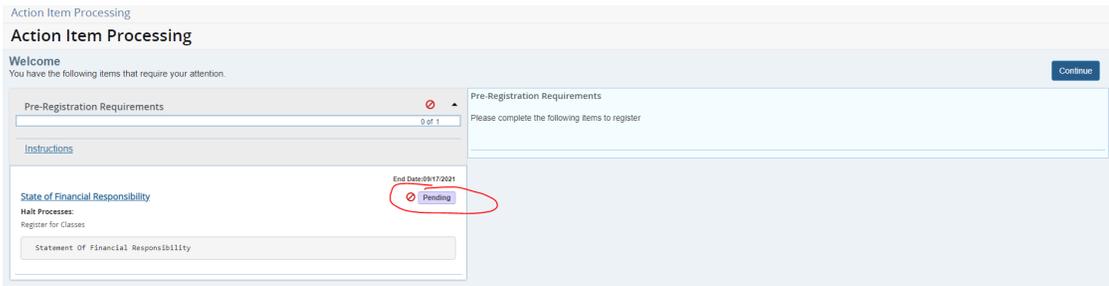
STEP 2: Action Item Process pop up will appear on screen. Please select Continue



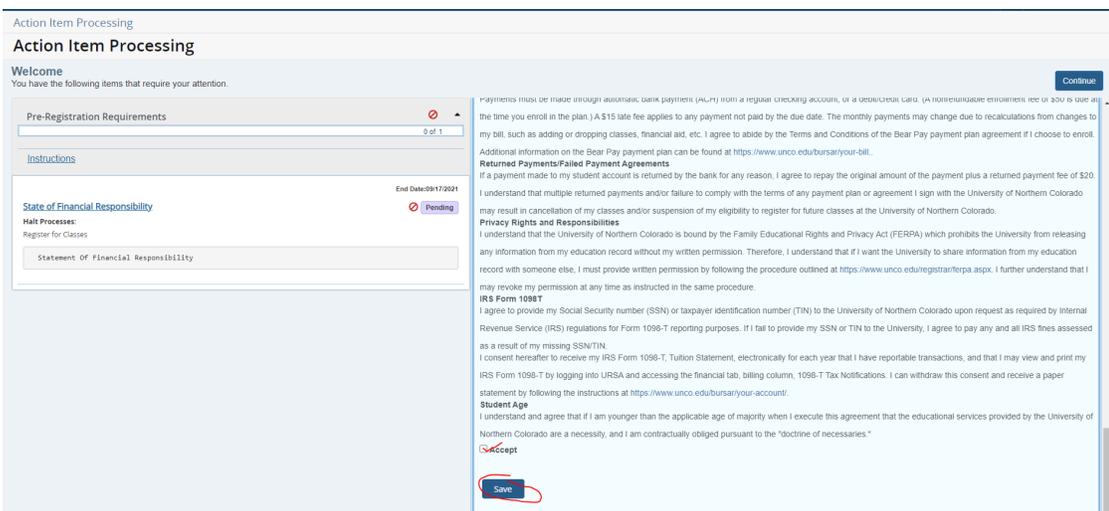
STEP 3: Action Item Processing webpage will display. Statement of Financial Responsibility and Emergency Contact will appear as 'Pending'



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



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



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 1 of 2

Instructions

Statement of Financial Responsibility
End Date: 03/19/2022
Response saved on: 03/15/2022
Current Response: Accept
Halt Processes: Register for Classes
Statement of Financial Responsibility **Completed**

Emergency Contact
End Date: 03/19/2022
Halt Processes: Register for Classes
Confirmation of your emergency contact. **Pending**

Statement of Financial Responsibility
Statement of Financial Responsibility Agreement
By clicking on the **Accept** button on this statement, and /or subsequent statements, I acknowledge that I am responsible for the charges associated with my registration at the University of Northern Colorado. You may print out a copy at https://www.unco.edu/bursar/pdf/statement_of_financial_responsibility.pdf. If you or your parents would like more information about the Statement of Financial Responsibility, you may contact the Bursar's Office at bursar@unco.edu. Your agreement to these items are required for your registration at the University of Northern Colorado.
Payment of Fees/Promise 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, I will be responsible for the payment of tuition, fees and other associated costs (including but not limited to housing, dining, medical insurance, student health center charge, campus recreation charges and other incidental charges) assessed as a result of my registration and/or receipt of services. I further understand that these terms constitute a contractual agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Code of Federal Regulations). The University of Northern Colorado is providing me education services, deferring some or all of my payment obligation for those services until 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 paying the published tuition refund schedule which can be found at <https://www.unco.edu/registrar/registration/withdrawal.aspx>. I have read and understand these terms and agree that these terms are incorporated herein by reference. I further understand failure to attend class, receive a refund, or 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

Welcome
You have the following items that require your attention.

Pre-registration Requirements 1 of 2

Instructions

Statement of Financial Responsibility
End Date: 03/19/2022
Response saved on: 03/15/2022
Current Response: Accept
Halt Processes: Register for Classes
Statement of Financial Responsibility **Completed**

Emergency Contact
End Date: 03/19/2022
Halt Processes: Register for Classes
Confirmation of your emergency contact. **Pending**

Statement of Financial Responsibility
Statement of Financial Responsibility Agreement
By clicking on the **Accept** button on this statement, and /or subsequent statements, I acknowledge that I am responsible for the charges associated with my registration at the University of Northern Colorado. You may print out a copy at https://www.unco.edu/bursar/pdf/statement_of_financial_responsibility.pdf. If you or your parents would like more information about the Statement of Financial Responsibility, you may contact the Bursar's Office at bursar@unco.edu. Your agreement to these items are required for your registration at the University of Northern Colorado.
Payment of Fees/Promise 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, I will be responsible for the payment of tuition, fees and other associated costs (including but not limited to housing, dining, medical insurance, student health center charge, campus recreation charges and other incidental charges) assessed as a result of my registration and/or receipt of services. I further understand that these terms constitute a contractual agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Code of Federal Regulations). The University of Northern Colorado is providing me education services, deferring some or all of my payment obligation for those services until 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 paying the published tuition refund schedule which can be found at <https://www.unco.edu/registrar/registration/withdrawal.aspx>. I have read and understand these terms and agree that these terms are incorporated herein by reference. I further understand failure to attend class, receive a refund, or 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 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.

Action Item Processing

Welcome
You have the following items that require your attention.

Pre-registration Requirements 1 of 2

Instructions

Statement of Financial Responsibility End Date: 03/19/2022
Response saved on: 03/15/2022
Current Response: Accept
Halt Processes:
Register for Classes
Statement of Financial Responsibility [Completed]

Emergency Contact End Date: 03/19/2022
Halt Processes:
Register for Classes
Confirmation of your emergency contact. [Pending]

Emergency Contacts

Primary Emergency Contact
Add Emergency Contact

Secondary Emergency Contact
Add Emergency Contact

I certify that the above emergency contact information is correct.

Confirm

Action Item Processing

Welcome
You have the following items that require your attention.

Pre-registration Requirements 1 of 2

Instructions

Statement of Financial Responsibility End Date: 03/19/2022
Response saved on: 03/15/2022
Current Response: Accept
Halt Processes:
Register for Classes
Statement of Financial Responsibility [Completed]

Emergency Contact End Date: 03/19/2022
Halt Processes:
Register for Classes
Confirmation of your emergency contact. [Pending]

Emergency Contacts

Primary Emergency Contact

First Name * [Text Field]
Last Name * [Text Field]
Relationship * [Dropdown]
Phone Area Code * (XXX) [Text Field]
Phone Number * XXX-XXXX [Text Field]
Address Line 1 * [Text Field]
Address Line 2 [Text Field]
City * [Text Field]
State * [Dropdown]
Zip Code * [Text Field]

Secondary Emergency Contact
Add Emergency Contact

- 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.

I certify that the above emergency contact information is correct.

Confirm

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

Welcome
You have the following items that require your attention.

Pre-registration Requirements 2 of 2

[Instructions](#)

Statement of Financial Responsibility End Date: 03/18/2022
Response saved on: 03/16/2022
Current Response: Accept
Halt Processes: Register for Classes
Statement of Financial Responsibility

Emergency Contact End Date: 03/18/2022
Response saved on: 03/16/2022
Current Response: I certify that the above emergency contact information is correct.
Halt Processes: Register for Classes
Confirmation of your emergency contact.

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

Action Item Processing Save Successful

Action Item Processing

Welcome
You have the following items that require your attention.

Pre-registration Requirements 2 of 2

[Instructions](#)

Emergency Contacts
Primary Emergency Contact
First Name * Test
Last Name *

[Continue](#)

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