

UNIVERSITY OF NORTHERN COLORADO

EXTENDED CAMPUS

970.351.2944 OR excinfo@unco.edu

Registration and Activation of your UNC Account

To register for a course, you will need to complete online registration using URSA, UNC's online single point of access for secure information and tools. **Registration is time-sensitive, please refer to the course for date information.** For any questions please contact Extended Campus at 970.351.2594.

Eligibility by State

At this time, UNC has secured approval to serve online education to students from every state via our participation in NC-SARA and some additional state-by-state authorizations. However, due to how fluid these agreements can be at the state or federal level, we recommend checking our [Eligibility by State page](#) for details.

Step 1. Activate URSA Account

Registration is accessed through Ursa, which is UNC's online single point of access to secure information and tools. You can use Ursa to manage registration, view grades, order transcripts, view and pay student bills, complete forms and more.

If you have not previously attended UNC...

1. You will need to complete the online Student Information Form in order to create a student record. <https://apps.unco.edu/StudentInformationForm/>
It will take up to 24 hours to process the Student Information Form - you will receive a confirmation email once your student record has been created
2. After you receive your confirmation email, visit <https://ursa.unco.edu>
 - Click on "Password reset / account activation" then "Account Activation."
 - Enter your Bear number, date of birth and last 4 digits of your SSN. There are directions/resources on the activation page.

If you have any issues activating your account, you can view detailed activation instructions at <https://www.unco.edu/aboutursa/>

If you have attended UNC, but not within the last 12 months...

You will need to reactivate your student record by completing the online Student Information Form: <https://apps.unco.edu/StudentInformationForm/>

- Note: it will take up to 24 hours to process the Student Information Form – you will receive a confirmation email that will provide further directions for re-activating your account.

If you have attended UNC in the last 12 months...

You only need to [sign into Ursa](#) with your username and password and skip to the *Register for Your Course Steps*.

- If you do not remember your password, click on "Password reset / account activation" then "Password Reset" and follow the directions.
- If you receive the message that your account "has been disabled due to inactivity," please use the "If you have attended UNC, but not within the last 12 months..." directions above.

Step 2. Activate UNC BearMail

Note: BearMail is your student email system. All correspondence from UNC is sent to your secure BearMail account. Please check it often.

You can access your BearMail from within Ursa or by visiting <http://bears.unco.edu>.

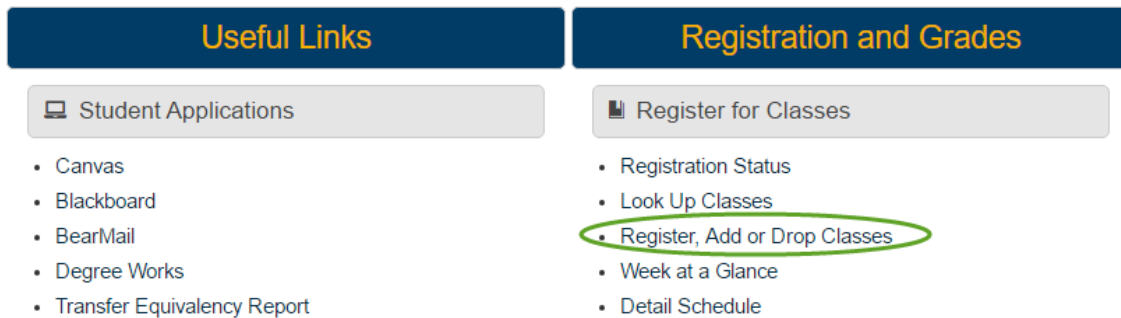
- The first part of your BearMail address will be the same as your Ursa username [your first four characters of your last name and a randomly chosen 4-digit number (e.g. smit1234@bears.unco.edu or fox4321@bears.unco.edu)].
- Your password is the same as your Ursa password.

Step 3. Register for Your Course(s)

1. Sign into Ursa at <https://ursa.unco.edu>
2. Click on the **Student** tab.



3. In the **Registration and Grades** section, click on **Register, Add or Drop Classes**.



4. From the drop-down menu, select the term you want and click **Submit**.
Registration Term

Select a Term:

5. Enter the CRN (five-digit class code) for each class you need in the **Add or Drop Classes Worksheet** section and click on **Accept/Submit** to register.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. Once registered, you can view your courses by returning to the Student tab and choosing the "Detail Schedule" option that is visible in the #4 image above. You will also receive a registration confirmation at your UNC email within 7 business days. This email will list drop and withdrawal deadlines. It is your responsibility to know the drop and withdrawal deadlines and procedures.

If you receive a registration error due to one of the following restrictions, you will need to contact the instructor:

Prerequisite Restriction-Course requires a prerequisite. Obtain override from instructor.

Class Restriction- Course is restricted to juniors and/or seniors. Obtain override from instructor.

College Restriction- Course is restricted to a specific college. Obtain override from instructor.

The best way to contact an instructor for an override is via email. All UNC emails are firstname.lastname@unco.edu or you can find an email link on the Extended Campus web page for your IS course: <http://extended.unco.edu/courses-workshops/independent-study.asp>

If you receive an override from the instructor, you must still register for the course through Ursa. Faculty do not have the ability to register you.

If you receive a registration error due to class being **Closed**, please contact Extended Campus.

Access Canvas

Canvas is the online learning environment.

1. Go to <https://unco.instructure.com/login/saml>
2. You will login using the same Username and Password you use in Ursa. Once registered for a class, you may access Canvas within 24 hours.
3. For information and navigational tips on using Canvas go to: <https://www.unco.edu/canvas/canvas-support/>

Technical Support

If you encounter any problems, please contact our Technical Support Center at <https://help.unco.edu>.

You can also call 970-351-4357 or 800-545-2331.

Live Technical Support hours:

Mon-Thurs: 7am to 10pm

Fri: 7am to 7pm

Sat-Sun: 10am to 7pm

You can still submit Technical Support requests for assistance outside the live support hours. A ticket will be created and a technician will follow up with your request.