

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

If you have not previously attended UNC, you will need to complete the online Student Information Form in order to create a student record.

<https://apps.unco.edu/StudentInformationForm/>

After you receive your confirmation email:

- Visit <https://ursa.unco.edu>
- Click on "Student password reset / account activation"
- Enter your Bear Number, Date of Birth and last 4 digits of your SSN.
 - If you do not know your Bear number, click on "Bear Number Lookup"
 - If you did not provide your social security number to UNC, you will need to call the Office of the Registrar at 970-351-2231 to obtain your Bear number.]
- If you have any issues activating your account you can view detailed activation instructions at <https://apps.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/>

- **Important Note:** it will take 24 hours to process the Student Information Form - you will receive a confirmation email once you have been activated.

If you have attended UNC in the last 12 months, you only need to sign into URSA with your current user name and password and skip to Step 2.

- If you do not know your user name and password, click on "I need to reset my password".
- If you receive the message that your account "has been disabled due to inactivity", please contact the help desk at 970-351-4357, 1-800-545-2331 or help@unco.edu to have your account enabled.

1. Access the website at <https://ursa.unco.edu>.

- Click on "I need to activate my account"
- Enter your Bear Number and Date of Birth. If you do not know your Bear number, click on "Bear Number Lookup".

1. If you did not provide your social security number to UNC, you will need to call the Office of the Registrar at 970-351-2231 to obtain your Bear number.
- Once you have your Bear number, continue with the activation process. For detailed activation instructions, go to:
http://www.unco.edu/aboutursa/student_helpsheets/student_account_activation.html.
 - Set pop-up blocker to allow pop-up windows for this site.

Step 2. Activate UNC Bearmail

1. Access <http://bears.unco.edu>. Your user name and password is the same as URSA.

Note: all correspondence from UNC is sent to your secure Bearmail account. Please check it often.

Step 3. Register for course

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**.

Useful Links	Registration and Grades
<p data-bbox="315 1220 828 1272">📄 Student Applications</p> <ul style="list-style-type: none"> • Canvas • Blackboard • BearMail • Degree Works • Transfer Equivalency Report 	<p data-bbox="875 1220 1386 1272">📖 Register for Classes</p> <ul style="list-style-type: none"> • Registration Status • Look Up Classes • Register, Add or Drop Classes • Week at a Glance • Detail Schedule

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



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 <http://canvas.unco.edu>
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: <http://www.unco.edu/canvas/student-support/index.aspx>

Technical Support

If you encounter any problems, please contact our Technical Support Center at 800-545-2331.

Technical Support Center staff and services are available 7 days a week. Online technical support is a new service accessible at all times through the SupportU portal:

<http://www.unco.edu/it/supportu.htm>. You can also continue to dial (970) 351-(HELP) or 1-800-545-2331 to contact any one of our support representatives.