Registration and Activation of your UNC Account

- Both UNC degree-seeking and non-UNC degree seeking students may enroll in Independent Study (IS) Courses.
- Though you will have a full calendar year to complete the course, you will technically register for the course tied to an academic term (Fall, Spring or Summer). Registration for IS is open when UNC is in session for each of those terms, but is closed for 10-30 days between terms. Summer session is considered one continuous term for IS purposes. Please see the IS courses page for upcoming term dates: http://extended.unco.edu/courses-workshops/independent-study.asp
- To register for an IS course, you must complete the following steps below: Activate Ursa Account; Activate BearMail; and Register for Your Course.
- The Access Canvas section below will help you access your course online once you are enrolled.

Activate Your 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 your 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.
Activate Your UNC BearMail

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

Your BearMail may still be active if you were previously a student at UNC and have been checking it periodically.

You can access your BearMail from within Ursa or by visiting [http://bears.unco.edu](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. smith1234@bears.unco.edu or fox4321@bears.unco.edu)].
- Your password is the same as your Ursa password.

Register for Your Course

1. Contact Peggy Elliot in the Office of the Registrar at 970-351-2926 with your Bear Number to initiate the registration process and confirm the course registration number (CRN). If she is unavailable, you can also contact Aimee Rogers at 970-351-2594.
2. Sign into Ursa at [https://ursa.unco.edu](https://ursa.unco.edu)
3. Click on the **Student** tab.

![Image of Ursa login page]

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

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

**Registration Term**

```
Select a Term: Fall 2017
Submit
```
6. 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**

<table>
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<tr>
<th>CRNs</th>
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**Accept/Submit**  **Class Search**  **Reset**

7. 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](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](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/](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](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.