

UNC Account Activation & Registration

- Both UNC degree-seeking and non-UNC degree seeking students may enroll in Independent Study (IS) Courses.
- IS courses are self-paced; students enrolling have up to one full calendar year to complete their course; however, registration is tied to an academic term (Fall, Spring or Summer). Registration for IS is open when UNC is in session for each term but is closed between terms. Please see the IS courses page for upcoming term dates: <https://extended.unco.edu/courses/independent-study/>
- **To register for an IS course**, the steps below must be completed.
- The *Access Canvas* section below will help you access your course online once you are enrolled.

Student Eligibility by State

At this time, UNC can serve online education to students from every state, the U.S. Virgin Islands and Puerto Rico. However, we are not currently accepting students to our online programs who reside in the CNMIs. Due to how fluid these agreements can be at the state or federal level, we recommend checking

<https://extended.unco.edu/about/unc-online/state-eligibility/> for details.

Step 1: Activate Your Ursa Account

Registration is accessed through Ursa, 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 taken a UNC course or been admitted to UNC...

1. Please create your UNC account via the UNC non-degree-seeking application at <https://admissions.unco.edu/account/register>. On the UNC Application...
 - Follow the directions to register your account.
 - Once your account is created, "Start New Application" and choose "...Nondegree seeking."
2. Once you submit the non-degree-seeking application, it may take 48-72 hours to process your information. You will receive a confirmation email with your Bear Number and Bearmail (email) address. All UNC correspondence goes to your secure Bearmail account. It is important you know how to access it.
3. Activate your Ursa account: directions are available at <https://apps.unco.edu/aboutursa/> (click "Account Activation Instructions").
4. Once your account is activated (this may take up to 30 minutes) you can log onto Ursa: <https://ursa.unco.edu/> – to login, enter your Username/PDID (provided during your account activation) and the password you chose.

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

1. Your student account must be reactivated by completing the online Student Information Form: <https://apps.unco.edu/StudentInformationForm/>
Processing may take up to 24 hours to process the Student Information Form. A confirmation email is sent once the student record has been created.
2. Re-activate your Ursa account: directions are available at <https://apps.unco.edu/aboutursa/> (click "Account Activation Instructions").

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

Sign into Ursa (<https://ursa.unco.edu/>) with your username and password, then skip to the *Register for Your Course* steps below.

- If you do not remember your password, click on “Password Reset” and follow the directions.
- If you receive the following message “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 Your UNC BearMail

Note: BearMail is UNC’s student email system. All correspondence from UNC is sent to the 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 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 [the first four characters of your last name and a random 4-digit number (e.g. `smit1234@bears.unco.edu` or `fox4321@bears.unco.edu`)].
- The password is the same as your Ursa password.


Step 3: Contact the Instructor

- Email the instructor (<https://extended.unco.edu/courses/independent-study/>). Provide them with your full name and the course number. Reminder: if your course requires prerequisite coursework, include transcripts showing completion of that coursework.
- The faculty then opens a spot for you in the course. When the spot is open, the faculty will contact you and you can complete the next steps.

Step 4: Register for Your Course(s)

1. Sign into Ursa at <https://ursa.unco.edu/>
2. On the *Student* tab under *Registration & Grades*, choose *Register, Add or Drop/Withdraw Classes* option:


Registration and Grades


 Register for Classes

- Registration Status
- Look Up Classes
- Register, Add or Drop/Withdraw Classes
- Registration Help
- Week at a Glance
- Detail Schedule

3. Choose *Register for Classes*, then select a term and click *Continue*.

What would you like to do?

 [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.

 [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

4. Go to Enter the CRNs and enter the CRN (five-digit class code) for the class. Click “Add to summary” and then “Submit.”

Enter Course Reference Numbers (CRNs) to Register
Term: Fall 2019

1 College Composition ENG 122, 674

CRN

2 [+ Add Another CRN](#) [Add to Summary](#)

Schedule | Schedule Details

Class Schedule for (201850=Fall 2018)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 12am | | | | | | |
| 1am | | | | | | |

Open and close bottom panels to display extra registration information.

Summary | Tuition and F

| Title | Details | Cred | CRN | Schedule | Status | Action |
|-----------------------|--------------|------|-------|----------|------------|--------|
| College Composition | ENG 122, 674 | 3 | 15791 | Lecture | Registered | None |
| Principles of Biology | BIO 110, 673 | 4 | 15660 | Lecture | Registered | None |

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 17

3 [Submit](#)

Once registered, you can view your courses by returning to the *Student* tab and choosing the *Detail Schedule* option under *Registration & Grades*.

You will receive a registration confirmation email (to the BearMail) within 7 business days. This email lists drop and withdrawal deadlines specific to you. 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: <https://extended.unco.edu/courses/independent-study/>

An override is not registration into a course. When you receive an override, you must still register for the course following the instructions above.

Accessing Canvas

Canvas is UNC's online learning environment. To view and participate in your online course...

1. Go to Canvas Student Login: <https://unco.instructure.com/login/saml/39>
2. You will login using your full BearMail address. Access to Canvas takes about 24 hours from registration.
3. For information and navigational tips on using Canvas go to:
<https://www.unco.edu/canvas/canvas-support/>

Technical Support

For any technical issues, contact the Technical Support Center at <https://help.unco.edu>.
Or by calling 970-351-4357 or 800-545-2331.

Live Technical Support hours:

Mon-Fri: 7am to 7pm

Sat-Sun: 10am to 7pm