



University of Colorado
Colorado Springs

INVITATION TO REGISTER Summer & Fall 2011

UCCS Admissions & Records
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918
Toll Free: 1-800-990-UCCS (8227)
www.uccs.edu

Summer registration opens **April 4, 2011** by appointment.

Most summer classes start the week of June 13th. **UCCS also offers a number of early interim courses that start and end prior to June 13th.**

Fall registration opens **April 18, 2011.**

Most fall classes start the week of August 22nd. **UCCS also offers a number of early interim courses that start and end prior to August 22nd.**

Please Refer to the Schedule of Courses for: Complete details on registration, policies and deadlines, and the courses we offer for Summer Semester. www.uccs.edu/~admrec/courses.html

You have been assigned an enrollment appointment time based upon your academic career, level and status as a student at UCCS. The enrollment appointment controls the date and time when you can register for your courses (move courses from your shopping cart into your class schedule). You will be able to view and place courses in your "Shopping Cart" prior to the assigned enrollment appointment time.

Please check online through the Student Portal for your enrollment appointment date and time. Follow the instructions below to log on to the Student Portal. **Check for any HOLDS that exist that may prevent you from registering.**

****NEW Undergraduate FRESHMEN and TRANSFER STUDENTS ARE REQUIRED TO attend a New Student Orientation.****

You will register for your summer courses at orientation.

Orientation materials and information will be mailed separately or go to <http://www.uccs.edu/~orientation>

For details regarding orientation, contact the Student Success Center located in Main Hall, 2nd floor, or call (719) 255-3260.

Graduate and Non-Degree seeking students are not required to attend orientation.

Please Use the steps below to register for classes.

If you need help selecting courses contact your graduate program.

USING THE STUDENT PORTAL TO REGISTER

1. Accessing the Student Self Service Center:

1. From campus home page, click Student tab. Click "**myUCCS Student Portal**" icon.
2. Log on with the username and password assigned for campus webmail and campus computers. If you have problems logging on, contact the UCCS IT Help Desk at (719)255-3536 or helpdesk@uccs.edu or visit <http://www.uccs.edu/~helpdesk/password.htm>
3. Click on **Access Student Self Services** or "**Register for Classes**" button.

2. Searching and Selecting Courses Using the Shopping Cart

1. In "**ACADEMICS**" section select "**Search**" link
2. In the Course Search: Institution= CU Colorado Springs, Term = Summer 2011 UC Colo Springs, and Campus = Colorado Springs Main Campus (if not displayed).
3. Enter the course subject (use subject search if not known) and course number of the class and click on the "**Search**" button (for example, ENGL 1310).
4. Scroll down to see list of courses. Click the green arrow next to Course to see course section details.
5. To put course in Shopping Cart – click the green "**Select Class**" button.
6. A confirmation screen is displayed. Click the **Next** button. (This is where required course permission numbers are entered.)
7. **A green checkmark** appears affirming course has been added to your "**Shopping Cart.**"
8. You can add additional courses by scrolling down and clicking "**Start a New Search**" Or go to Step 3 and register.

3. Registering for Courses – Moving courses from your Shopping Cart into your Schedule.

Note you cannot move courses from the shopping cart until your registration appointment time passes.

1. Click on the "**Enroll**" tab or Enroll link if in the Student Self Service Center. Scroll down to see your Shopping Cart.
2. Place a **check mark** in the box left of **each** class that you want to enroll in.
3. Click on the green "**PROCEED TO STEP 2 OF 4**" button. If there are conflicts, requisites or closed courses blocking registration, they will be displayed. If no restrictions appear, click on green "**Finish Enrolling**" button. **NOTE: If you have holds such as immunization or past due balances, you will not be allowed to register.**
4. **The final step is to click on the "My class schedule" link or tab to see and confirm your enrollment schedule.**

Registration Worksheet

Look up and Enter Your Registration Appointment here: _____

Subject	Course/Catalog Number	Section	Credits "Units"	Course ID	Days	Start/End Times	Priority	Enrolled "Status"	
								Shop Cart	Enrolled
<i>ENGL Example</i>	<i>3250</i>	<i>001</i>	<i>3</i>	<i>19000</i>	<i>M, TU, W, TH, F</i>	<i>8am-9am</i>	<i>1</i>	<i>X</i>	<i>X</i>

Registration Helpful Hints:

How do I find my Registration Appointment? In your Student Self Service Center, on the right is a box titled Enrollment Dates. Click on the "details" link and you will be taken to your individual registration appointment.

Add/Drops: You may add and drop classes freely *before* the published census date. After the census date passes please be aware that there is NO REFUND for dropped classes. Also, after census date you will need to acquire appropriate signatures on an Add/Drop form (available in Admissions & Records Main Hall 108) in order to add or drop a course.

Swapping a course: The course swap feature lets you drop and add a course in a single transaction. So you do not lose a spot in one course, unless there is an open spot in the other course.

Withdrawals: This is when you withdraw from the semester *completely*. At this point you will no longer be enrolled in any classes for that semester. A 100% refund is given for a withdrawal before the census date. AFTER the census date the refund will drop to 80% then 60% corresponding to days in the semester. NOTE: This is the ONLY circumstance where a refund is given at percents after census date. The refund is based upon the total tuition, not amount paid, excluding non-refundable fees.

Permission Numbers: Should the course you wish to enroll in require a permission number (Independent study courses, etc.), you will need to obtain one from the instructor of the course. When you go to enroll in the course, search and select the course as usual. BEFORE you put the class in your shopping cart the system will confirm the class you're adding. The confirmation panel is where you enter the permission number and then click 'Next' to add the course to your shopping cart.

Waitlists: Closed courses may allow students to place themselves on a waitlist. Waitlist are like an electronic line and when a spot becomes available, the next person in line who meets the requisites of the course is automatically enrolled in the course. If you are on a waitlist, you should check your status regularly, especially if you are in the top five in line.

Schedule of Courses: Complete details on registration, policies and deadlines are published in the schedule of courses.

www.uccs.edu/~admrec/courses.html

UCCS is committed to making registration go smoothly for you. If you need further assistance, contact the following offices:

Question/Problem	Office	Contact Number	Email
Registration	Admissions and Records	(719)255-3361	admrec@uccs.edu
Admission	Admissions and Records	(719)255-3383	admrec@uccs.edu
Financial Aid	Financial Aid Office	(719)255-3460	finaidse@uccs.edu
Tuition Payment/Financial Hold	Bursar's Office	(719)255-3391	bursar@uccs.edu
Course Selection	Student Success Center	(719)255-3260	http://www.uccs.edu/~ssc/ask.html
Portal Logon	IT Help Desk	(719)255-3536	helpdesk@uccs.edu http://www.uccs.edu/~helpdesk/password.htm
Health/Immunization Holds	Student Health Center	(719)255-4444	hlthcntr@uccs.edu