

How to Register for Spring Classes

Classes begin Tuesday, January 22...Are You Ready to Register?

If you are a new freshman or transfer student at UCCS, you will need to register for and attend an [orientation](#) session. Academic advisors will help you register for classes. Information about orientation can be found at <http://web.uccs.edu/orientation>.

If you are a continuing student, you may have some questions about how to register for classes. This checklist will help you with the registration process.

1. Choose Your Classes

- Look at your [Major Sheet](#) to see what classes are required for your major.
- Look through the [Course Schedule](#) or use the [Online Course Search](#) to select the primary and back-up courses you want to take.
- Meet with your Student Success [Academic Advisor](#) (second floor of Main Hall) during [walk-in advising](#) or schedule an appointment, 719-262-3260.
- If you have not decided on a major ([Undecided](#)), meet with the Pre-Major Advisor, Kate Lane. Call 262-3260 for an appointment.
- Consider taking an accelerated early start “Interim Course” or “Spring Break” Course.
- Complete the registration worksheet on page 10 of the Schedule of Courses.

2. Register for Classes

- Log on to the [Student Online Center](#) using your student id (SID) and PIN. You may register on or after the date and time assigned which is printed on your “Invitation to Register” that you received in the mail. For help registering, you may view a [video](#) or follow a [step-by-step guide](#).
- If you don’t remember your PIN or SID, you can look it up on the [Student Online Center](#) or contact the Records and Registration Office at 262-3361.
- Register as soon as you can to get your first choice of courses.
- Confirm and print a copy of your course schedule after each registration session.

3. Pay for Classes and Books.

- Check with the [Financial Aid Office](#) for loan disbursement dates if you have financial aid.
- Tuition is due January 11, 2008, or you can pay in installments. Visit [Student Financial Services](#) for payment options.
- Consider upgrading and purchasing a HUB parking permit. Parking permits for parking on campus in HUB lots must be displayed as of the first day of classes.

4. Go to Class!

- Check and print out your schedule on the [Student Online Center](#) to verify times and locations of classes. Check the campus map for location.
 - Attend all scheduled classes, plan for tests and assignment deadlines and participate in class discussion. Be active with your learning experience.
5. Get Involved Outside of Class!
- Participate in at least one campus activity this semester. Take advantage of campus facilities, library, recreation center, Excel learning centers, and Student Success Center.
 - Get to know each of your instructors and meet with them at least once during the semester outside of class.

Have Problems? We Have Solutions!

I don't know what I want to major in. Who can help me decide?

- Make an appointment with Kate Lane, our Pre-Major Advisor, by calling the Student Success Center at 719-262-3260. Or stop by on Mondays for drop-in advising.

I want to explore different career options to help me figure out what I want to major in.

- Contact the [UCCS Career Center](#) to take the Discover Program, to talk to an advisor, or for various other career exploration activities.

There is a hold on my account so I can't register. How can I get the hold taken off? Check your "Registration Status" on the [Student Online Center](#). If you have a hold, it will be displayed. If the hold is financial, it means most likely that you owe money from last semester or there is a fine for library books or other services. Contact Student Financial Services at 719-262-3391 to make arrangements for payment. If you have not yet submitted immunization records and are required to do so, there will be a "miscellaneous" hold. Contact the Student Health Center at 719-262-4444 and bring in your immunization records. If you have an Admissions hold, you may need to submit missing or incomplete transcripts. Contact the Admissions office at 719-262-3383.

I want to live in [campus housing](#) this semester. Is there still room?

Yes, on-campus housing is still available in the Summit and Alpine Villages. Please visit <http://web.uccs.edu/housing> for additional information and an application or call 719-262-4042.

Do you have other questions or problems?

Refer to the [Schedule of Courses](#) for more detailed information about registration.

You can also contact the Student Success Center at 719-262-3260. Or call Barbara Gaddis (719-262-3688) or Elaine Thomas (719-262-4046), Office of First Year Experience and Student Connections.