

READ, BEFORE REGISTERING...

Please read through ALL the registration instructions before registering. All new freshmen and transfer students are required to attend an orientation before they will be allowed to register. Unclassified students are not required to attend an orientation, but may if they choose to.

NOTE: Students must register over the internet by going to the campus home page, www.uccs.edu and clicking on the Student Online Center.

YOUR INVITATION TO REGISTER...

An “Invitation to Register” will be mailed to you before your assigned registration time. Once you receive your “invitation,” check the following:

- ▶ Make sure you have no financial, academic, or other stops that will prevent your registration.
- ▶ Check the address that was used to mail your “Invitation to Register.” If it is incorrect, please call the Records Office at 719-255-3361.
- ▶ Check your student ID number and enter the number on the “Registration Worksheet” (p 10) line 2.
- ▶ Check your Personal Identification Number (PIN) and enter the number on the “Registration Worksheet” line 2.

IMPORTANT
You cannot register
without your PIN

See your Invitation to Register.
Please memorize and guard your PIN!

- ▶ Check your assigned registration time and date. **You may register at or after your assigned time, but no later than census date** (6th day of classes for the summer term or the 12th day of classes for fall or spring semesters).

DETERMINE COURSE SELECTIONS...

NOTE: Web Registration identifies a particular course section by a **CALL NUMBER**. Each Call Number is unique and is found in the class schedule to the left of the section number. If a **CALL NUMBER** is not listed, you must obtain the **CALL NUMBER** from the individual department.

If you are a new freshman or transfer student, you must attend orientation before you can register (see page 23).

ON THE “REGISTRATION WORKSHEET,” WRITE THE **CALL NUMBER** FOR EACH COURSE SELECTION. Be sure to have alternate selections listed in case the class is canceled or closed. Some courses require a separate call number for lecture, lab, and recitation.



REGISTER BY WEB

Using the completed “Registration Worksheet” as your guide, access the web registration system.

REGISTRATION HOURS:

Daily 7:00 a.m. - 11:00 p.m.

Web Registration:

1. Complete Worksheet on Page 10.
2. Connect to campus home page www.uccs.edu.
3. Click on STUDENTS.
4. Click “Student Online Center” link.
5. Log-on to the secure Student Online Center.
6. Select Registration from the buttons at the bottom of the web page.
7. Read instructions. Register by entering the course call number.
8. At the end of your registration session, **be sure to print a copy of your class course schedule.**

UNDERSTAND WAITLIST & COURSE OVERLOAD POLICIES...

Closed courses may have WAITLISTS. If you try to register for a closed class which has a WAITLIST, the computer will ask if you want to be put on the WAITLIST. Please note: You cannot be wait-listed for 2 sections of the same course or registered in 1 section while on the WAITLIST for another.

As openings occur in a waitlisted course, you will automatically be registered in the course. **It is your responsibility to check your enrollment status and print or list your schedule.**

WAITLISTS are deleted 7 to 10 days before CENSUS DATE. If you are still on a waitlist when it is purged, you will be dropped from the waitlist and notified.

Note: Should an opening occur, you may still register for the course through June 22 with instructor approval. Check frequently using the Web Registration system.

You will be billed for the courses that change from waitlist status to registered status.

TIME CONFLICTS AND PREREQUISITES

The registration system will not permit you to register for time conflicts, credit overloads (over 18 hours, Fall or Spring and 12 hours for Summer), or courses with special restrictions. Contact the Student Success Center for overloads or conflicts.

Note: Registering in a course without meeting a course prerequisite is subject to disenrollment from that course.

After your initial registration, you may drop a course or add additional classes.

WARNING:

Always print your schedule at the end of each web registration session for your record.

See page 10 for details

WEB REGISTRATION WORKSHEET

1. Select Your Courses

Complete this form prior to registering by web and follow the steps below.

Subject	Course #	Section	Credit	Call #	Days	Times	Enrolled

2. Refer to your Invitation to Register for the following information:

SID # _____ PIN # _____

3. Register via the WEB using the course Call #:

Go to www.uccs.edu

Click on "STUDENTS"

Click on "Student Online Center"

Log on to "Student Online Center" using your Student ID # and PIN #

If your address has changed: Click on Address Button to Update your Address

Click on Register Button, read instructions.

Add Courses by entering the course Call # and clicking the Submit button.

If class is full, select another section or course, or place yourself on the waitlist, if available.

4. When finished with registration, ALWAYS print a copy of your class schedule.



After your initial registration, you may drop a course or add additional courses through the close of registration - Census Date. See Page 4 for deadlines.

Short courses or accelerated courses that are taught on less than a 16 week schedule in Fall and Spring or 8 weeks in the Summer will have different drop and refund deadlines. Refer to Short Course Deadlines section of this schedule for details.

A **WITHDRAWAL** is processed for you when you DROP ALL of your courses.

See page 12 for more information on *Withdrawing From School*.

A tuition down payment is required to retain your registration. See page 17 for details.