

Registration : Verify Your Mailing Address and Emergency Contact

The University of Colorado needs to have the ability to contact the person you designate as your emergency contact in the event of a serious illness to you, an accident, or other unforeseen event. In addition, the University also needs to know where you live for the purpose of sending out correspondence, or in the event of a fire, flood, or other type of event where assistance might be needed. Because of this, we now need you to provide us this information prior to each registration. Note that any name and address you designate as mother, father, spouse, etc. is protected from release to any party outside of the University of Colorado.

EVERY semester you must verify your LOCAL/MAILING address and EMERGENCY CONTACT information before you can register. If you make additional changes to your mailing address or emergency contact during that term, you will need to verify again.

F.A.Q.'s:

- Click on the "Address/Pin" tab on the Student Online Center. Select the "Click Here to Proceed and Review Addresses" button.
- You must enter the address type of Local/Mailing, and then select one other address type for your emergency contact (e.g. mother's address, father's address, spouses address, grandfather address, etc).
- The emergency contact address type CANNOT be Local/Mailing address OR Permanent address selected from the drop down address box. **NOTE:** Even if your mailing address and permanent address are the same, you must still enter an emergency contact, by selecting another address type. So, you could have a mailing address, permanent address, and emergency contact that are all the same address.
- If you have entered a mailing address and a primary emergency contact (not permanent address), and are still having problems being able to register OR if you do not have an Emergency Contact, please call the Records Office at 719-255-3361 or 719-255-3376 (Main Hall 108).
- Make sure you have VERIFIED the address for the term you are registering for. Click the "VERIFY for Term" button to verify your mailing address and emergency contact information for the term you are registering for at the bottom of the address display page.
- At the top of the "Emergency Contact/Address Verification" page, there is a message in **BLUE** with additional information to help you navigate through the verification process.
- After you enter the address, make sure you click on the button directly under the Email Address "Update This Address", to save the address in your profile. If you have a cell phone #, you can also enter that information into your profile.
- Once you have entered a Local/Mailing Address and Emergency contact information and verified for the term, you can proceed with registration by clicking the Registration Tab.

ATTENTION STUDENTS WITH A FOREIGN ADDRESS: If you have a foreign address for either your mailing address or emergency contact, you will need to contact our office so that we can enter the information for you. There are 3 ways to change your address:

1. Call the registrar's office at 719-255-3361, and have a registration assistant add your address over the phone.
2. Please come in to the Admissions and Records Office, Main Hall 108, and bring a photo ID.
3. Email from your official CU student email, your foreign mailing address and emergency contact information to admrec@uccs.edu

Please include

- Your first and last name
- Last 4 digits of your student ID number
- Your complete address information, including the name of the emergency contact and their relationship to you (parent, spouse, grandfather, etc.)

How to Register/Search/Drop courses Before Census Date



HOW TO REGISTER and ADD COURSES FROM CAMPUS OR HOME BEFORE CENSUS DATE

1	CLICK ON THE MYUCCS STUDENT PORTAL LINK, LOCATED UNDER 'CAMPUS RESOURCES' AT WWW.UCCS.EDU
2	ENTER YOUR STUDENT ID # AND PIN # (IF YOU DO NOT HAVE YOUR PIN NUMBER PLEASE CALL RECORDS AT 255.3361) OR YOUR NT USERNAME AND PASSWORD
3	CLICK ON THE REGISTER TAB
4	CLICK ON THE ACCESS STUDENT ONLINE CENTER BUTTON
5	CLICK ON THE RED REGISTRATION BAR AT THE BOTTOM OF THE FIRST PAGE
6	CLICK ON THE BLUE REGISTER BAR AT THE BOTTOM OF THE SECOND PAGE
7	SELECT THE TERM FOR WHICH YOU INTEND TO REGISTER
8	ENTER THE 5 DIGIT CALL NUMBER FOR THE COURSE IN THE 'COURSE CALL NUMBER' BOX AND CLICK ADD
9	REPEAT STEP 8 UNTIL ALL COURSES HAVE BEEN ADDED
10	AFTER YOU ARE FINISHED, CLICK ON THE SCHEDULE BAR AT THE BOTTOM OF THE REGISTRATION PAGE AND PRINT YOUR SEMESTER SCHEDULE



HOW TO SEARCH FOR A COURSE BEFORE CENSUS DATE

1	IF YOU DO NOT HAVE A CALL NUMBER OR WANT TO SEARCH FOR A COURSE, CLICK ON THE BLUE COURSE SEARCH BAR FROM THE REGISTRATION PAGE
2	SELECT A COURSE SUBJECT AND COURSE LEVEL. WITHIN THE ORANGE BOXES, YOU MAY LIMIT COURSES BY MEETING DAYS AND TIMES
3	CLICK SEARCH
4	IF YOU FIND A COURSE, SIMPLY SELECT THE ADD BUTTON TO THE LEFT



**HOW TO DROP
A COURSE
AFTER INITIAL
REGISTRATION
BUT BEFORE
CENSUS DATE**

1	CLICK ON THE STUDENT ONLINE CENTER , LOCATED UNDER 'IMPORTANT LINKS' AT WWW.UCCS.EDU
2	ENTER YOUR STUDENT ID # AND PIN # (IF YOU DO NOT HAVE YOUR PIN NUMBER PLEASE CALL RECORDS AT 255.3361)
3	CLICK ON THE RED REGISTRATION BAR AT THE BOTTOM OF THE FIRST PAGE
4	CLICK ON THE BLUE REGISTER BAR AT THE BOTTOM OF THE SECOND PAGE
5	SELECT THE TERM WHICH YOU INTEND TO DROP A COURSE
6	THE COURSES YOU ARE ENROLLED/WAITLISTED FOR WILL APPEAR. NEXT TO ALL OF THEM YOU WILL SEE A DROP BUTTON
7	FIND THE COURSE (S) YOU WISH TO DROP, CLICK THE DROP BUTTON, AND CLICK OK WHEN THE POP-UP BOX APPEARS. REPEAT IF NECESSARY
8	CLICK ON THE SCHEDULE BAR AT THE BOTTOM OF THE REGISTRATION PAGE AND PRINT YOUR SEMESTER SCHEDULE TO CONFIRM YOUR CHANGES

**HOW TO ADD
OR DROP A
COURSE AFTER
CENSUS DATE**

1	VISIT THE STUDENT SUCCESS CENTER (MAIN HALL 208) OR ADMISSIONS AND RECORDS (MAIN HALL 108)
2	ASK FOR AN ADD/DROP FORM
3	FILL IN THE STUDENT INFORMATION AND COURSE INFORMATION (UP TO THREE COURSES FIT ON ONE FORM)
4	OBTAIN INSTRUCTOR'S AND/OR DEAN'S SIGNATURES (SEE SCHEDULE OF COURSES REGARDING DEADLINES FOR REQUIRED SIGNATURES OR CALL THE STUDENT SUCCESS CENTER AT 255.3260)
5	IF RECEIVING FINANCIAL AID AND/OR VETERAN'S BENEFITS, OBTAIN AUTHORIZING SIGNATURE FROM THE PROPER OFFICIAL
6	SIGN AND RETURN THE FORM TO THE OFFICE OF ADMISSIONS AND RECORDS (MAIN HALL 108)
7	CHECK YOUR SCHEDULE FROM THE STUDENT ONLINE CENTER TO CONFIRM ANY CHANGES