

How to Register for Classes

1) Accessing the Student Self Service Center:

- a) Go to **MyUCCS Portal** or select the **Access** link below.

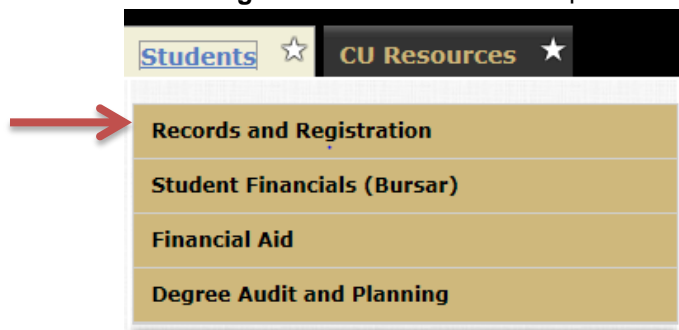


The screenshot shows the UCCS website header with navigation links for Students, Faculty & Staff, Alumni, and Parents & Families. A search bar is present. Below the header, there are links for About UCCS, Academics, Admissions, and Campus Life, along with a Log In button. A dropdown menu is open, showing options: Blackboard, Faculty and Staff Email, myUCCS Portal (highlighted), Student Email, and Mountain Lion Connect. A red arrow points to the myUCCS Portal option. Below the menu is a photo of a classroom with the text 'Inspirational faculty' overlaid.



The button features the text 'myUCCS' in yellow, 'Current Student Portal' in white, and 'Access' in white next to a play button icon.

- b) 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 https://accounts.uccs.edu/cgi-accounts/claim_account_wiw.pl
- c) Click on **Records and Registration** to access the drop down menu.



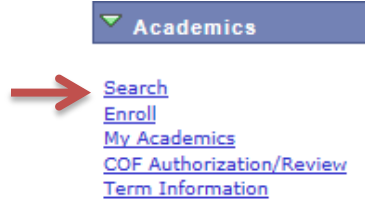
The screenshot shows a navigation bar with 'Students' and 'CU Resources' tabs. A dropdown menu is open under 'CU Resources', listing 'Records and Registration', 'Student Financials (Bursar)', 'Financial Aid', and 'Degree Audit and Planning'. A red arrow points to the 'Records and Registration' item.

- d) Select **Access Student Self Services** button.



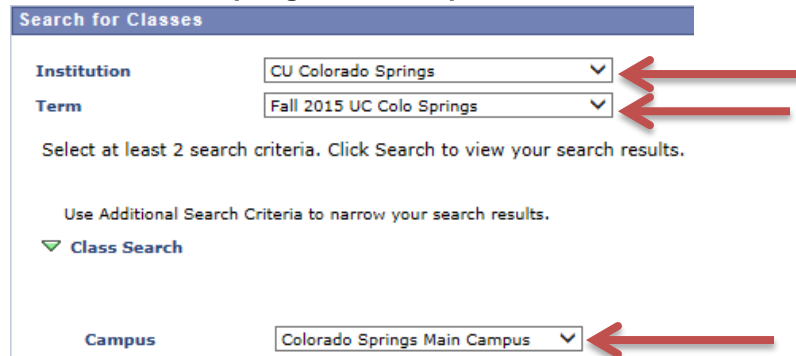
2) **Searching and Selecting Courses Using the Shopping Cart**

a) In Academics section select **Search** link

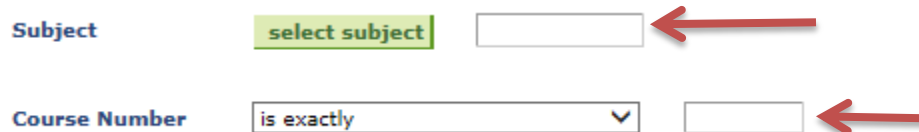


b) In the Course Search section:

- i) Institution= **CU Colorado Springs**
- ii) Term = Current Term Registering For (**Fall, Spring or Summer**)
- iii) Campus = **Colorado Springs Main Campus**



c) Enter the course subject. If you do not know the subject abbreviation, use the **select subject** button. Enter the specific course number if known.



- d) Select the **Search** button.
- e) Scroll down to see list of courses. Click the **green arrow** next to any of the course titles to see course section details.
- f) To put course in Shopping Cart – click the green **Select** button.
- g) A confirmation screen is displayed. Click the **Next** button. (This is where required course permission numbers are entered.)
- h) **A green checkmark** appears affirming course has been added to your **Shopping Cart**.

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

- a) Click on the **Enroll** tab.
- b) Place a **check mark** in the box left of **each** class that you want to enroll in.

- c) Click on the green **PROCEED TO STEP 2 OF 4** button. If there are conflicts, prerequisites or closed courses blocking registration, they will be displayed. If no restrictions appear, click on green **Finish Enrolling** button.
- 4) The final step is to click on the **My class schedule** link or tab to see and confirm your enrollment schedule.