How to Register for Classes

1) **Accessing the Student Self Service Center:**
   a) Go to **MyUCCS Portal** or select the **Access** link below.

   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.

   d) Select **Access Student Self Services** button.
2) **Searching and Selecting Courses Using the Shopping Cart**
   
a) In Academics section select **Search link**
   
   ![Search](image)

   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**

   ![Course Search](image)

   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.

   ![Subject](image)

   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, requisites 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.