



UNIVERSITY OF NORTHERN COLORADO

## Dual Enrollment Activation & Registration

For any questions, please contact [dual.enrollment@unco.edu](mailto:dual.enrollment@unco.edu)

### Step 1: Complete the Dual Enrollment Application

**ALL students need to complete the following process the first time they enroll in a Dual Enrollment course:**

1. Create your UNC Bear Application at <https://www.unco.edu/apply/>.
2. Once your account is created, "Start New Application"
  - a. Choose "Non-Degree Seeking Application", select Create Application then Open Application
  - b. Choose "Dual Enrollment" as your Nondegree classificationOnce you complete and submit the Dual Enrollment application, it may take 48-72 hours to process your information. You will receive a **confirmation** email with your Bear Number and Bearmail (email) address. This email goes to the email address you provided on the Bear Application.

### Step 2: Make Sure Your Ursa Account is Active

*Course registration is accessed through Ursa, UNC's online single point of access to secure information and tools. You can use Ursa to manage registration, view grades, order transcripts, view and pay student bills, complete forms and more.*

**If you have not previously taken a UNC dual or concurrent enrollment course, you will need to activate Ursa:**

1. Activate your Ursa account: directions are available at <https://apps.unco.edu/aboutursa/> (click "Account Activation Instructions").
2. Once your account is activated (this may take up to 30 minutes) you can log onto Ursa: <https://ursa.unco.edu/> – to login, enter your Username/PDID (provided during your account activation) and the password you chose.

**If you have previously taken a UNC dual or concurrent enrollment course at UNC within the last 12 months:**

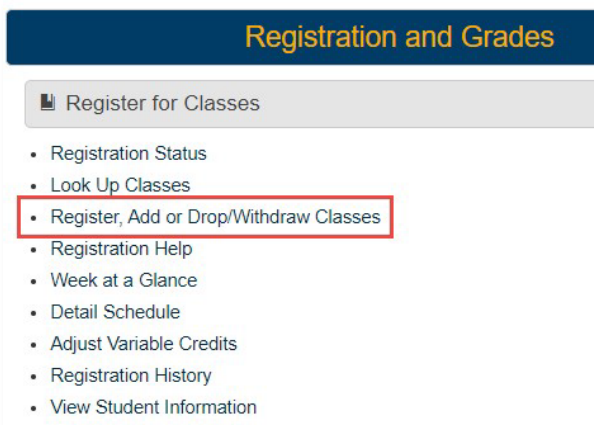
Sign into Ursa (<https://ursa.unco.edu/>) with your username and password, then skip to the *Register for Your Course* steps below.

- If you do not remember your password, click on "Password Reset" and follow the directions. If you cannot reset your password, please contact the Technical Support Center at 970-351-4357.

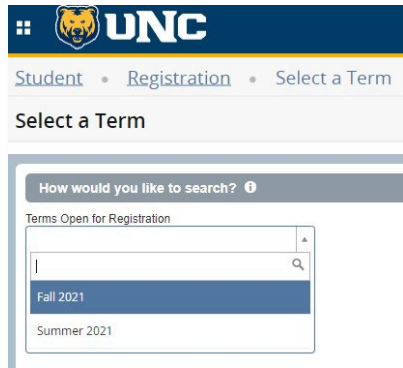
Revised 5/3/2023

### Step 3: Register for Your Course(s)

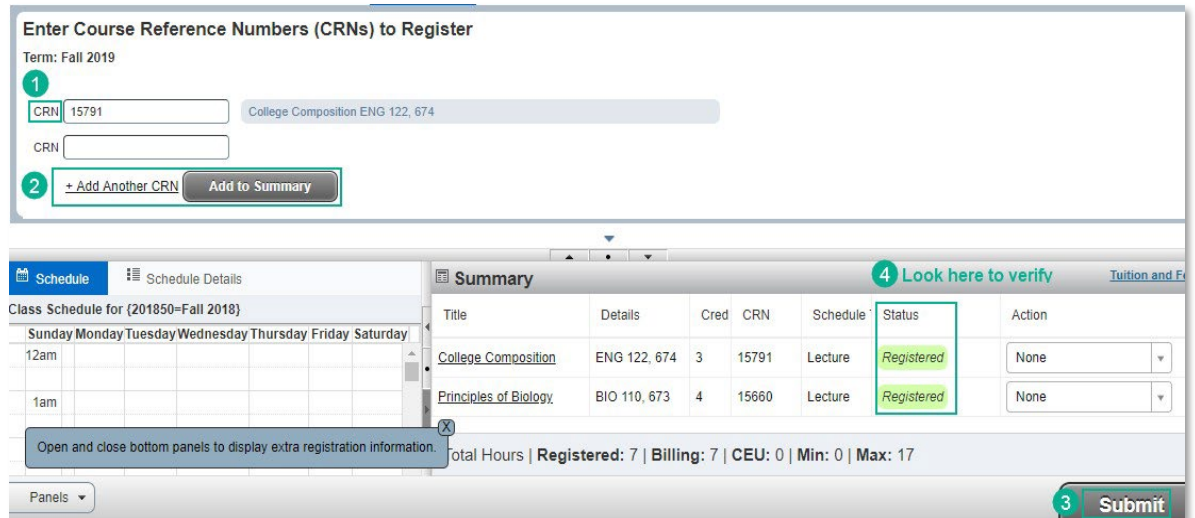
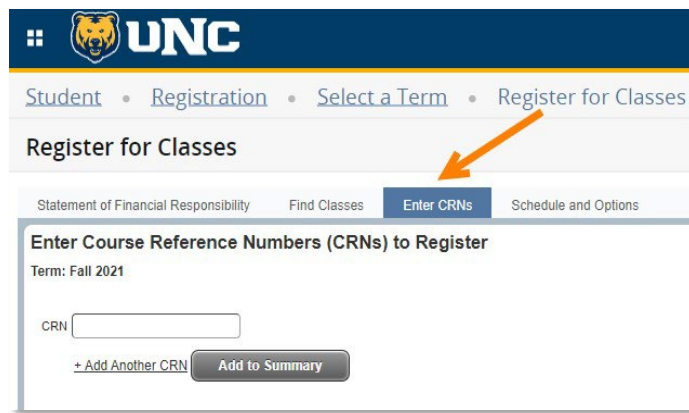
1. Sign into Ursa at <https://ursa.unco.edu/>
2. On the *Student* tab under *Registration & Grades*, choose "Register, Add or Drop/Withdraw Classes" option:



3. Choose *Register for Classes*, select a term, and then click *Continue*. Note: You will need to first complete the Pre-registration requirements “Statement of Financial Responsibility” and “Emergency Contact” each semester before you can register for classes



4. Go to the *Enter CRNs* tab and enter the CRNs provided by your High School or the document listed for your school at <https://www.unco.edu/admissions/dual-enrollment/>



If you receive a registration error, please contact [dual.enrollment@unco.edu](mailto:dual.enrollment@unco.edu)

## Access Canvas

Canvas is an online learning environment. You can log into your course starting on the date the course begins (if you register after the course began, it may take up to 24 hours to be able to access it in Canvas). To view and participate in your online courses:

1. Go to Canvas Student Login: <http://unco.instructure.com/login/saml/39>
2. You will login using your **full BearMail address** and Ursa password.
3. For information and navigational tips on using Canvas go to: <https://www.unco.edu/canvas/canvas-support/>

## Technical Support

If you encounter any problems, please contact our Technical Support Center:

- Phone - 970-351-4357 or 800-545-2331.
- Support Portal - <https://help.unco.edu>.
- Email – [help@unco.edu](mailto:help@unco.edu)