

#### **Dual Enrollment Activation & Registration**

For any questions, please contact 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 <u>https://www.unco.edu/apply/</u>.
- 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 classification Once 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 <u>https://apps.unco.edu/aboutursa/</u> (click "Account Activation Instructions").
- Once your account is activated (this may take up to 30 minutes) you can log onto Ursa: <u>https://ursa.unco.edu/</u> – 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 (<u>https://ursa.unco.edu/</u>) 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.

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

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

	Registration and Grades
Register for Classe	es
Registration Status	
<ul> <li>Look Up Classes</li> </ul>	
• Register, Add or Drop/V	Vithdraw Classes
Registration Help	
• Week at a Glance	
Detail Schedule	
Adjust Variable Credits	
Registration History	
<ul> <li>View Student Information</li> </ul>	n

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

What would you like to do?		
Prepare for Registration View registration status, update student term data, and complete	pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
Select a Term		
How would you like to search? $oldsymbol{0}$		
Terms Open for Registration		
Fall 2021		
Summer 2021		

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

# 😺 UNC			
Student • Registration	• <u>Select</u>	a Term 🔹	Register for Classes
Register for Classes		K	
Statement of Financial Responsibility	Find Classes	Enter CRNs	Schedule and Options
Enter Course Reference Num Term: Fall 2021 CRN	nbers (CRNs ummary	) to Register	

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Schedule	Schedule Details	Summary	Summary				4 Look here to verify <u>Tuitic</u>		
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Sunday Moni 2am 1am	iay iuesoay weonesoay inursoay Friday	College Composition	BIO 110, 673	4	15660	Lecture	Registered	None	

If you receive a registration error, please contact <u>dual.enrollment@unco.edu</u>

#### 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: <u>https://www.unco.edu/canvas/canvas-support/</u>

### **Technical Support**

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

- Phone 970-351-4357 or 800-545-2331.
- Support Portal <u>https://help.unco.edu</u>.
- Email <u>help@unco.edu</u>