PRE-ENROLLMENT

Did you know that you can enroll in classes for your first semester before you leave home?

You may wish to take advantage of UCO’s pre-enrollment option. You cannot do this until you have received your visa, but early enrollment will allow you to decide your classes and reserve them before you arrive. With just a few short steps, you will have the best schedule and the right classes in place early.

Part I: Getting your permission and submitting your immunization record

1. Email a copy of your VISA page to the Office of Global Affairs (international@uco.edu). Please put ENROLLMENT PERMISSION and your country of citizenship in the email subject for faster processing. You may also fax a copy of your VISA. Fax: +1(405) 974-3842
2. Next you may submit your immunization form at this time for faster processing time upon arrival. To submit your immunizations visit http://www.uco.edu/student-affairs/oga/current-students/immigration-forms/immunization-submission.asp. You may choose to get immunizations in the US at no cost with your student insurance. Please note that without proof of immunization record, you will NOT be able to enroll for any future semesters.

Part II: Visit with your Academic Advisor

1. Once you have submitted your visa approval to the Office of Global Affairs, you may then contact your academic advisor who will assist you with the course information you need to decide which classes to enroll in your first semester.
2. To contact your academic advisor, please email advisement@uco.edu

Part III: Reserving your classes

1. Go to the website: uconnect.uco.edu
2. In the “Secure Access Login” window, enter you “User Name” and “Password”.
   When admitted, you should have received two emails. One email has your UCO ID and username the other has instruction to reset your password. If you did not receive these emails, please notify your admissions advisor.
3. In the “Registration Tools” window choose “Look Up Classes”.
   *If you are using UCONNECT for the first time, please proceed to step 4.
   *If you are a returning user, please skip to step 5.
4. You will automatically be taken to the “Terms of Usage” screen.
   Read the “Terms of Usage” and click “Continue”. Next, choose “Student and Financial Aid” on the “Main Menu” screen. Once on the student and Financial Aid” screen, choose “Enrollment/Registration”. Once on the “Enrollment/Registration” screen, choose “Class (Course) Availability”.
5. You will automatically be taken to the “Select Term or Date Range” screen.
   In the “Search by Term” pull down menu select the term in which you would like to enroll. Click “Submit”.
6. Fill in the desired criteria to search for a class.
   Choosing a “Subject” and typing in the “course number”, while leaving the remaining criteria areas blank, will show you all the times offered for that class. Put a check in the box to the left of the desired class time and hit “Register” at bottom of screen. The class or classes you have chosen should be listed with a “Web Registered” message on the “Enroll, Add, or Drop Courses” screen. If there was an “Error” message write down its description and see the appropriate office for assistance. Once you have successfully registered, click the “Class Search” link to enroll in additional courses.
7. After you successfully enroll in your classes, be sure to print both your schedule and fee statement.
   Click on the “Return to Menu” link located just above your name near the top right-hand corner of the screen to return to the “Enrollment/Registration” menu. On this menu, choose “Student Detail Schedule”. Which includes the most information about your classes, or choose “Student Schedule by Day & Time” to see a weekly outline of your class schedule. Choose “Registration Account Summary” to check your fee statement. If you are using the computer terminals outside of the Advisement office, just click on the printer icon on the menu bar at the top of the screen to print each screen.
8. Logout by clicking on the “Logout” icon in the top right corner of the Screen.

For more information on enrollment and registration, including dates and policies please visit: http://www.uco.edu/em/registrar/enrollinfo.asp