

How to Enroll on UCONNECT!

1. Go to the website: <http://uconnect.uco.edu>
2. In the "Secure Access Login" window on the right side of your screen, enter your "User Name" and "Password."

Your User Name is generally the first letter of your first name + your last name (ex. Buddy Broncho = bbroncho). Some User Names may have a number added, as well. Click on the "What is my User Name" link below the login window for assistance in finding your User Name.

New students receive two emails upon admission. The first email provides students with their ID number and User Name. The second provides a one-time link that allows students to set their own UCONNECT password. These emails are sent to the third party email address that each student provides on his or her application for admission. Call Technology Support at (405) 974-2255 if you did not receive either of these emails.

3. On your main screen in UCONNECT, scroll down until you see the "Registration Tools" window in the middle of the screen; choose "Add or Drop Classes" from the list of options.
4. You will be taken to the "Select Term or Date Range" screen.

In the "Select a Term" pull down menu, select the term in which you would like to enroll. Click "Submit."

5. Click the desired subject in the "Subject" box then click "Course Search". You can scroll down to see more subjects. If you prefer, you can select "Advanced Search" to limit the day, time, and/or format options.

Class Availability

Use the selection options below to search the class schedule for the select at least one Subject. When your selection is complete, click G
Hint: Hold the CTRL key down and click to make multiple selections -

Subject: Biology
Business Communication
Chemistry
Criminal Justice
English
Family and Consumer Science Ed
Finance
Funeral Service
Health
History

Course Search Advanced Search

When using the "Advanced Search" option, 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. Alternatively, you can choose a "Subject" without a "Course Number" if you do not know it yet or if you wish to search in a given subject but do not have a specific class in mind.

6. Choose the desired course from the list and click "View Sections"

Look-Up Classes to Add:

New SPOC Fall 2014 & after

English		
2303	English Cornerstone	View Sections
4053	Vietnam War Film & Literature	View Sections
4453	African-American Women Writers	View Sections
4910	Seminar In English	View Sections
5053	Vietnam War Film & Literature	View Sections
5910	Seminar / Special Topics	View Sections

7. On the course selection screen, put a check in the box to the left of the desired class time and click "Register" at the bottom of the screen.

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)	Location
										Cap	Act	Rem	Cap	Act	Rem			
<input checked="" type="checkbox"/>	17445	ENG	4673	0	M	3.000	Young Adult Lit After 1980	MW	02:00 pm-03:15 pm	19	17	2	5	0	5	Laura M. Bolf-Beliveau (P)	08/20-12/14	LAR 233
	17447	ENG	4843	0	M	3.000	English/Language W Arts Methods		04:30 pm-07:15 pm	24	16	8	5	0	5	Laura M. Bolf-Beliveau (P)	08/20-12/14	LAR 232
<input type="checkbox"/>	17446	ENG	5673	0	M	3.000	Young Adult Lit After 1980	MW	02:00 pm-03:15 pm	4	5	-1	4	0	4	Laura M. Bolf-Beliveau (P)	08/20-12/14	LAR 233

Register Add to WorkSheet Class Search

8. The class or classes you have chosen should now be listed with a "Web Registered" message on the "Enroll, Add or Drop Courses" screen.

Click the "Class Search" link at the bottom of this page to enroll in additional courses.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 12, 2012	None	17482	ENG	4323	0	Undergraduate	3.000	Standard	Letter Grade	History Of English Language
Web Registered on Apr 12, 2012	None	17628	ENG	4343	0	Undergraduate	3.000	Standard	Letter Grade	Linguistics
Web Registered on Apr 12, 2012	None	17638	ENG	4713	0	Undergraduate	3.000	Standard	Letter Grade	19th C American Women Writers
Web Registered on Apr 12, 2012	None	10504	PTE	4172	0	Undergraduate	2.000	Standard	Letter Grade	Education Assessment
Web Registered on Apr 12, 2012	None	11661	PTE	4533	0	Undergraduate	3.000	Standard	Letter Grade	Educational Psych/Field Exper
Web Registered on Apr 12, 2012	None	15585	BIO	1211	0	Undergraduate	1.000	Standard	Letter Grade	General Biology Laboratory
Web Registered on Apr 13, 2012	None	17447	ENG	4843	0	Undergraduate	3.000	Standard	Letter Grade	English/Language Arts Methods

Total Credit Hours: 18.000
Billing Hours: 18.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: May 22, 2012 11:13 am

Add Classes Worksheet

CRNs

<input type="text"/>										
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9. 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.

UCONNECT

Back to Home Tab

E-mail Groups Logout Help

Personal Information **Student** Financial Aid Employee

Search Go

RETURN TO MENU SITE MAP HELP

On this menu, choose "Concise Student 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.

UCONNECT

Back to Home Tab

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Search Go

RETURN TO MENU SITE MAP HELP

Enrollment / Registration

Select Term

[Class \(Course\) Availability](#)
Look here for up-to-date class schedule information.
For more information see the [Web Registration Deadlines](#).

[Enroll, Add, or Drop Classes](#)
Looking for Enrollment / Registration Time Ticket information or your enrollment dates? [Click here!](#)

[Registration Account Summary](#)
View your fee summary for this semester.

[Student Schedule by Day & Time](#)

[Concise Student Schedule](#)

[Check Your Registration Status](#)

Choose "Registration Account Summary" to check your fee statement. If you are using the computer terminals outside of the main Advisement office in the Nigh Center, just click on the printer icon on the menu bar at the top of the screen to print each screen.

10. Logout by clicking on the "Logout" icon in the top right corner of the screen.

11. If you have questions or need more information, please visit our main website at <http://www.uco.edu>.

There you will find the answers to many of your questions and have access to most school services under the "Quick Links Menu".