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.

   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”

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.
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.

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.

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.

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”.