## How to Search for Find Your Date and Time to Register

1) Accessing the Student Self Service Center:

a) Go to MyUCCS Portal or select the Access link below.



b) Log on with the username and password assigned for campus email and campus computers. If you have problems logging on, contact the <u>UCCS IT Help Desk at (719)255-3536 or helpdesk@uccs.edu</u>

c) Click on **Records and Registration** to access the drop down menu.

	ÚCCS	Univers Colorad	ity of do Sp	d) Select <b>Access Student Self Services.</b>		
	Students	Faculty	CUI			
-	Records and Regi	stration -	Student			
	Access Student S	Self Services				
	Register for Class	ses				
	Search for Classe	es				
	Order a Transcrip	ot		•		
	Enrollment Verific	ation				
	Course Information	on Center				
	Faculty Course Q	uestionnaire				



4



- a) This icon opens a new window.
- b) Your **enrollment appointment date** for the upcoming semester will be listed in this window.

Register for Classes (add/drop		×					
✓ This Week's Schedule							
Class Search							
Enrollment Shopping Cart							
Add Classes							
Drop Classes							
Edit a Class							
	Swap Classes						
Class Schedule							
Weekly Schedule							
Enrollment Appointment	You may begin enrolling for the Summer 2018 Main Campus Sem (Colo Springs) session on April 2, 2018.						
Details							

c) For your specific **enrollment appointment time**, select the **Details** icon in this window.

Weekly Schedule				
Enrollment Appointment	You may begin enrolling for the Summer 2018 Main Campus Sem (Colo Springs) session on April 2, 2018.			
	Details			

3) This will open a new page with **your specific** enrollment appointment dates and times and your maximum credit limit for that term.

Enrollment Dates > Summer 2018 UC Colo Springs											
To view appointments and enrollment dates for another term, select Change Term.											
Enrollment Appointments											
SESSION	APPOINTMENT BEGINS	APPOINTMENT ENDS	MAX TOTAL UNITS	MAX NO GP							
Main Campus Sem (Colo Springs)	April 2, 2018 2:40PM	June 18, 2018 11:59PM		11.00							
Intensive (Colo Springs Main)	Ap <del>ril 2, 2018</del> 2:40PM	June 18, 2018 11:59PM		11.00							
ES OIL Susseed (Cala Sage)	April 2 2010	lune 10, 2010		11.00							