How to Enroll on UCONNECT!


2. In the box on left side of this page enter your “Username” and “Password.”

   Your Username is generally the first letter of your first name + your last name (ex. Buddy Broncho = bbroncho). Some Usernames may have a number added, as well.

   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 personal email address that each student provides on his or her application for admission.

   Call Technology Support at (405) 974-2255 or visit http://www.uco.edu/technology/accounts/uconnect.asp if you did not receive either of these emails or need help with your Username or Password.

3. Under the “Academics” tab in UCONNECT located along the top of the page, scroll down until you see the “Registration Tools” window in the middle of the right-hand side of the screen; choose “Look up 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.

Return to the “Academics” tab.

Scroll down the page until you see “My Schedule” on the right side of the page. 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.

Click on the “My Finances” tab to see your account summary, pay your bill, and explore financial aid and scholarship options.

10. Sign out by clicking on the “Sign Out” icon in the top right corner of the screen.