How to Sign-up for Activities at UCDC
1. Go to the www.ucdc.edu web site. Select Activity Sign-up from the Res Life menu to go to the Activity Sign-up web page.

2. Review the instructions on the Activity Sign-up page. Then click on the Purchase Tickets button near the bottom of the page.
3. This displays a web page where you can view all of the student activities currently available through UCDC. Click on an activity category to see what is available. Then click on the event that you are interested in to see more details.

4. All students participating in an activity must complete a waiver for each activity. Under Other Information click on the Waiver of Liability, Assumption of Risk, and Indemnity Agreement link to display this form.
5. Complete the Waiver of Liability form. Print it out. Sign and return to the Residential Life Office on the 4th floor. You cannot participate in an activity without a completed and signed Waiver of Liability form.
6. Click on the “Please login to purchase tickets” link at the bottom of the web page.

7. Click on “UCDC Students” button.
8. The very first time you logon, please click on the “New User Registration” link to verify your information.

9. Please use your primary e-mail address from the UCDC Student Information System (SIS). Your password will be your campus student ID number. Click on Save button to complete your record. After your initial logon, you will just need to enter your UCDC SIS e-mail and password to access the system and click on the Continue button.
10. Select the number of tickets that you would like and click on the Add to order button.

11. Review your order. If it is correct, click on the Checkout button. If there is a cost associated with the activity, you will be passed into the banking portal to complete the transaction with a credit card.