

LAS Extended Studies	
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LEADERSHIP FOR THE NEXT GENERATION: Citizenship & Community Service

Presented in cooperation with:

Young Leaders Programs

Undergraduate Credit Registration Instructions, Fall 2023 – Session 2

Leadership for the Next Generation: Citizenship & Community Service <i>Session Dates: Oct 16-Dec 15, 2023</i>	Course Number: PSC 1510-702	3 credit hrs	Tuition: \$240	5-Digit Class#: 41091
<i>Credit Registration Deadline: October 17, 2023</i>				

IMPORTANT NOTES:

- ✓ The UCCS payment system will not open for the Fall 2023 semester until approximately July 24, 2023. Therefore, if you are registering for credit before this date, you will not be able to make your tuition payment at time of registration. You will need to return to your myUCCS portal account to make the payment after this date. Please make sure you see the balance posted in your portal account before making the payment. If you are registering after this date, you should see the balance post to your account at time of registration.
- ✓ The registration deadline of October 17, 2023 is also the final day to withdraw from a credit registration and still receive a full refund of any tuition paid and/or a full reversal of tuition charges. Withdrawals made after this date will receive no refund. Please contact LAS Extended Studies well in advance of this deadline if you have any questions.
- ✓ Approximately four weeks after you have submitted all assignments and completed all coursework, you may request your official UCCS transcript; remember to check for your letter grade in your myUCCS portal account before requesting your transcript. For more information, please see <https://registrar.uccs.edu/transcripts>



Have you enrolled in an undergraduate-level course at UCCS in the past 3 semesters?

- If yes, you already have an active myUCCS Student Portal Account and can skip to STEP 3.
- **If you have not been active for the past 3 semesters, you must re-apply to UCCS per the instructions below and your account will re-activate.**
- Forgot your myUCCS Student Portal username/password? Proceed to: <https://accounts.uccs.edu> or call 719-255-4357

STEP 1 ---Apply: Academic Outreach/Extended Studies

Access the "UCCS Academic Outreach Application":

- Go to <https://outreach.uccs.edu/apply>

(go to next page)

Completing the Application:

- Provide your personal information; select **"Save & Next"**
- From the drop down menus:
 - Select an Admit Term: **FALL 2023**
 - Select Desired Program: **Undergraduate**
 - Select Undergraduate Program: **Non-Degree HS Student**
- Provide answers to the education and eligibility questions; select **"Save & Next"**
- Verify that the information you provided is correct, select **"Submit"**

STEP 2 ---Claim Your Account

Within 24 hours of submitting your application, you will receive an automated e-mail when your myUCCS student portal account is ready. You can then proceed to <https://accounts.uccs.edu> to claim your account to access your student portal --- where you can register, pay your bill, request transcripts, and the like.



- **Keep this username and password for future access into your myUCCS Student Portal**
- Please note: our automated e-mails may go to "junk mail," depending upon your e-mail filter set-up.

STEP 3 ---Register and Pay

Log In to your myUCCS student portal: www.uccs.edu/portal

Registration:

- Select **"Register for Classes"** from the Quick Links box; or, select **"Records and Registration"** from the menu at the top right, then select **"Register for Classes"**
 - ✓ Pre-registration verifications: address ('Home' address marked as 'Local'), phone numbers, emergency contact
 - ✓ Tuition and Fee Agreement and Disclosure
- **Enter the 5-Digit Class Number "41091"** under "Search by Class Number". Click **"Submit Class Number"**
- Confirm the details of the course and click **"Next"**
- **Check the box** of the course you would like to enroll, under the **"Select"** column in the shopping cart
- Click **"add selected classes"**
- Confirm the course and click **"Finish Enrolling"**

Payment:

- Select **"View/Pay My Bill"** from the Quick Links box; or, select **"Student Financials (Bursars)"** from the menu at the top right, then select **"View/Pay My Bill"**
- Enter the **payment amount** and **payment method** and click on **"Continue"**
- Provide **payment information** for the selected method and click **"Continue"**
- Confirm the payment information and click **"Confirm"** ---Print a copy for your records, if needed

Access UCCS E-Mail Address:

RTG & Associates requires you to access and utilize your assigned UCCS e-mail address. Your UCCS e-mail address is your portal username + "@uccs.edu". Please follow the instructions below to access your UCCS E-Mail:

- Go to the "Students" page at <https://www.uccs.edu/students>;
- Under the "Quick Links" section, click on "Office 365 Email";
- Use your portal username/password to login to your e-mail account.