

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

Presented in cooperation with:

Boys & Girls State Programs and Young Leadership Programs

Undergraduate Credit Registration Instructions, Fall 2026

Leadership for the Next Generation: Citizenship & Community Service <i>Session Dates: Aug 31-Oct 25, 2026</i>	Course Number: PSC 1510-701	3 credit hrs	Tuition: \$270	5-Digit Class#: 38692
Academic Credit Registration and Payment Deadline: September 28, 2026				

IMPORTANT NOTES:

- ✓ The UCCS payment system will not open for the Fall 2026 semester until approximately July 27, 2026. 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 September 28, 2026 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://myaccount.uccs.edu/> or contact the UCCS OIT Help Desk – see <https://oit.uccs.edu/get-help>.

STEP 1 --- APPLY

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

- Provide your biographical information and answer conduct questions
- Academic:

Noncredit Program?	Undergraduate or Graduate?	Start Term?	Undergraduate Program
NO	Undergraduate	Fall 2026	NonDegree Undergraduate

- Provide your parent/legal guardian, academic history and military affiliation information
- Verify that all the information is complete and correct, type your full legal name. **"Submit"**

(go to next page)

STEP 2 --- CLAIM YOUR ACCOUNT



Within 15 minutes of submitting your application, you will receive an automated e-mail from “UCCS OIT Service Desk” when your UCCS student portal account is ready.

- ✓ Please note: automated e-mails may go to “junk mail,” depending upon your e-mail filter.

Proceed to <http://accounts.uccs.edu/>

Claim Account ---create a password to access your UCCS student portal ---where you can register, pay your bill, etc.

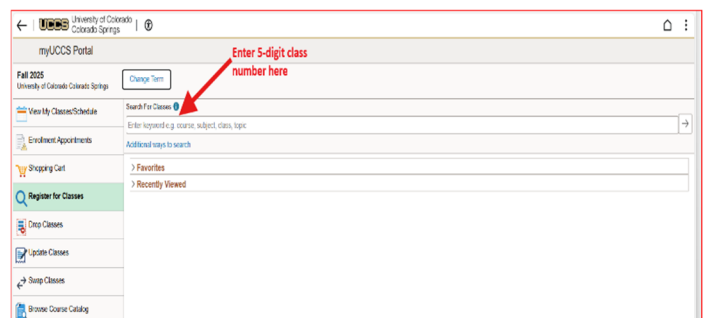
- ✓ **Keep this username and password for future access into your UCCS Student Portal to order a Transcript.**

STEP 3 --- REGISTER AND PAY

Log into your UCCS student portal at www.uccs.edu/portal

Registration --- Near the top of the Home page – click on “Records and Registration.”

- Click on “**Register for Classes**”.
- Enter the **5-digit Class Number “38692”** in search box.
- Click on the class.
- “**Select Class**” of the course you would like to enroll.
 - ✓ Confirm: pre-registration verifications: phone number, addresses, emergency contacts.
 - ✓ Accept: Tuition and Fee Agreement and Disclosure.
- Click on “**Next**”.
- Confirm the course information and click “**Accept**”.



Payment ---Return to the Home Page and click on “**Student Financials (Bursar)**”.

- Click on “**View/Pay My Bill**”.
- Enter the **payment amount** and **payment method** and click on “**Continue**”.
 - ✓ Credit Card payments incur a 2.85% processing fee; E-Check payments do not have a processing fee.
- Provide **payment information** for the selected method and click “**Continue**”.
- Confirm the payment information and click “**Confirm**” ---*Print a copy for your records.*
 - **IMPORTANT:** Tuition is due by September 28, 2026.

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.