

**Directions for UCCS Beth-El College of Nursing and Health Sciences
Extended Studies Online Registration Credit Courses
RETURNING STUDENTS**

1. Go to the Student Online Center located at <https://hydra.cusys.edu/pinnacle/cgi-bin/sisget.cgi/cs/awssgnsn/>
 - i. Click on the “Forgot your PIN? Click Here” link.
 - ii. Your PIN will be e-mailed to your UCCS student e-mail address
 - iii. Once you have received your PIN, you will be able to access the student online center.

2. To view the UCCS Schedule of Courses , go to <http://www.uccs.edu/~course/course2005/index.php?term=091>
 - a. Select the semester you would like to register for course(s)
 - b. Course Classification and select Extended Studies with credit. Scroll down and select Subject Courses Offered and select either Health Sciences or Nursing then press the submit button. You will need to locate the course (s) and call number (s) to register online. Restricted course will require you to call the department to obtain the call number. 719-262-4486

3. You must register within the registration period of **December 1, 2008-January 17, 2009**
 - a. **You will not be able to register after that date.**
 - b. You must register by 4pm on the last day of the period or you will need to contact the department directly to register.
 - c. Please keep in mind that you must register for online course at least 1 to 2 weeks prior to the start date of the course.
 - d. No late registrations accepted without instructor approval.

4. Drop dates and refund policies are posted on the website at http://www.uccs.edu/subs/cs_sub.shtml
 - a. Special courses refunds may vary and can be located on the website with the schedule of courses. You may also contact Deidre Green at 719-262-4486 or by email at dgreen@uccs.edu for further information.

5. Your tuition rates are as follows:
 - a. Undergraduate \$385.00 per credit hour
 - b. Graduate \$497.00 per credit hour.There is an additional \$100.00 non refundable fee per online course.
 - c. For a listing of online courses, visit http://www.uccs.edu/~bethel/Online_Courses.htm

6. Payment is due at the time of registration or late fees will be applied. Payment options include:
 - a. Online with a credit card (MasterCard or Visa only)
 - b. Online with a check (using routing number)
 - c. Mail a check to
**University of Colorado at Colorado Springs
Bursar Office
P.O. Box 7150
Colorado Springs, CO 80933-7150**

HSCI (undergraduate)

1 credit Price
\$385.00

2 credit \$770.00

3 credit \$1,155.00

4 credit \$1,540.00

5 credit \$1,925.00

Online Course: Add an additional non refundable fee of \$100.00 for online course

NURS/HSCI (graduate) 600 level and above courses are graduate courses
Price

1 credit \$497.00

2 credit \$994.00

3 credit \$1,491.00

4 credit \$1,988.00

5 credit \$2,485.00

Online Course: Online Course: Add an additional non refundable fee of \$100.00 for online course

For questions on payment options, please contact Pamela-Mead Krull at 719-262-3412 or pmeadkru@uccs.edu.

7. Upon course completion, access your grades and order transcripts using the [student online center](#)
 - a. Grades are due from instructors 90 hours after the official semester end date and should be posted within 48 hours after received.

This system is designed to help protect your confidentiality and make the registration process more efficient. If you have any questions, please contact:

Deidre Green
Beth-El College of Nursing & Health Sciences
Extended Studies Office
719-262-4486 or dgreen@uccs.edu

Updated 10/24/2008