

Extended Studies Registration Instructions

After you apply for admission to UCCS, you will receive a letter of acceptance that includes your Student ID number – sometimes this comes in an email to the address you included on your application. In order to register online you need to get a PIN to access the Student Online Center. These instructions explain how to receive your PIN, and how to register online once you receive it. If you have previously taken courses in Homeland Security, please skip to Step 4.

1) Once you receive your admissions letter, begin by going to the UCCS Student Online Center at:

<https://hydra.cusys.edu/pinnacle/cgi-bin/sisget.cgi/cs/awssgnsn/>

Where you will see this screen:

UCCS UNIVERSITY OF COLORADO AT COLORADO SPRINGS

Student Authorization

[Forgot your Student ID? Click here](#)
[Forgot your PIN? Click here](#)

Click on ID bar, type ID without any dashes, tab down and type PIN, click on SUBMIT.

Please enter your Student ID:
Please enter your 4 character/number PIN:

You are allowed a maximum of 5 wrong-PIN# attempts to log into the system before being locked out. If locked out, please call Records and Registration at (719) 262-3361.
[Return to Main Menu](#)

2) Click on the “Forgot your PIN? Click here”

You will be directed to this screen:

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Student PIN Lookup Form

Enter Student ID:

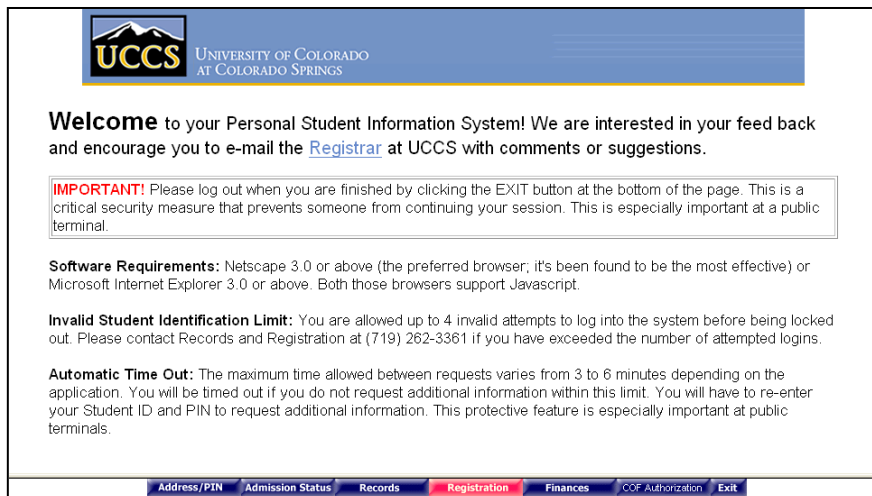
Your PIN will be emailed to you at your email address(es) of record for Colorado Springs.

University of Colorado at Colorado Springs
E-mail admrec@mail.uccs.edu
719.262.3380 voice
719.262.3116 fax

3) Enter the **Student ID** you received in the admissions letter, and click the **Submit** button. Your PIN will be emailed to you immediately – check your email before proceeding.

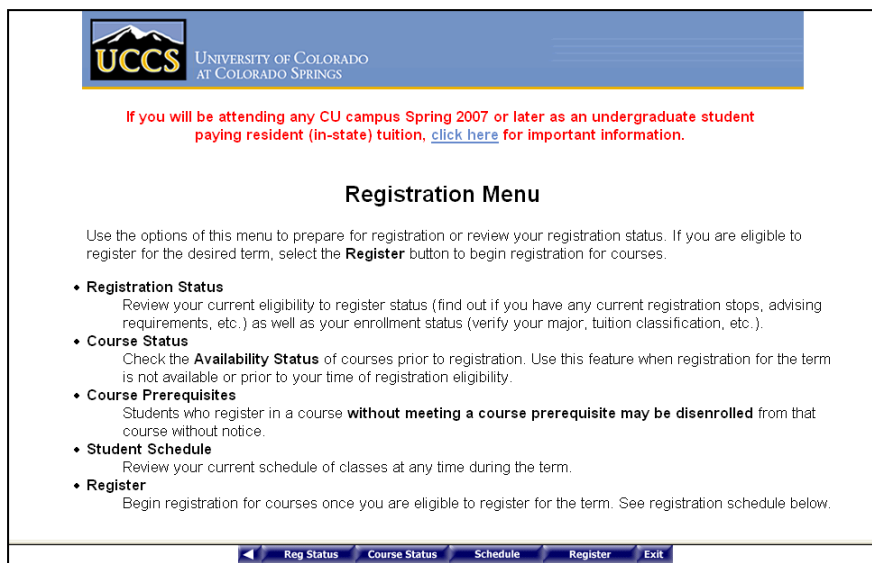
4) Return to Student Authorization screen (screen 1) and enter your Student ID, your PIN, and click the **Submit** button

Once into the system, you will see this screen:



5) Click the **Registration** button at the bottom of the screen

You will see this screen:



6) Click the blue **Register** button at the bottom.

You will see this screen:

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AT COLORADO SPRINGS

Registration

To add or drop courses, enter the requested data and press the SUBMIT button. You must be eligible to register for the term to begin add/drop of courses. Registration via the Web is available for the [days/hours](#) indicated.

Academic Unit of Registration: Main Campus
 Extended Studies

Term: Fall 2007
 Summer 2007

University of Colorado at Colorado Springs
P. O. Box 7150
Colorado Springs, CO 80933-7150
admrec@mail.uccs.edu
719.262.3361 voice
719.262.3116 fax

7) For the Academic Unit of Registration, select **EXTENDED STUDIES**. Select the term for which you want to register, and then click the Submit button.

You will see this screen:

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Enter your registration requests below for all additions/changes desired. See [Registration HELP](#) for instructions.

Registration

Students who register in a course **without meeting a course prerequisite** may be disenrolled from that course without notice.

Extended Studies

FALL SEM 2007

Registration HELP

ADD and DROP courses as instructed with Registration HELP.

Course Requests		
Function	Course Call Number	Hours
<input type="button" value="Add"/>		

8) Enter the 5 digit Course Call Number and then click the Add button

You will see this screen:

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Your registration request was processed successfully. Please note the HIGHLIGHTED confirmation status displayed for each processed course in the current schedule.

Registration

Students who register in a course **without meeting a course prerequisite** may be **disenrolled** from that course without notice.

Extended Studies

FALL SEM 2007

Registration HELP

ADD and DROP courses as instructed with Registration HELP.

Your Current Schedule							
Drop?	Course Section ID	Call Number	Hours	Grade Type	Days	Meeting Times	Status
<input type="button" value="Drop"/>	P AD-5951-C01	00070	3.0		W	0430PM-0730PM	Enrolled
Credit Load			3.0	Total Hours Incl Waitlist Hours: 3.0			

Course Requests			
Prerequisite	Course Call Number	Hours	
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Register Course Search Schedule **Next** ▶

9) If you have another class to register for, repeat Step 8, and when you're done registering, click the **Next Button**

You will see this screen:

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Registration - Next Step ...

You have **completed your course registration session** for the requested term. To finalize your registration for this term, you must pay all tuition and fees due, computed on the basis of your class schedule.

Your bill for the registration term will be mailed or distributed to you as indicated by the [Tuition and Fee Payment Schedule](#) below. Note the deadline for payment of all tuition and fees due.

If your class schedule is NOT finalized for the term, you may return to the *Registration Menu* to begin another course registration session -- either now or at a later date or time. Press the **BACK** button in the menu frame below to return to the *Main Menu*. Then, request the *Registration Menu*.

If your class schedule is complete use the **Schedule** option of the menu frame below to display and print your final schedule. Then, press the **BACK** button to return to the *Main Menu*.

EXTENDED STUDIES STUDENTS

Payments for Extended Studies course work (including DMBA) are due at the time of registration or prior to the last day of open registration on the Web. For more information on Extended Studies payments, please feel free to contact Pamela in the Bursar Office at 719-262-3391.


◀ Schedule Account Balance/ Payments Exit

EXTENDED STUDIES STUDENTS

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◀ Schedule ▶ Account Balance/ Payments ▶ Exit ▶

10) Click the **Schedule** button and print your schedule for your records (if the computer you're using permits printing)



Courses
Extended Studies
FALL SEM 2007

Student Identification Number: XXX-XX-0103

Students who register in a course **without meeting a course prerequisite** may be **disenrolled** from that course without notice.

Course ID	Course Title	Hrs	Grd Typ	Grd	Days	Meeting Times	Bldg	Room	Session Dates	Meeting Dates	Status	Instructor
P AD-5951-C01	INTERAGENCY RELATIONSHPS HOMELAND SECUR/DEFENSE	3.0			W	0430PM-0730PM	U H	165	SESS: D 08/29/2007 11/28/2007		Enrolled	Lotzbire, W
	Credit Load	3.0			Total Hours Incl Waitlist Hours: 3.0							

◀ Schedule ▶ Account Balance/ Payments ▶ Exit ▶

11) Click the **Exit** button and you're done!