Campus Wide Extended Studies
UNIVERSITY OF COLORADO COLORADO SPRINGS

2014 Colorado PLTW Conference
September 25, 8:00am – 5:00pm (check-in starts at 7:45am)

- Enroll by Sept 15th! Cost: $125
- Continuing Education Units cannot be used toward an academic degree program

STEP 1 ---Apply:  Non-Credit = Continuing Education Units

1. Go to www.uccs.edu/apply, click on Extended Studies Application—Online Application
2. Click on “REGISTER HERE” to create your account profile. You will receive two emails with username/password to login into the Extended Studies Application—Online Application (Note—the automated emails may go into your junk mail folder, depending upon your e-mail security settings)
3. Login to the Extended Studies Application—Online Application, with your application username/password
4. From the drop down menus, please select the following:
   - Please select a career: Non-credit
   - Please select a program: Non-credit
   - Please select a field of study: Non-credit
   - Please select an admit term: Fall 2014
   - Click “Apply for This Program”
5. Provide your information on each page of the application, click “Save & Continue” —Upload documents as needed
6. Verify that the information you provided is correct, click “Submit Application” —Print a copy for your records

STEP 2 ---Claim Your Account

Within 15 minutes after submitting your application, you will receive an e-mail that your UCCS student account has been created. You will 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. (Note—Keep this username and password for future access into myUCCS Student Portal)

STEP 3 ---Register and Pay

- Register by Sept 15th!
- Note: If a sponsor/3rd party is paying your tuition, send the below Letter of Authorization Form to bbates2@uccs.edu. The Letter of Authorization is a document in which a sponsor commits to pay designated educational expenses for you. The letter from the sponsor specifies what they will pay, the period of coverage, and billing information.
  - Letter of Authorization Form

Go to http://www.uccs.edu/~portal/, and login to your “MyUCCS Current Student Portal”

Registration - Click on “Students” tab
- Under “Academic Resources” click on “Register for Classes”
- Under “Academics” click on “Enroll”
- Verify your emergency contact information; ‘Home’ address needs to also be marked as ‘Local’
- Enter the 5 digit Class Number under “Add to Cart”. Click “Enter”
- Confirm the details of the course and click “Next”
- Check the box of the course you would like to enroll, under the “Select” column
- Click “Proceed to Step 2 of 4”. Confirm the course and click “Finish Enrolling”

Payment - Under “Financials”, click on “Pay Your Bill” (If your School/District is paying refer to the Letter of Authorization Form, above.)
- Under “Finances”, click on “account information, bills, and payments”
- On the “Student Financial Services” page, click on “Make Payment”
- 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