



LAS Extended Studies	
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<a href="http://www.uccs.edu/lases/certell.html">http://www.uccs.edu/lases/certell.html</a>	

## CERTELL, INC.

### Online Graduate Credit Program, SUMMER 2017

<b>Common Sense Economics (Certell Educator Course CSE1000ED): June 5-July 16, 2017</b>	<b>ECON 5010-770</b>	<b>3 credit hrs</b>	<b>Tuition: \$306</b>	<b>5-Digit Class#: 20692</b>
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**Registration Deadline: June 19, 2017**

#### IMPORTANT NOTES:

- ✓ If you wish to enroll after the registration deadline, you must contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request an Extended Studies add form. You will be charged a \$25 late registration fee by the University to register late - no exceptions. The best way to avoid this is to register early! Most of the time, registration can be completed in one day.
- ✓ About four weeks after the conclusion of the course, you may request your official UCCS transcript: please see <http://www.uccs.edu/registrar/transcripts.html> for more information.



**Have you enrolled in a graduate-level course at UCCS in the past 3 semesters?**

- If yes, you already have an active myUCCS Student Portal 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>

#### STEP 1 ---Apply: Graduate Non-Degree

Go to <http://www.uccs.edu/admissions.html>, find the **Academic Outreach** section, then click on the **Apply Now Button** to begin the **Online Application for Extended Studies**

From the drop down menus, please select the following:

- Please select a career: **Graduate Non-degree**
- Please select a program: **Non-Degree GRAD**
- Please select a field of study: **Graduate Non-Degree**
- Please select an admit term: **SUMMER 2017**
- Please select a student status, I am a: **Returning Student or New Student**
- Click "Apply for This Program"

Provide your information on each page of the application, click "**Save & Continue**" ---Save and upload documents as needed

Verify that the information you provided is correct, click "**Submit Application**" ---Print a copy for your records

- You will receive an e-mail with your 9-digit UCCS Student ID.

#### STEP 2 ---Claim Your Account

**Within 15 minutes of submitting your application, you will receive an automated e-mail that your myUCCS student 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

Go to [www.uccs.edu/~portal](http://www.uccs.edu/~portal), login to your MyUCCS Student Portal Account

#### Registration – Click on “Records and Registration”

- Click on “Register for Classes”
  - ✓ Pre-registration verifications: phone numbers, emergency contact, address (*‘Home’ address marked as ‘Local’-this is for everyone, not just those living in Colorado Springs,*
  - ✓ Tuition and Fee Agreement and Disclosure
- **Enter the 5-Digit Class Number “20692”** 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 – Click on “Student Financials (Bursar)”

- Click on “Pay Your 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*