



LAS Extended Studies	
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## CENTER FOR COGNITIVE ARCHAEOLOGY: ONLINE CREDIT PROGRAM

### Undergraduate Credit Registration Instructions, Fall 2019

### FULL SEMESTER COURSES: August 26-December 21, 2019

Course Name	Course Number	5-Digit Class#
Neurocognition of Art	ANTH 4105-780	41234
Evolution of Ritual & Religion	ANTH 4115-780	41202
Cognitive Evolution	ANTH 4310-780	37936
Paleoneurology	ANTH 4345-780	41220
Neandertal Cognition	ANTH 4355-780	37938

**Registration Deadline: September 12, 2019**

#### IMPORTANT NOTES:

- ✓ If you are enrolling between September 2 and 12, 2019, the UCCS portal will require an additional permission number. Please contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request this number.
- ✓ Courses earn three (3) credit hours; total tuition per course inclusive of all fees is \$1,246.
- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request an Extended Studies late 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!
- ✓ The UCCS payment system will not open for the Fall 2019 semester until approximately July 28, 2019. 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.
- ✓ Withdrawals made via the UCCS portal before the published registration deadline will receive a full refund of all tuition and fees. To withdraw after the published registration deadline, please contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request a withdrawal form. Full refunds will not be made for withdrawals after the published registration deadlines; percentage refunds may be given at the discretion of LAS Extended Studies and the Center for Cognitive Archaeology.



#### 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://accounts.uccs.edu> or call 719-255-3536

(go to next page)

## STEP 1 ---Apply: Academic Outreach/Extended Studies

Access the "UCCS Academic Outreach/Extended Studies Application":

- Go to [www.uccs.edu/apply](http://www.uccs.edu/apply)
- Scroll down to the section labeled "Find the Application That Fits You Best";
- Click on "Academic-outreach Students";
- In the pop-up box, click on the **Apply Now** button to begin the "UCCS Academic Outreach Application".

Completing the Application:

- Provide your personal information; select "**Save & Next**"
- From the drop down menus:
  - Select an Admit Term: **FALL 2019**
  - Select Desired Program: **Undergraduate**
  - Select Undergraduate Program: **Select appropriate program**
- Provide answers to the education and eligibility questions; select "**Save & Next**"
- Verify that the information you provided is correct, select "**Submit**"

### What is my program?

- Non-Degree Lower Division w/o Degree
- Non-Degree Upper Division w/o Degree

## STEP 2 ---Claim Your Account

Within 24 hours of submitting your application, you will receive an automated e-mail when your myUCCS student portal 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

Log In to your myUCCS student portal: [www.uccs.edu/portal](http://www.uccs.edu/portal)

**Registration** ---Click on "**Records and Registration**"

- Click on "**Register for Classes**"
  - ✓ Pre-registration verifications: address (*'Home' address marked as 'Local'*), phone numbers, emergency contact
  - ✓ Tuition and Fee Agreement and Disclosure
- **Enter the 5-Digit Class Number** (see box on page 1) under "Search by Class Number". Click "**Submit Class Number**"
- 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, if needed