



LAS Extended Studies	
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Economic Literacy Colorado (ELC) Graduate Credit Registration Instructions *Are We In a Second "Gilded Age?": May 4, 2019*

ECON Credit Option	<i>Course number:</i> ECON 6310-705	0.5 credit hr	Tuition: \$51	5-Digit Class#: 40674
Registration Deadline: May 17, 2019				

IMPORTANT NOTES:

- ✓ There will be no opportunity for registering late for this credit, due to the fact that this course takes place at the end of the UCCS Spring 2019 semester and the Academic Outreach/Extended Studies application will not be available for use after May 17, 2019. Therefore, please enroll as early as possible to avoid any potential problems.
- ✓ Approximately six weeks after the conclusion of the course, you may request your official UCCS transcript: please see <http://www.uccs.edu/registrar/transcripts.html>.



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 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

STEP 1 --Apply: Academic Outreach/Extended Studies

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

- Go to 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: **SPRING 2019**
 - Select Desired Program: **Graduate Non-Degree**
- Provide answers to the education and eligibility questions; select **"Save & Next"**
- Verify that the information you provided is correct, select **"Submit"**

(go to next page)

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

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 “40674”** 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*