



LAS Extended Studies	
Office:	719-255-4071
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https://www.uccs.edu/lases/full_program_listings/elc	

Economic Literacy Colorado (ELC) Graduate Credit Registration Instructions

“Year of the Boar” or “Year of the Pig?”: January 26, 2019

ECON Credit Option	Course number: ECON 6310-701	0.5 credit hr	Tuition: \$51	5-Digit Class#: 40667
Registration Deadline: February 8, 2019				

IMPORTANT NOTES:

- ✓ If you wish to enroll after the registration deadline, you must contact LAS Extended Studies at 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!
- ✓ 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 “40667”** 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*