



LAS Extended Studies	
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## LEADERSHIP FOR THE NEXT GENERATION: Citizenship & Community Service

*Presented in cooperation with:*

**Boys & Girls State Programs and Young Leadership Programs**

## Undergraduate Credit Registration Instructions, Fall 2022

<b>Leadership for the Next Generation: Citizenship &amp; Community Service</b> <i>Session Dates: Oct 17-Dec 16, 2022</i>	<b>Course Number: PSC 1510-702</b>	<b>3 credit hrs</b>	<b>Tuition: \$240</b>	<b>5-Digit Class#: 41983</b>
<b>Registration Deadline: November 11, 2022</b>				

### IMPORTANT NOTES:

- ✓ The registration deadline of November 11, 2022 is also the final day to withdraw from a credit registration and still receive a full refund of any tuition paid and/or a full reversal of tuition charges. Withdrawals made after this date will receive no refund. Please contact LAS Extended Studies well in advance of this deadline if you have any questions.
- ✓ Approximately four weeks after you have submitted all assignments and completed all coursework, you may request your official UCCS transcript; remember to check for your letter grade in your myUCCS portal account before requesting your transcript. For more information, please see <https://registrar.uccs.edu/transcripts>



### 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 719-255-4357

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

Access the "UCCS Academic Outreach Application":

- Go to <https://outreach.uccs.edu/apply>

Completing the Application:

- Provide your personal information; select "Save & Next"
- From the drop down menus:
  - Select an Admit Term: **FALL 2022**
  - Select Desired Program: **Undergraduate**
  - Select Undergraduate Program: **Non-Degree HS Student**
- 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](http://www.uccs.edu/portal)

### Registration:

- Select **"Register for Classes"** from the Quick Links box; or, select **"Records and Registration"** from the menu at the top right, then select **"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 "41983"** 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 in the shopping cart
- Click **"add selected classes"**
- Confirm the course and click **"Finish Enrolling"**

### Payment:

- Select **"View/Pay My Bill"** from the Quick Links box; or, select **"Student Financials (Bursars)"** from the menu at the top right, then select **"View/Pay My 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*

### Access UCCS E-Mail Address:

*RTG & Associates requires you to access and utilize your assigned UCCS e-mail address. Your UCCS e-mail address is your portal username + "@uccs.edu". Please follow the instructions below to access your UCCS E-Mail:*

- Go to the "Students" page at <https://www.uccs.edu/students>;
- Under the "Quick Links" section, click on "Office 365 Email";
- Use your portal username/password to login to your e-mail account.