UCCS LAS Extended Studies
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

LAS Extended Studies	
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https://lases.uccs.edu/programs-a-l/diversity

GRADUATE CERTIFICATE PROGRAM IN DIVERSITY, SOCIAL JUSTICE AND INCLUSION FALL 2025

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://myaccount.uccs.edu/ or contact the UCCS OIT Help Desk – see https://oit.uccs.edu/get-help.

IMPORTANT NOTES:

➢ This application and registration packet will help you apply to the Extended Studies Program and register for your Diversity Certificate course(s). However, this is NOT the application to the certificate program itself. To apply formally to the certificate program, please see the _Application Process_ page at the certificate web site. You may begin taking credit courses through Extended Studies without applying formally to earn the certificate.
➢ If you miss the registration deadline, you may e-mail lases@uccs.edu to request a late registration via paper form. Late registration will cost $25 in addition to the published tuition-no exceptions. Please plan ahead to register on time.

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:
  o Select an Admit Term: **FALL 2025**
  o 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"**

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://myaccount.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.

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STEP 3 ---Register and Pay

Log In to your myUCCS student portal: 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** under "Search by Class Number" (find this at the Diversity Certificate web site, at the page that details the course offerings). 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*

Request Official UCCS Transcript (at conclusion of course or any time)

- See https://registrar.uccs.edu/transcripts for information