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
SPRING 2026

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.

➤ 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

Go to https://outreach.uccs.edu/apply

- Provide your biographical information and answer conduct questions.

- Academic:

Noncredit Program?	Undergraduate or Graduate?	Start Term?	Program
NO	**Graduate**	**Spring 2026**	**NonDegree Graduate**

- Provide your parent/legal guardian, academic history and military affiliation information.

- Verify that all the information is complete and correct, type your full legal name. **"Submit".**

STEP 2 ---Claim Your Account

Within 15 minutes of submitting your application, you will receive an automated e-mail from "UCCS OIT Service Desk" when your UCCS student portal account is ready.
✓ Please note: automated e-mails may go to "junk mail," depending upon your e-mail filter.

Proceed to http://accounts.uccs.edu/

Claim Account ---create a password to access your UCCS student portal ---where you can register, pay your bill, etc.

- Keep this username and password for future access into your UCCS Student Portal to order a Transcript.

(go to next page)

Log into your UCCS student portal at www.uccs.edu/portal

Registration --- Near the top of the Home page – click on "**Records and Registration**."

- Click on **"Register for Classes"**.
- Enter the **5-digit Class Number** in search box. (*Find this at the Diversity Certificate web site, at the page that details the course offerings.*)
- Click on the class.
- **"Select Class"** of the course you would like to enroll.
  - ✓ Confirm: pre-registration verifications: phone number, addresses, emergency contacts.
  - ✓ Accept: Tuition and Fee Agreement and Disclosure.
- Click on **"Next"**.
- Confirm the course information and click **"Accept"**.
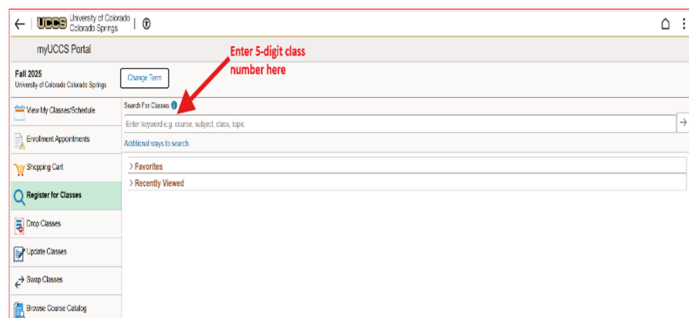
Payment ---Return to the Home Page and click on **"Student Financials (Bursar)"**.

- Click on "View/Pay My Bill".
- Enter the **payment amount** and **payment method** and click on **"Continue"**.
  - ✓ Credit Card payments incur a 2.85% processing fee; E-Check payments do not have a processing fee.
- Provide **payment information** for the selected method and click **"Continue"**.
  - Confirm the payment information and click **"Confirm"** ---*Print a copy for your records.*

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

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