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

TEACHING GEOGRAPHY, EARTH AND ENVIRONMENTAL SCIENCE WITH PRIMARY SOURCES

Graduate Credit Registration Instructions: Spring 2026

In cooperation with the UCCS Department of Geography & Environmental Studies (GES)
January 20-March 16, 2026
Location: Online

GES Graduate Credit Option	**Course number: ECON 5160-701**	**1 credit hr**	**Tuition: $375**	**5-Digit Class#: 13485**
Academic Credit Registration and Payment Deadline: January 27, 2026				

IMPORTANT NOTES:
- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at lases@uccs.edu to request an Extended Studies late 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!
- ✓ The UCCS payment system will not open for the Spring 2026 semester until approximately January 2, 2026. Therefore, if you are registering for credit before this date, you will not be able to make your tuition payment at time of registration. You will need to return to your myUCCS portal account to make the payment after this date. Please make sure you see the balance posted in your portal account before making the payment. If you are registering after this date, you should see the balance post to your account at time of registration.
- ✓ Approximately six weeks after the conclusion of the course, you may request your official UCCS transcript: please see https://registrar.uccs.edu/transcripts

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.

(go to next page)

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

- Provide your biographical information and answer conduct questions
- Academic:

Noncredit Program?	Undergraduate or Graduate?	Start Term?	Undergraduate 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/

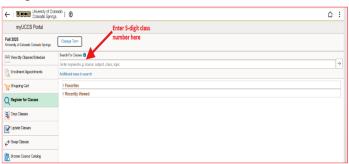**Claim Account ---**create a password to access your UCCS student portal ---where you can register, pay your bill, etc.
- ✓ Keep this username and password for future access into your UCCS Student Portal to order a Transcript.

STEP 3 ---Register and Pay

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 "13485"** in search box.
- 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.*