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

LAS Extended Studies	
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LAS Spring 2027 Course Series
Instructions for Academic Credit Enrollment

CLASS NAME	COURSE#	SECTION#	5-DIGIT CLASS#	CREDIT HRS	TOTAL TUITION & FEES*
General Psychology-Online January 19-March 15, 2027	PSY 1000	780	39179	3	$850.00
Enrollment Deadline/Tuition Due Date: January 27, 2027					*Tuition & Fee Detail: • Tuition: $250.00/credit hour • $100 Canvas Online Fee

IMPORTANT NOTES:

- ✓ The UCCS payment system will not open for the Spring 2027 semester until approximately January 4, 2027. 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.
- ✓ If you wish to enroll after the enrollment deadline of January 27, 2027, 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 enroll late - no exceptions. The best way to avoid this is to enroll early!
- ✓ Approximately three weeks after the conclusion of the course, you may request your official UCCS transcript: please see https://registrar.uccs.edu/transcripts
- ✓ This course is not available to regular degree-seeking students at UCCS.



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

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?	Undergraduate Program
NO	**Undergraduate**	**Spring 2027**	**NonDegree Undergraduate**

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

(go to next page)

STEP 2 ---Claim Your Account

You will receive an automated e-mail from "UCCS OIT Service Desk" after you complete the application and another e-mail when your UCCS student portal account is ready to claim.

Please note: automated e-mails may go to "junk mail," depending upon your e-mail filter.

Proceed to https://myaccount.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.

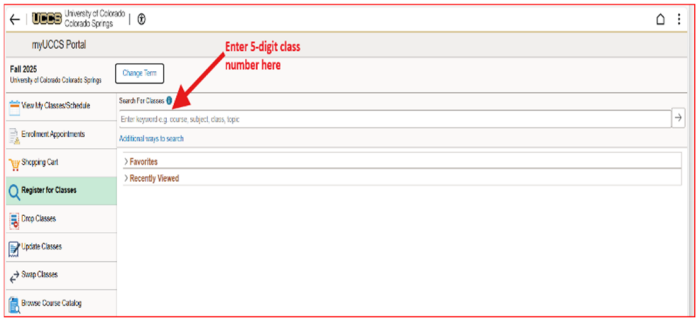
STEP 3 ---Register and Pay

REQUEST YOUR PERMISSION NUMBER: send an e-mail to lases@uccs.edu to request your permission number for this course. Please include your 9-digit UCCS Student ID.

Once you have received your permission number, log into your UCCS student portal at www.uccs.edu/portal and follow the instructions below.

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

- Click on **"Register for Classes"**.
- Enter the **5-digit Class Number "39179"** 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".**
- Utilize your permission number when prompted.



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.*
  - ✓ **IMPORTANT:** Tuition is due by January 27, 2027.