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


| LAS Extended Studies | |
|---|---|
| Office: | 719-255-4071 |
| Toll free: | 800-990-8227 x4071 |
| E-mail: | lases@uccs.edu |


# LAS Spring 2027 Course Series
# Instructions for Auditing Enrollment

| CLASS NAME | COURSE# | SECTION# | CLASS# | CEUs | TOTAL TUITION |
|---|---|---|---|---|---|
| Introduction to Visual Culture<br>January 19-May 15, 2027 | NTOP 1000 | N01 | 39180 | 4.0 | $299.00 |

**Enrollment Deadline/Tuition Due Date: February 5, 2027**

**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 February 5, 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!




**Have you enrolled in a non-credit 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? | Start Term? | Program |
|---|---|---|
| **YES** | **Spring 2027** | **Noncredit** |

- 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.

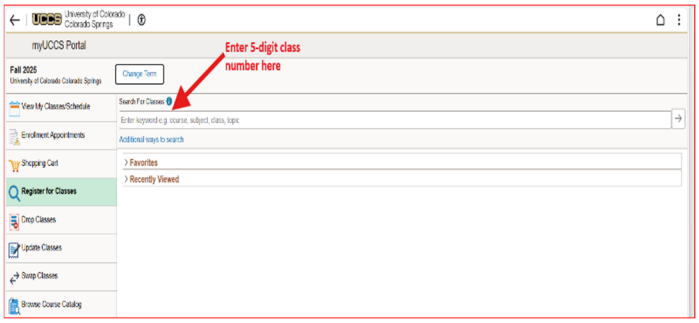
- ✓ Keep this username and password for future access into your UCCS Student Portal to order a Transcript.

## STEP 3 ---Register and Pay

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 "39180"** in the 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.*
  - ✓ **IMPORTANT:** Tuition is due by February 5, 2027.