



LAS Extended Studies	
Office:	719-255-4071
Toll free:	800-990-8227 x4071
E-mail:	lases@uccs.edu
https://lases.uccs.edu/programs-a-l/elc	

Economic Literacy Colorado (ELC)

Graduate Credit Registration Instructions: Fall 2021

Why Does My Chicken Sandwich Cost So Much? September 11, 2021

Location: Denver/Online (Hybrid)

ECON Credit Option	Course number: ECON 6310-705	0.5 credit hr	Tuition: \$51	5-Digit Class#: 42713
PFL Credit Option	Course number: ECON 6320-702	0.5 credit hr	Tuition: \$51	5-Digit Class#: 42717
Registration Deadline: October 2, 2021				

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! Last day to register late for Fall 2021 is December 3, 2021.
- ✓ 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://accounts.uccs.edu> or call 719-255-3536

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:
 - Select an Admit Term: **FALL 2021**
 - 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"

(go to next page)

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://accounts.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.

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”; “**42713**” for ECON credit or “**42717**” for PFL credit – register for only one! 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*