



LAS Extended Studies	
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## CENTER FOR COGNITIVE ARCHAEOLOGY: ONLINE CREDIT PROGRAM Graduate Credit Registration Instructions, Spring 2022

### FULL SEMESTER COURSES: *January 18-May 14, 2022*

Course Name	Course Number	5-Digit Class#
Evolution of Ritual and Religion	ANTH 5115-780	41740
Neandertal Cognition	ANTH 5355-780	41743
Archaeology of Numbers	ANTH 5515-780	41747
History of Cognitive Archaeology Since 1969	ANTH 5915-780	41751

**Registration Deadline: February 2, 2022**

#### IMPORTANT NOTES:

- ✓ If you are enrolling January 25-February 2, 2022, the UCCS portal will require an additional permission number. Please contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request this number.
- ✓ Courses earn three (3) credit hours; total tuition per course inclusive of all fees is \$2,237.
- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at [lases@uccs.edu](mailto: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!
- ✓ Withdrawals made via the UCCS portal before the published registration deadline will receive a full refund of all tuition and fees. To withdraw after the published registration deadline, please contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request a withdrawal form. Full refunds will not be made for withdrawals after the published registration deadlines; percentage refunds may be given at the discretion of LAS Extended Studies and the Center for Cognitive Archaeology.



#### 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>

(go to next page)

### Completing the Application:

- Provide your personal information; select **“Save & Next”**
- From the drop down menus:
  - Select an Admit Term: **SPRING 2022**
  - 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”**

## 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](http://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** (see box on page 1) under **“Search by Class Number”**. 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*