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
https://lases.uccs.edu/programs-a-l/elc	

Economic Literacy Colorado (ELC)
Graduate Credit Registration Instructions: Spring 2024
Taylor Swift-enomics
April 13, 2024
Location: Denver, CO & Virtual

ECON Credit Option	Course number: ECON 6310-706	0.5 credit hr	Tuition: $50	5-Digit Class#: 17742
PFL Credit Option	Course number: ECON 6320-702	0.5 credit hr	Tuition: $50	5-Digit Class#: 17740
Academic Credit Registration Deadline: April 26, 2024				

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 the Spring 2024 semester is May 3, 2024, which is the last day the UCCS Spring 2024 application will be available.
- ✓ 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 719-255-4357

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:
  - o Select an Admit Term: **SPRING 2024**
  - o 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"**

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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"; **"17742"** for ECON credit or **"17740"** 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*