



LAS Extended Studies	
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https://lases.uccs.edu/teaching-geography-earth-and-environmental-science-with-primary-sources	

TEACHING GEOGRAPHY, EARTH AND ENVIRONMENTAL SCIENCE WITH PRIMARY SOURCES

Graduate Credit Registration Instructions: Spring 2025

In cooperation with the UCCS Department of Geography & Environmental Studies (GES)

March 31-April 26, 2025

Location: Online

GES Graduate Credit Option	Course number: GES 5160-701	1 credit hr	Tuition: \$100	5-Digit Class#: 40677
Academic Credit Registration Deadline: April 4, 2025				

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

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: **SPRING 2025**
 - 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://myaccount.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 "40677"** 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*