

LAS Extended Studies	
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## CENTER FOR COGNITIVE ARCHAEOLOGY: ONLINE CREDIT PROGRAM

### Undergraduate Credit Registration Instructions, Spring 2026

### FULL SEMESTER COURSES: *January 20-May 16, 2026*

Course Name	Course Number	5-Digit Class#
Social Learning and Cognition	ANTH 4200-780	13633
Neuroarchaeology	ANTH 4200-781	13640
History of Evolutionary Cognitive Archaeology Since 1969	ANTH 4915-780	41403

**Academic Credit Registration and Payment Deadline: February 4, 2026**

#### IMPORTANT NOTES:

- ✓ If you are enrolling January 27-February 4, 2026, 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 \$1,516.
- ✓ The UCCS payment system will not open for the Spring 2026 semester until approximately January 2, 2026. 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 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 of February 4, 2026 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 an undergraduate-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>.

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## STEP 1 - Apply

Go to <https://outreach.uccs.edu/apply>

- Provide your biographical information and answer conduct questions
- Academic:

Noncredit Program?	Undergraduate or Graduate?	Start Term?	Undergraduate Program
<b>NO</b>	<b>Undergraduate</b>	<b>Spring 2026</b>	<b>NonDegree Undergraduate</b>

- Provide your parent/legal guardian, academic history and military affiliation information
- Verify that all the information is complete and correct, type your full legal name. **"Submit"**

## STEP 2 - Claim Your Account



Within 15 minutes of submitting your application, you will receive an automated e-mail from "UCCS OIT Service Desk" when your UCCS student portal account is ready.

- ✓ Please note: automated e-mails may go to "junk mail," depending upon your e-mail filter.

Proceed to <http://accounts.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](http://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** in search box. (*Find this number on the previous page of this document.*)
- 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 4, 2026.