



University of Colorado
Colorado Springs

Credit Registration Instructions for:

White Privilege Conference

Youth Action Project (Leadership)

Undergraduate Academic Credit

CREDIT INFORMATION

Course number: WEST 2900-702

Credit hours: 3

Tuition: \$300 + \$6 "SIS Fee" service charge

Class number: 39251

Deadline to register: April 13, 2012

TO REGISTER, FOLLOW THE STEP-BY-STEP INSTRUCTIONS PROVIDED IN THE FOLLOWING PAGES

You will register for the credit section above through your myUCCS student portal account. If you have not already established a student portal account, the step-by-step instructions will walk you through:

1. Applying to the Extended Studies Program for the Spring 2012 term;
2. Claiming your student portal account;
3. Registering for your course;
4. Paying the tuition for your course.

Very important points:

- Please take note of the registration deadline above; it can take up to one week to complete your registration if you are new to the UCCS system, so leave yourself plenty of time to register.
- Contact Brian Glach at lases@uccs.edu if you have questions or problems, or call 719/255-4071 (office hours Monday-Thursday, 9:00am-5:00pm).

How to Apply: WPC-Youth Action Project (Undergraduate Academic Credit)

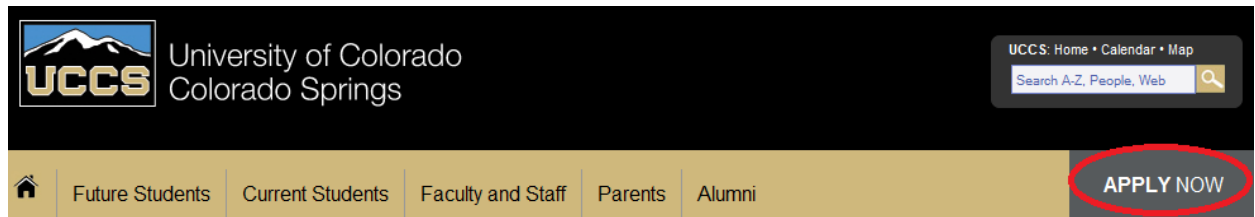
Campus Wide Extended Studies

1-800-990-8227 ext 3498 or 719-255-3498,

Email: cwes@uccs.edu

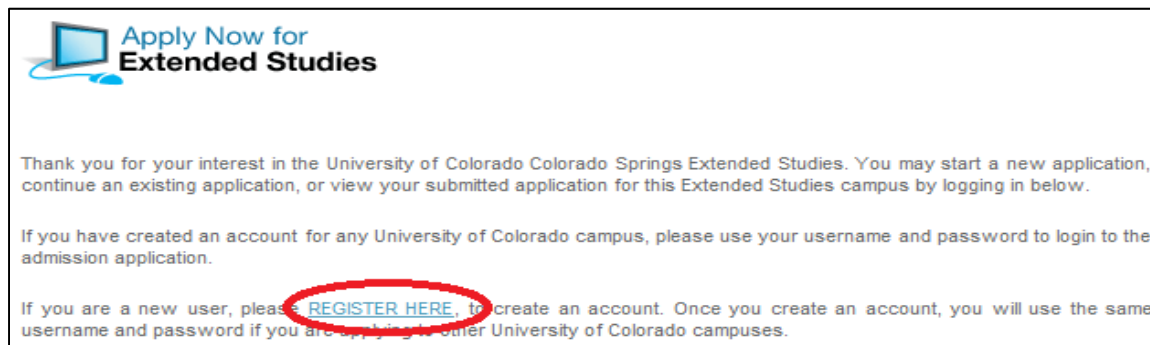
Website: <http://www.uccs.edu/extendedstudies>

1. Go to www.uccs.edu, click on "APPLY NOW" in the upper right of the screen.



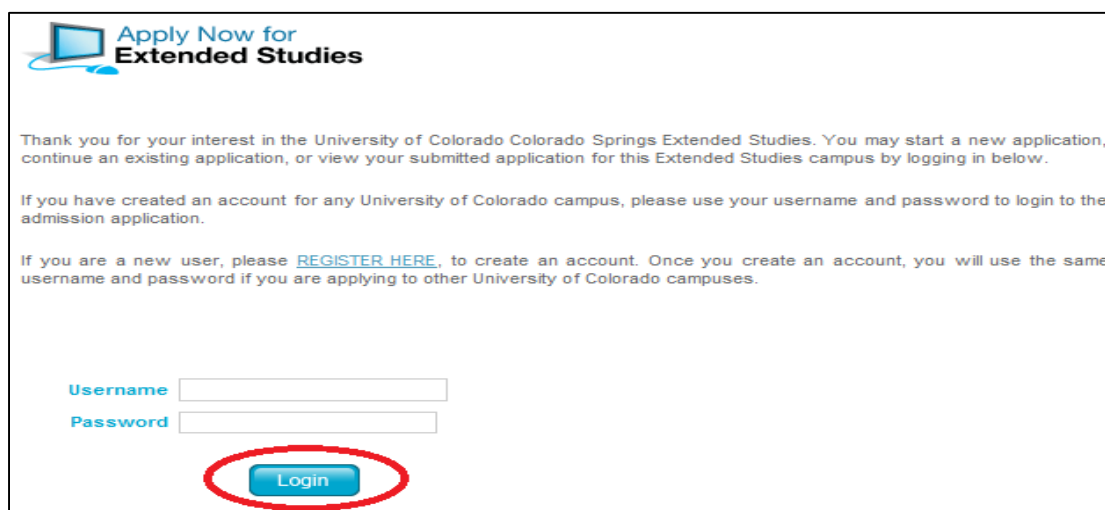
2. Click on "Extended Studies Application"

3. All new users will need to click on "REGISTER HERE" to create an account.



4. Complete the New User Registration form and create a password. Click "Submit"
 - You will receive two (2) emails in response to your new user registration. The first will contain your username and the other will provide the password you submitted. **The username and password are for the application only.**
 - o ***helpful tip*** Keep this username and password for future access to the Extended Studies Application.

5. Return to the Extended Studies Application and login using your application username and password obtained in step 4.



6. From the drop down menus, please select the following:

- Please select a career: *Undergraduate*
- Please select a program: *Non-Degree UGRD*
- Please select a field of study: *Select either "Non-Degree HS Student" or the appropriate undergraduate classification (more or less than 60 completed credit hours)*
- Please select an admit term: *Spring 2012*
- Click "Apply for This Program"

The screenshot shows a web form with four dropdown menus and one button. The first dropdown is labeled 'Please select a career' and is set to 'Undergraduate'. The second is 'Please select a program' set to 'Non-Degree UGRD'. The third is 'Please select a field of study' with a dropdown menu open showing options: 'Non-Degree Undergraduate with less than 60 credit hours', 'Non-Degree HS CU Succeed', 'Non-Degree HS Marquez Scholars', 'Non-Degree HS MathOnline', 'Non-Degree HS PreCollegiate', 'Non-Degree High School Student', 'Non-Degree Undergraduate with less than 60 credit hours', and 'Non-Degree Undergraduate with more than 60 credit hours'. The fourth dropdown is 'Please select an admit term'. Below the dropdowns is an orange button labeled 'Apply for this program'.

7. Provide your information:

- **Name, Personal Information, Permanent Address, Mailing Address, and Contact Information.**
- Click "Save & Continue"
- **Citizenship and Emergency Contact**
- Click "Save & Continue"
- **Additional Questions and Criminal/Suspension History**
- Click "Save & Continue"

8. Upload necessary documents if you answered "YES" on the previous page for Criminal History or Suspension.

- Click "Next"

9. Verify that the information you provided is correct.

- Click "Submit Application"

The screenshot shows a confirmation page titled 'Before you submit...'. It contains a bullet point: 'Please verify that your information is correct to avoid delays in processing.' Below this is the section 'What happens after you submit your application?' which states: 'You will receive an e-mail with your Student ID and instructions to claim your account for access to the myUCCS student portal.' A 'Please note:' section follows: 'you will need to wait 24-48 hours before you will be able to claim your account and access the myUCCS student portal.' At the bottom is an orange button labeled 'Submit Application'.

10. Your application has been submitted! You may choose to "View Summary" to print your application or "Logout"

The screenshot shows a confirmation page for the University of Colorado at Colorado Springs. At the top left, there are links for 'Home' and 'Logout', both circled in red. The main heading is 'Apply to University of Colorado at Colorado Springs'. Below this is a paragraph of text: 'Thank you for submitting your registration application to University of Colorado Colorado Springs Campus Wide Extended Studies. Please check your e-mail for further communication regarding your application. To ensure that you receive these e-mails, please add do-not-reply@cusys.edu to your contacts. If you have any questions, please contact our registration office at www.uccs.edu/extendedstudies or 719-255-3498'. At the bottom is an orange button labeled 'View Summary', also circled in red.

11. You will receive:

- an e-mail with your Student ID and instruction to claim your account for access to the myUCCS student portal
or
- an e-mail stating your information matches an existing record. Campus Wide Extended Studies will contact you if additional information is needed to continue processing your application.

NEXT STEPS...

Within 24-48 business hours of receiving your student ID, you will have a myUCCS student portal account created for you. The instructions below detail how to activate your portal account, which is where you will register and pay for your classes.

1. Claim Your Account

<https://accounts.uccs.edu>

- This will allow you to obtain your permanent username and password for the myUCCS Student Portal.
 - ***helpful tip*** Keep this username and password for future access into myUCCS Student Portal

2. Access myUCCS student portal

<http://www.uccs.edu/~portal/> and click on "MyUCCS Current Student Portal Access."

- Login using the username and password obtained from the "Claim your Account" process.

3. Register for your course in the myUCCS student portal

- Click on "Students" in the top left corner
- Under "Academic Resources" click on "Register for Classes"
- Under "Academics" click on "Enroll"
- Enter the 5 digit Class Number under "Add to Cart". Click "Enter"

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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Open Closed Closed Wait List Available Schedule Conflict

Add to Cart: Enter Class Nbr Course Search: Subject Area Catalog Nbr Advanced Class Search:

5-digit class number:
39251

- Confirm the details of the course and click "Next"
- Check the box of the course you would like to enroll, under the "Select" column

Select	Enrollment Order	Class	Days/Times	Room	Instructor	Units	Status	Enroll Status	Message	Alt Sections
<input checked="" type="checkbox"/>		CURR 5441-517 (93147)	WeTh 8:00AM - 4:00PM	TBA	E. Swaby	2.00	●	⚠	You are attempting to add a class to your schedule that has a schedule conflict with currently enrolled classes. Please select a class that does not conflict.	<input type="button" value="alt sections"/>

for selected:

- Click "Proceed to Step 2 of 4"
- Confirm the course and click "Finish Enrolling"

For detailed step-by-step 'how-to' guides, please visit:

Register: http://www.uccs.edu/~extendedstudies/extendedStudies_register.html

Payment: http://www.uccs.edu/~extendedstudies/extendedStudies_payment.html

Request Official UCCS Transcript: http://www.uccs.edu/~extendedstudies/extendedStudies_Transcript.html

If you have questions or need further assistance, contact:

Campus Wide Extended Studies

1-800-990-8227 x3498 or 719-255-3498,

Email: cwes@uccs.edu Web: <http://www.uccs.edu/extendedstudies>