



Aventura Cultural en Madrid, Spain

Tom Alsop Credit Program

Contact if questions: Brian Glach, Director LAS Extended Studies, lases@uccs.edu

Online registration opens on April 5, 2010

Deadline to register for credit is Friday, July 16, 2010

SPAN 950-C02: Tuition \$150, 3 credit hrs, CALL# 00045

REGISTERING FOR ACADEMIC CREDIT

1. Go to the UCCS home page at <http://www.uccs.edu>. Click on the *Apply Here* logo on the right side of the page. On the next page, click on the link that reads "Extended Studies Application". Complete all fields of the *Application for Extended Studies – Academic Credit Admission* online form and submit. **This is only the first step in your registration.** Wait for the UCCS Office of Records and Registration to e-mail your 9-digit UCCS Student ID to you (this may take up to 2 business days). Your Student ID will be e-mailed to the e-mail address you provided on the online admissions form.
2. Go to the UCCS home page at <http://www.uccs.edu>. In the top menu, click on the "Students" link. On the next page, click on the "Student Online Center" link. On the next page, click on the "Student Sign-On Page" link. At the *Student Authorization* page, click the link on the left that says "Forgot your PIN? Click here." On the next page, enter your 9-digit Student ID and Submit. Your 4-digit Personal Identification Number (PIN) will be immediately e-mailed to the e-mail address you supplied on your application. (Please note, this is an automated message from our system and often gets picked up by spam filters. If you do not see the e-mail in your inbox, check your spam folder.) Return to the *Student Authorization* page, enter your 9-digit Student ID and your PIN in the appropriate fields and click "Submit". You will then enter the **WELCOME PAGE** at the Online Student Center.
3. Among the blue navigation buttons at the bottom of the page, the "Registration" button will be highlighted in red. Click on it.
4. At the *Registration Menu* page, click on the blue "Register" button.
5. At the next page, change the "Academic Unit of Registration" radio button to "Extended Studies". Make sure the "Term" radio button is set to **Summer 2010**. Then click the "Submit" button.
6. At the next page, add the five-digit **Call Number 00045** to the appropriate box and click the "Add" button.
7. The next page will show you your enrollment. Click on the "Next" button.
8. The next page is labeled *Registration – Next Step*. Read the note addressed to Extended Studies students. Then click on the "Account Balance/Payments" button.
9. **PAYMENT:** Summer 2010 balances may not appear until approximately May 14, 2010. If you register after this date, your balance should post immediately or within 24 hours of registration. If you register before this date, you may need to wait until after this date for your payment to post, and then make your payment. You must wait until you see a non-zero balance before making any kind of payment, otherwise, your payment may refund to you. Your payment is due as soon as the balance appears in your account.

If you have registered and you don't see a balance, continue checking your online account until you see a non-zero balance, then make your payment (at the **WELCOME PAGE**, click on the "Finances" tab, then click the

"Account Balances" tab). Please follow the steps to complete a credit card payment or an Electronic Funds Transfer through your online account. If you are not able to make a payment by either of these methods, please contact Pamela Mead Krull in the Bursar's Office at (719) 255-3868 to arrange a payment by an alternate method as soon as possible.

REQUESTING YOUR UCCS TRANSCRIPT/VIEWING GRADES

Within about two weeks after the conclusion of the online registration period, you may check your grade as it appears on your UCCS transcript. Please follow the instructions below to access your UCCS transcript or view your final grade.

1. At the **WELCOME PAGE**, click on the blue "Records" button.
2. Next, click on the blue "Transcript" button.
3. At the *Transcript Menu* page, you may either click to display your unofficial transcript, or request that your official transcript be mailed to you.

OR

1. At the **WELCOME PAGE**, click on the blue "Records" button.
2. Next, click on the "Final Grades" button.
3. Set the *Academic Unit of Registration* radio button to "Extended Studies". Set the *Term* button to **Summer 2010** and click Submit.

WITHDRAWING FROM YOUR EXTENDED STUDIES COURSE

1. Start at the **WELCOME PAGE** and follow steps 3-5 above.
2. When you see your class appear, click on the "Drop" button to the left of the course listing. A prompt will appear, asking to you confirm your intention to drop the course. Click "yes". The status of the course will now show as *Dropped (deleted from schedule)*. Any drops accomplished through the Online Student Center will receive a full refund of any tuition paid.
3. If you are trying to withdraw after July 16, 2010, you will not be able to accomplish your withdrawal in the online system. Please contact the LAS Extended Studies office at las@uccs.edu to request an Extended Studies drop form. At this point, you will receive only a partial or no refund of any tuition paid, depending upon the time elapsed since the end of the enrollment period.