



Campus Wide Extended Studies

UNIVERSITY OF COLORADO COLORADO SPRINGS

National Board Candidacy and Certification

5-digit Class Nbrs for enrollment:

38380	CURR	5030	701	Nat'l Board Cert Candidacy, 3 credits	\$186
38383	CURR	5031	701	National Board Certification, 6 credits	\$372

Campus Wide Extended Studies

719-255-3498, (800) 990-8227 x3498

Email: cwes@uccs.edu

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

➤ **December 11 = enrollment deadline**

How to Apply: Graduate Non-Degree

1. Go to www.uccs.edu/apply, click on **Extended Studies Application --- Online Application**
2. All new users will need to click on **"REGISTER HERE"** to create an account.
 - You will receive two (2) emails in response to your new user registration, they contain your username and password
3. Login to the **Extended Studies Application---Online Application**, with your application username/password (see step2)
4. From the drop down menus, please select the following:
 - Please select a career: **Graduate Non-degree**
 - Please select a program: **Non-Degree GRAD**
 - Please select a field of study: **Graduate Non-Degree**
 - Please select an admit term: **Select appropriate term – Fall 2012**
 - Please select a student status, I am a: **Returning Student or New Student**
 - Click **"Apply for This Program"**

Please select a career: Graduate Non-degree

Please select a program: Non-Degree GRAD

Please select a field of study: Graduate Non-Degree

Please select an admit term: Fall 2011 UC Colo Springs

I am a: Please select one

Apply for this program

5. Provide your information on each page of the application, click "Save & Continue"
 - Upload page: upload necessary documents if you answered "YES" for Criminal History or Suspension, click **"NEXT"**
6. Verify that the information you provided is correct.
 - Click **"Submit Application"**

How to Claim Your Account:

Within 1-2 business days of receiving your student ID, you will have a myUCCS student portal account created for you. The instructions below detail how to activate your student 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 username and password to access the myUCCS Student Portal.
 - ***helpful tip*** Keep this username and password for future access into myUCCS Student Portal

How to Register and Pay:

1. Login to the MyUCCS Current Student portal, <http://www.uccs.edu/~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.

Fall 2010 UC Colo Springs | Undergraduate

Open Closed Closed Wait List Available Schedule Conflict

Add to Cart: Enter Class Nbr Enter

Course Search: Subject Area Catalog Nbr search

Advanced Class Search: Class Search

**Enter your 5-digit
Class Nbr: XXXXX**

- Confirm the details of the course and click **“Next”**
- **Check the box** of the course you would like to enroll, under the **“Select”** column
- Click **“Proceed to Step 2 of 4”**
- Confirm the course and click **“Finish Enrolling”**

2. Pay for your course in the MyUCCS Current Student portal

- Click on **“Students”** in the top left corner
- Under “Financials”, click on **“Pay Your Bill”**
- Under “Finances”, click on **“account information, bills, and payments”**

Finances

My Account

Account Inquiry
COF Authorization/Review
Deposit
Financial Aid
View Financial Aid
Accept/Decline Awards
Scholarship Application
Report Private Scholarships

Account Summary-UCCS Main

Account Balance 0.00

- Due Now 0.00
- Future Due 0.00

For an updated balance, click on Account Inquiry.

Currency used is US Dollar.

account information, bills, and payments ▶

- On the “Student Financial Services” page, click on **“Make Payment”**
- 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 receipt for your records.

How to Request a Transcript:

- Once your grade has been posted (visible in your student portal), you can request: your **official transcript** through UCCS Admissions and Records Office, <http://www.uccs.edu/admrec/transcripts.html>.
- An **unofficial transcript** can be printed from your student portal. Select 'Access Student Self Services', go to 'My Academics' link and choose 'View My Unofficial Transcript'.

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