



UNIVERSITY OF COLORADO
AT COLORADO SPRINGS

LAS Extended Studies / Foundation for Teaching Economics (FTE) Credit Program

Registration Instructions for:

Economics for Leaders, July 20-26, 2008, Williamsburg, VA

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

Deadline to register for credit is Friday, August 1, 2008

ECON 631-C14: Tuition \$150, 3 credit hrs, **CALL# 00408**

If you know your 9-digit UCCS Student ID and Personal Identification Number (PIN), and if you have taken Extended Studies courses through UCCS in the recent past, you may already be authorized to register for an Extended Studies course. Begin with Step 2 below; if the system says you are not authorized to enroll, please send an e-mail to LAS Extended Studies at lases@uccs.edu which contains your name, Student ID, the course you wish to register for, and the semester. LAS Extended Studies will send you a confirmation that your Extended Studies authorization has been set-up in the Student Online Center (note: this may take up to 2 business days). Then return again to Step 2 and proceed from there.

If you have not taken any courses through UCCS and you do not have a UCCS assigned Student ID, please begin with Step 1.

REGISTERING FOR YOUR EXTENDED STUDIES COURSE

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 admission form.
2. Go to the UCCS home page at <http://www.uccs.edu>. Under the *Welcome to UCCS* menu on the right, click on the link that reads "Student Online Center". At the *Student Authorization* page, enter your 9-digit Student ID in the appropriate field, then click the link on the left that says "Forgot your PIN? Click here." Your 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 2008**. Then click the "Submit" button.
6. At the next page, add the five-digit Call Number **00408** 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:** You must wait until you see a non-zero balance before making any kind of payment—otherwise your payment may refund to you. 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) 262-3391 to arrange a payment by an alternate method as soon as possible.
IF REGISTERING BEFORE MAY 9, 2008: Balances for Summer 2008 registrations entered before May 9, 2008 will not appear until approximately this date; therefore, if you are registering prior to May 9, 2008, you will not be able to pay immediately when you register. Continue checking your online account until you see a non-zero balance, then make your payment. Your payment is due as soon as your balance appears in your online account.
IF REGISTERING AFTER MAY 9, 2008: Your balance should appear within about 24 hours after you register. Continue checking your online account until you see a non-zero balance, then make your payment. Your payment is due as soon as your balance appears in your online account.

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 August 1, 2008, you will not be able to accomplish your withdrawal in the online system. Please contact the LAS Extended Studies office at lases@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.

REQUESTING YOUR UCCS TRANSCRIPT/VIEWING GRADES

At the end of the semester, 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 2008** and click Submit.