

****Note:** "There are no refunds on non-credit courses dropped after the course census date. Students can see the census deadline(s) in their student portal, after they register for the courses, by clicking on the calendar icon in their class schedule."

Campus Course Add/Drop Policy

Drop:

The deadline to drop a course and receive a full refund can be found on the Academic Calendar Deadlines in the myUCCS Student Portal. Prior to the published deadline (census date), students may drop the course via the Student Portal. [Campus-wide Extended Studies](#) / Office of Online and Academic Outreach (CWES/OAO) provides instructions to drop a course.

After the published deadline, drops may be permitted based on extenuating circumstances. The student must complete a [Course Add/Drop Request](#), signed by the course instructor and dean of the college, and submit the form to CWES/OAO for processing. There are no refunds on individual courses dropped after the published drop (census) date. Students receiving financial aid or veterans' benefits should also contact the UCCS Financial Aid office and/or the appropriate certifying official.

Non-credit course drop deadlines are determined by prorating the normal term deadlines by the number of weeks the course meets. Students can see the deadlines in their student portal, after they register for the courses, by clicking on the calendar icon in their class schedule. There is a zero refund policy (no refunds) on non-credit courses dropped after the published drop (census) date.

Application Instructions

Non-Credit Course or Continuing Education Units (CEU's or CNE's)*

*Continuing Education Units (CEU's / CNE's) cannot be used toward an academic degree program

Have you enrolled in a Non-Credit course at UCCS in the past 3 semesters?

- If **no**, proceed to **STEP 1**.
- If **yes**, you already have an active myUCCS Student Portal and can skip to **STEP 3**.
 - Forgot your myUCCS Student Portal username/password? Proceed to: <https://accounts.uccs.edu>

STEP 1: APPLY

All students MUST apply before they can register for any class with Extended Studies.

- Go to www.uccs.edu/apply, click on **Extended Studies Application --- Online Application for Extended Studies**
- From the drop down menus, please select the following:
 - Please select a career: **Non-credit**
 - Please select a program: **Non-credit**
 - Please select a field of study: **Non-credit**
 - Please select an admit term: **Select appropriate admit term**
 - Click **"Apply for This Program"**
- Provide your information on each page of the application, click **"Save & Continue"**
 - Save and upload documents as needed
- Verify that the information you provided is correct, click **"Submit Application"**
 - Print a copy for your records.

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| <p><i>What is my Admit Term?</i></p> <p>Spring = January to mid-May</p> <p>Summer = mid-May to mid-August</p> <p>Fall = mid-August to December</p> |
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You will receive an e-mail with your UCCS Student ID.

Please note, the automated e-mail may go to "junk mail," depending upon your e-mail filter set-up.

STEP 2: CLAIM YOUR ACCOUNT

Within 15 minutes of submitting your application, you will receive an automated e-mail that your UCCS student account has been created.

You can then proceed to <https://accounts.uccs.edu> to claim your account to access your student portal* where you can register, pay your bill, request transcripts, etc.

Proceed to STEP 3 for directions on accessing your student portal.

Keep this username and password for future access into your myUCCS Student Portal.

- Your user name will likely be the first letter of your FIRST NAME and last seven letters of your LAST NAME. For example, "Taylor Johnson" would likely have the user name: tjohnson@uccs.edu and you establish your own password when you claim your account.
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STEP 3: REGISTER FOR YOUR CLASS & PAY

- Go to www.uccs.edu/~portal
 - under the “**STUDENTS**” tab, click on “**MyUCCS Current Student Portal Access**”
- **REGISTRATION** – Click on “**Records and Registration**”
 - Click on “**Register for Classes**”
 - You will not be asked to verify a few things.
 - Note that you **MUST** list an **emergency contact** AND your ‘**Home**’ address needs to also be marked as ‘**Local**’
 - Enter the **5 digit Class Number** under “**Add to Cart**”. Click “**Enter**”.
 - See FAQ’s below for questions regarding accessing your Class Number.
 - 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**”
- **PAYMENT** – Click on “**Student Financials (Bursar)**”
 - Click on “**Pay Your Bill**”
 - **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 copy for your records

****Note:** If a sponsor/3rd party is paying your tuition you need to **submit a Letter of Authorization** to invoice the sponsor/3rd party. The form specifies what will be paid, the period of coverage, and billing information. Have the appropriate person at your organization complete the attached Letter of Authorization – Third Party Sponsorship and **fax to 719-255-3023** or **email to the Office of Tuition Assistance at bbates2@uccs.edu** .


STEP 4: CONTACT US

Finally, **call or e-mail us at 719-255-4651 or BEES@uccs.edu** to let us know that you have registered for your desired course.

- Please note that you will likely **NOT** receive contact from your instructor until the course begins.

Navigating Blackboard & UCCS E-mail

Follow these steps to access Blackboard and your new UCCS e-mail:

1. Uccs.edu/students 
2. On the left hand side of the page, there is a QUICKLINKS box
 - You will see “**Blackboard**” and “**Email**” links here
3. For both portals, you will use your **UCCS username** (first initial and last name) and the password you established when claiming your account
4. Monitor your UCCS e-mail for correspondence from your instructor
5. Blackboard will have your course information.
 - Click the link to your course, and on the **left hand side** will be tabs to navigate the syllabus, course content, and other materials that the instructor posts for the course.

Please note that upon claiming your account, a UCCS email is created for you. This new email will be the primary method by which you will receive information from the University and your instructor.

QUESTIONS?

See the Frequently Asked Questions below or contact us at 719-255-4651 BEES@uccs.edu

What is my UCCS Portal? Your MYUCCS Student Portal is an online resource where you can register, pay your bill, request transcripts, etc.

What is Blackboard? Blackboard is your online, virtual classroom. You should be able to log in to Blackboard within 48 hours of registering for a course, so feel free to log in and explore before your class begins! However, please note that your instructor may choose not to open your course link inside of Blackboard until just before the course begins.

- To log into Blackboard, go to uccs.edu → Students → Blackboard → Log In

When will I have access to my course syllabus? You will not have access to your course syllabus inside of Blackboard until your instructor opens up the course link (see question above). Some instructors may choose to email out the course syllabus, *so check your UCCS email frequently.*

Where do I find my course number? You can find your course number online or on a program flyer/brochure you received in regards to your course.

- To find it online go to uccs.edu/bees → Select the blue link for the program you are interested in (i.e. Spanish English Medical Interpreter) → Scroll down the page to current course offerings, in the box you will see a
- **Class #_ _ _ _ _**

How do I know what books to buy? Your instructor will contact you via your UCCS email with the class syllabus or required materials prior to the class starting if he/she expects you to have your books before the first class.

- Additionally, some required materials may be located on the program website.
- [Uccs.edu/bees](http://uccs.edu/bees) → Select your desired program → Scroll to the section titled “Required Text”
- The UCCS Bookstore should have any required text you may need. You can visit their website at www.UCCSbookstore.com

When/How will I hear from my instructor? If your instructor contacts you before your course begins, it will be via your UCCS email. *There is no definitive time table for instructor contact.* Some instructors will not contact you until after the course has begun.

Still have questions? Need help?

Select the appropriate contact below.

Course information:

Beth-El Extended Studies
www.uccs.edu/bees
719-255-4651
bees@uccs.edu

Third party payment:

Office of Tuition Assistance
Phone: 719-255-3399
Fax: 719-255-3023
Bbates2@uccs.edu

Application process & Individual Payment:

Campus-wide Extended Studies
www.uccs.edu/~extendedstudies/
719-255-3498
cwes@uccs.edu

Technical Issues*:

IT Helpdesk
<http://www.uccs.edu/~helpdesk/>
719-255-3536

*Contact IT with any issues claiming your account or with Blackboard



Student Financial Services

1420 Austin Bluffs Pkwy Colorado Springs, Colorado 80918

(719) 255-3399 Fax: (719) 255-3023

tuitasst@uccs.edu

Letter of Authorization-Third Party Sponsorship

This letter of authorization authorizes the University of Colorado to directly bill a sponsor for tuition or related expenses. Please have the sponsor fill this form out in its entirety and fax or mail to the above listed information.

Sponsored student name: _____

Sponsored student's ID #: _____

Amount of sponsorship or the basis for calculating the award (max \$ amount of award):

Type of charges the sponsor will pay for (tuition, fees, on-campus housing, books, parking, etc.):

The period of the sponsorship (semester or length of time): _____

Sponsor's name and billing address:

A contact name, phone number, and e-mail address: _____

Any applicable purchase order numbers, work order authorizations or other billing codes:

By signing this form you the sponsor commit to pay the above designated charges for the listed student. Please attach an additional page if you require any unique billing requirements or need to include company ID numbers, badge numbers, contract numbers or any other pertinent information.

Signature of the sponsor or other person(s) authorized to make commitments on behalf of the sponsor:

(Signed) _____

(Printed) _____