

**Directions for UCCS College of Education Extended Studies Online Registration  
2009 Galveston Island Institute  
3 credit Option**

1. If you have never registered for courses with UCCS before and you have not registered within the last three years, you will need to fill out the online Extended Studies application. This is a short demographic form. Go to the UCCS main page, [www.uccs.edu](http://www.uccs.edu). On that page click on the “Apply” icon. Choose the Extended Studies Application. **This does not register you for your course. Do not wait until the last day of the registration period to do the online application; we cannot guarantee that you will get in.** If you have any problems with the application, please contact the Extended Studies office.
2. The application will create a student identification number, and you will be e-mailed within 48 hours from the Admissions and Records office. If you have registered with UCCS before, you can call 719-255-4134 to get your student number. You will then need to request your pin number from the Student Online Center. **If you do not receive your ID# within the 48 hour time, please check your spam/junk/bulk mail folder. If you still do not find it, please contact our office right away.**
3. To get to the Student Online Center, go to [www.uccs.edu](http://www.uccs.edu). Click on Current Students, then on the Student Online Center icon (it looks like a laptop). Click on Student Sign-On Page. This is the page where you will sign in as well. On the left hand side are two sets of text. Click on the “Forgot my Pin number” option. You will enter your student ID number and it will e-mail your pin instantly. **Please note, this is an automated messaged 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.** Once you have received your pin number, you will be able to access the student online center.
4. **To register for courses**, click on the registration tab and click register. You will need to indicate Extended Studies with credit and the semester. If you are unsure about the semester, please contact the Extended Studies office, 719-255-4134. You will need to enter the call number for each course in order to register. Your call number for this course is: **00139**. Once you have entered the call number you will need to click the add button (hitting return resets the page).
5. Your course number is SPED 595 and the section number is C04. Your semester will be Fall 2009 **Do not use the course number when registering; it will register you for the wrong course.**
  - If you do not meet the minimum requirement for graduate level courses (must have at least a BA), you will need to register for the undergraduate section. The call# is **00157**. The course number is SPED 495.
6. You must register or drop the course within the registration period of: **May 5 – August 14**. You will not be able to register or drop after that date. You must register/drop by 4pm on the last day of the period.
7. Your tuition for the course is: \$300. You will be earning 3 credit hours.
8. The bursar system takes 24 hours to update and post balances, so you will be able to pay 24 hours after you register. To go to the payment options, click on the finances tab in the student online center. You can pay online with a credit card (MasterCard, Visa, or American Express), online with a check (using router number), or you may mail a check to the University of Colorado at Colorado Springs; Bursar Office; 1420 Austin Bluffs Parkway; Colorado Springs, CO 80933-7150. For questions on payment options, please contact Pamela-Mead Krull at 719-255-3273 or [pmeadkru@uccs.edu](mailto:pmeadkru@uccs.edu). **If you do not make payment, this does not drop you from your course. If the bill is not paid within 24 hours of posting, late charges may be added to your account.**
9. Once you have completed your course, you can use the student online center to access your grades and order your transcripts.

This system is designed to help protect your confidentiality and make the registration process more efficient. If you have any questions, please contact Carla Rupprecht in the College of Education Extended Studies office. She may be reached at 719-255-4134 or [crupprec@uccs.edu](mailto:crupprec@uccs.edu)