



## National Federation of State High School Associations (NFHS) Credit Program

Registration Instructions for:

### ***SPIRIT CERTIFICATION***

Contact if questions: Brian Glach, Director LAS Extended Studies, [lases@uccs.edu](mailto:lases@uccs.edu)

The call numbers listed immediately below will expire on Friday, July 30, 2010.

Use them to register up until this date.

S L 461-C59 (undergraduate credit): Tuition \$80, .5 credit hr, CALL# 00357

S L 561-C59 (graduate credit): Tuition \$80, .5 credit hr, CALL# 00368

### **REGISTER FOR CREDIT-COMplete ALL STEPS BELOW:**

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>. 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 (see box at top of page)** for the undergraduate or graduate section (choose one only) 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:** Your balance should appear immediately or within about 24 hours after you register (if the balance doesn't post immediately, continue checking for the balance by logging back into your account, click on the blue "Finances" tab, then click on the blue "Account Balance" tab). 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 your balance appears in your online account. 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 Campus-Wide Extended Studies Office at (719) 255-5111 to arrange a payment by an alternate method as soon as possible.

10. **COMPLETING COURSEWORK / REPORTING YOUR GRADE:** You must register with NFHS and pay their fee separately to complete the online coursework. Once you have completed the coursework at the NFHS web site, UCCS will obtain confirmation of this through NFHS. UCCS will then report your final letter grade into the UCCS system. Your final grade should be available on your official UCCS transcript within about one month after you register for credit. *See below for requesting your UCCS transcript and/or viewing your grade.*

### **REQUESTING YOUR UCCS TRANSCRIPT/VIEWING GRADES**

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 30, 2010, you will not be able to accomplish your withdrawal in the online system. Please contact the LAS Extended Studies office at [lases@uccs.edu](mailto: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.