

ACTION STEPS REQUIRED FOR CLASS REGISTRATION

FIRST TIME UCCS GRADUATE STUDENTS: Claim Your Student Account using the following steps:

- Go to accounts.uccs.edu and click on 'Claim Your Account' and select the appropriate option/link.
- Enter your last name, birth date and Student ID number (found in your acceptance letter or call 719-255-3084). If you encounter any technical problems claiming your account, please contact the **UCCS IT HelpDesk at 719-255-4357 or <https://oit.uccs.edu/get-help>**.

STUDENTS WHO HAVE PREVIOUSLY ATTENDED UCCS: use your prior account login and password to claim your account. Forgot or having problems with your login and password? Contact the UCCS IT HelpDesk at 719-255-4357 or <https://oit.uccs.edu/get-help>.

INTERNATIONAL STUDENTS: please follow the important next steps (including your VISA information) here: <https://www.uccs.edu/admissionsenrollment/accepted-international-students> to complete your enrollment process at UCCS.

ALL STUDENTS: Once you have claimed your student account, you can log on to the Student Portal at <https://uccs.edu/portal>. YOU SHOULD BECOME VERY FAMILIAR WITH YOUR STUDENT PORTAL. This is where you **confirm or decline your intent to enroll with UCCS**. In your Student Portal, you can also update your contact information, view your financial aid awards, search, register for classes, and many other actions.

TO ACCEPT OR DECLINE ADMISSION OFFER: please go to your myUCCS portal homepage, select the 'Records and Registration' dropdown and then choose 'Access Student Self Services'. Next, select the 'Admissions' tile and then choose 'Accept/Decline Offer'. *From this point, it will take 24-48 hours for your account to become active so that you can enroll.*

REGISTERING FOR CLASSES: During your enrollment period, detailed instructions and videos to register for classes can be found at: <https://registrar.uccs.edu/register>. IF YOU NEED ADVISING ON WHAT CLASSES YOU SHOULD REGISTER FOR, CONTACT YOUR PROGRAM DIRECTLY. A list of program contacts can be found at <https://www.uccs.edu/graduateschool/graduate-programs/all-degree-programs>.

IMMUNIZATIONS: The State of Colorado requires that you have certain immunizations when attending the UCCS campus. To make sure you are in compliance with this state law, please go to the UCCS Gallogly Recreation and Wellness Center Health Services website at: <https://recwellness.uccs.edu/health-services/immunizations> and click on 'Immunizations' and follow the instructions of how to submit your immunization information. Please contact the UCCS Wellness Center at 719-255-4444 if you have any questions.

PARKING ON CAMPUS: If you are commuting to campus with a motor vehicle, a valid parking permit is REQUIRED to park in ALL lots on the UCCS campus, including the "free," 500-series lots. To obtain a parking permit please visit <https://pts.uccs.edu/permits>. Hourly parking is available through kiosks located around campus and through the ParkMobile app. Additionally, a free shuttle is an option from the 500 series lots off Nevada (<https://pts.uccs.edu/campus-shuttle>).

ORIENTATION: You can access orientation here: [Orientation](#). Please check with your department to see if they offer an orientation as well. All new graduate students are invited to the *New Graduate Student Welcome Reception* at the beginning of the Fall and Spring semesters. You can register for the New Graduate Student Welcome Reception here: [Welcome Reception](#). Please contact the Graduate School at 719-255-3417 or gradinfo@uccs.edu for more details.

CANVAS: After you've enrolled, to access your courses, you'll want to go to www.uccs.edu and click on the "Links & Tools" button at the top of the page, then go to "Canvas" under the "Tools" menu.

UCCS LION ONE CARD: Once you have claimed your student account, you are eligible to obtain a UCCS LION ONE CARD, which is a mobile photo ID that will identify you as an official UCCS student. Follow the directions at <https://liononecard.uccs.edu/mobile-id> to set up your mobile ID. A fee may apply. Call 719-255-3450 for more information.

SCHOLARSHIP INFORMATION: You are encouraged to review our scholarship website found at [UCCS Scholarships | UCCS](#) and the scholarship portal here: [Our Opportunities - UCCS Scholarships \(academicworks.com\)](#) to learn more about scholarship opportunities, eligibility requirements, application processes, and deadlines. More specifically, you can view our Frequently Asked Questions page to help find the answers to any general questions you may have concerning scholarship opportunities at UCCS here: [Frequently Asked Questions | Financial Aid and Student Employment \(uccs.edu\)](#).

The UCCS Scholarship Application, which is housed in your myUCCS portal, will display only those scholarships you might qualify for based upon your declared graduate program, residency status, and GPA. Your portal will not display these scholarships until the scholarship application opens on December 1. Make sure you have completed all requests from the admissions office and have submitted current transcripts to ensure the list of scholarships you are seeing is accurate.

Important Dates for Scholarship Consideration:

October 1: Free Application for Federal Student Aid (FAFSA) opens for the upcoming academic year at <https://studentaid.gov>. The UCCS School Code is 004509. The application year is based on the fall semester you will begin at UCCS (i.e. Fall 2023 semester will be the 2023-2024 academic year). All domestic graduate students should consider completing the FAFSA as early as possible.

December 1: Institutional scholarship application opens for the upcoming academic year.

February 1: Deadline for institutional merit-based scholarships.

March 1: Deadline for institutional need-based scholarships. Complete the FAFSA as soon as possible before this date to be considered for the maximum scholarship, grant, work-study, and loan package.

The [Apply for and Accept UCCS Scholarships guide](#) will help you navigate to the scholarship application via the myUCCS student portal.

Graduate program departments may also have awards (e.g., scholarships, work study, teaching or research assistantships) for students based on a set of criteria. As a graduate student, you may also be able to find graduate assistantship or teaching assistantship opportunities within your department. Please check with your program contact for more information.

In addition, UCCS offers 2,000 + on campus job opportunities for students. You are more than welcome to check out employment opportunities on S.E.A.N. (<https://seans.uccs.edu/>).

International students are not eligible to apply for institutional need-based financial aid; however, all accepted UCCS students are eligible to apply for UCCS merit-based scholarships. These types of scholarships are often awarded based on GPA, community or extracurricular involvement, or other exceptional qualities. The scholarship application typically runs from December 1 to March 1. You can check out the detailed scholarships here: <https://uccs.academicworks.com/opportunities>.

UCCS Student Services Office Contact Information

Bookstore: 719-255-3247 / books@uccs.edu

Campus Housing: 719-255-4042 / housing@uccs.edu

Disability Services: 719-255-3354 / dservice@uccs.edu

Financial Aid and Scholarships: 719-255-3460 / finaidse@uccs.edu

Graduate School and Admissions Information: 719-255-3417 / gradinfo@uccs.edu

International Affairs: 719-255-5018 / international@uccs.edu

Office of Information Technology: 719-255-4357 / helpdesk@uccs.edu

Registrar/Registration: 719-255-3361 / registrar@uccs.edu

Tuition and Fees: 719-255-3391 / bursar@uccs.edu

Veteran and Military Student Affairs: 719-255-3253 / military@uccs.edu

Wellness Center: 719-255-4444 / wellness@uccs.edu