



COLORADO
Early Colleges
— Colorado Springs —



University of Colorado
Colorado Springs

CHECKLIST TO REGISTER FOR UCCS COURSES

To ensure authorization of payment for UCCS courses, students must follow all CSEC and UCCS guidelines, deadlines and other concurrent enrollment policies. You are asked to be thorough, proactive, and timely throughout the procedures outlined for you.

STEP 1

Complete the UCCS application and statewide concurrent enrollment agreement for admission as an **unclassified student**. The application is a one-time submission. The statewide agreement between CSEC/UCCS must be completed each semester a student intends to enroll in a UCCS course.

STEP 2

Meet with your CSEC Advisor and complete the required counselor/student checklist prior to submitting the application packet to the Office of Student Recruitment at UCCS. Located in Cragmor Hall - 1420 Austin Bluffs Parkway.

STEP 3

First time applicants must meet with the Director of Admissions Counseling/Student Recruitment. Contact Mr. Chris Beiswanger by email to make an appointment. cbeiswan@uccs.edu. Returning students may simply drop off the completed statewide agreement to the Office of Student Recruitment for processing.

STEP 4

Student **MUST** provide CSEC advisor with a completed copy of Concurrent Enrollment Agreement and proof of registration for UCCS courses. (screenshot of registration)

STEP 5

Review CSEC Textbook Procedures on CSEC website. www.csec914.org
Contact: Mrs. Kristi Bentley kristi.bentley@csec914.org

STEP 6

Refer to UCCS Campus Calendar for Official Drop/Withdraw Dates

Important Note: It is vital to understand concurrently enrolled students are not guaranteed space in UCCS classes and may be subject to additional permissions dependent on degree plans and current UCCS department and instructor policies.