



Online & Academic Outreach

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Online & Academic Outreach	
Office:	719-255-3498
Toll free:	800-990-8227 x3498
IT Helpdesk:	719-255-4357 please see important info regarding this on Page 2
E-mail:	outreach@uccs.edu
www.uccs.edu/outreach	

CU Succeed Online with Instructor Alyssa Johnson

✓ **Registration Closes: January 12, 2026**

✓ **Class starts January 20, 2026**

Class Number: 40818	BUAD 1000 CU50 – Intro to Business	3 credit hours	Cost: \$550
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Have you enrolled in an undergraduate-level course at UCCS in the past 3 semesters?

- If yes, you already have an active myUCCS Student Portal. Skip to STEP 3.
- Forgot your myUCCS Student Portal username/password? Reset password at: <https://accounts.uccs.edu> or call our IT department at 719-255-4357

STEP 1 ---Apply (complete ONLY if you have never had a UCCS account or have one but have not enrolled for the past 3 semesters. If you have an account, proceed to Step 3))

Go to outreach.uccs.edu/apply (you should see **UCCS Academic Outreach Application** at top of webpage)

Provide your personal information

- From the drop-down menus select:

Admit Term:	Desired Program:	Undergraduate Program:
➤ Spring 2026	➤ Undergraduate	➤ High School CU Succeed

- Provide answers to the education and eligibility questions
- Verify that the information you provided is correct. **"Submit"**

STEP 2 ---Claim Your Account



Within 24 hours of submitting your application, you should receive an automated e-mail when your myUCCS student portal account is ready. 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, etc.

- **Keep this username and password for future access into your myUCCS Student Portal.**
- **Please note:** automated e-mails may go to "junk mail," depending upon your e-mail filter.
- If you have been accepted to UCCS for future degree seeking, you already have a student portal and will not receive the automated email. Log in with your existing credentials or proceed to 'claim your account'.

STEP 3 ---Register and Pay (If you have forgotten your UCCS portal password, call the IT Helpdesk at 719-255-4357 for assistance)

Log In to your myUCCS student portal, www.uccs.edu/portal

Registration ---Under **"Records and Registration"**

- Click on **"Register for Classes"**
 - ✓ Pre-registration verifications: address('Home' address marked as 'Local'), phone numbers, emergency contact
 - ✓ Tuition and Fee Agreement and Disclosure
- **Enter the 5-digit Class Number (the number at top left of this page)** under "Search by Class Number". Click **"Submit 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 **"Add Selected Classes"**
- **Confirm the course and click "Finish Enrolling"**

Payment --- From the UCCS main portal screen, click on 'Student Financials' and then on 'View and Pay Bill'. Follow the instructions from there.



Important Dates

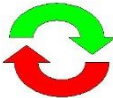
Registration Closes: ➤ January 12, 2026	Last Day to Drop Class ➤ February 12, 2026 <i>Student can drop the class and District receives refund of tuition charges</i>	Last Day to Drop Class and receive a Withdrawal (W) ➤ May 4, 2026 <i>“W” on student record; <u>no refund</u> of tuition charges</i>
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Grading Policies for the CU Succeed Programs ***IMPORTANT, read carefully***

Grades earned in CU Succeed courses become a part of a student's University of Colorado academic record and official transcript. Therefore, it is extremely important that a student earn at least a 'C' grade in CU Succeed courses. A grade of 'C-minus' or below could prevent a student from being admitted to any campus in the University of Colorado system, regardless of the student's high school GPA or college entrance exam scores. A 'C-minus' corresponds to a GPA of 1.70, and students must have a minimum of a 2.0 University GPA to be admitted to or remain in good standing at UCCS. To drop the course with a full refund of tuition, email dualcredit@uccs.edu by September 14, 2020. To withdraw from the course (student will receive a 'W' and there is no refund of tuition charges), email dualcredit@uccs.edu by the date at the top of this page.

Upon completion of high school, an official UCCS transcript can be ordered by visiting:
<http://www.uccs.edu/registrar/transcripts.html>



Colorado Guaranteed Transfer (GT) Pathways General Education Curriculum

GT Pathways courses, in which the student earns a C- or higher, will always transfer and apply to GT Pathways requirements in every Liberal Arts & Sciences bachelor's degree at every public Colorado institution. Note that these courses may not apply to some bachelor's degrees. You should always seek advising from the appropriate advisor at the college or university you plan to attend to ensure you are selecting the appropriate coursework for your degree and to ensure it will apply to those degree requirements.

An example of Guaranteed Transfer: HIST1530 = GT-HI1. For more information regarding Colorado GT Pathways please visit: <http://higherred.colorado.gov/Academics/Transfers/Students.html>



Cost of this CU Succeed course

The tuition for CU Succeed Online courses is \$550. This cost is substantially less than if the course was taken on the UCCS campus or through the regular UCCS Online system. Payment is due at the time of registration through UCCS. Late fees may be applied to past due balances.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. Please understand UCCS cannot discuss your account with your parents or guardians unless the FERPA Consent is signed and filed by you, the student.

<https://www.uccs.edu/registrar/ferpa-consent-to-release/ferpa-faqs>

Contacting the IT Helpdesk

UCCS verifies identities for multi factor authentication and password resets for community members contacting us via phone or chat. When calling or chatting with IT Helpdesk personnel, UCCS community members (including high school dual credit students) will be required to join a Zoom call with the Helpdesk during normal business hours and present a government-issued ID alongside their face as they would be required to do if visiting the Service Desk in person. **Please note that due to FERPA, the Helpdesk will only work on a student's request/account if the student is present – not just the parent on the phone/chat.**

Office Contact Information: E-Mail: dualcredit@uccs.edu Phone: (719) 255-3498