



High School Programs

Office: 719-255-3498

E-mail: HS@uccs.edu

Password Help: 719-255-4357
-see info on page 2!

www.uccs.edu/hs

Concurrent Enrollment at UCCS!



Have you enrolled in a course at UCCS in the past 3 semesters?

- If yes, you already have an active myUCCS Student Portal. Skip to STEP 3.
- Username/password help: go to <https://myaccount.uccs.edu/> or call our OIT department at 719-255-4357, Option 1.

STEP 1 - Apply

Go to <https://outreach.uccs.edu/apply>

- Provide your biographical information and answer conduct questions
- Academic:

Noncredit Program?	Undergraduate or Graduate?	Start Term?	Undergraduate Program
NO	Undergraduate	Select appropriate term	If your school district is paying your tuition: Select High School Concurrent Enrollment (sponsored) If your school district is <i>not</i> paying your tuition: Select High School Concurrent Enrollment (Not sponsored)

- Provide your parent/legal guardian, academic history and military affiliation information
- Verify that all the information is complete and correct, type your full legal name. **“Submit”**

STEP 2 - Claim Your Account



Automated Email ---You will receive an e-mail from “UCCS OIT Service Desk” when your UCCS student portal account is ready to claim. Please note: automated e-mails may go to “junk mail,” depending upon your e-mail security settings.

Proceed to <http://accounts.uccs.edu/>

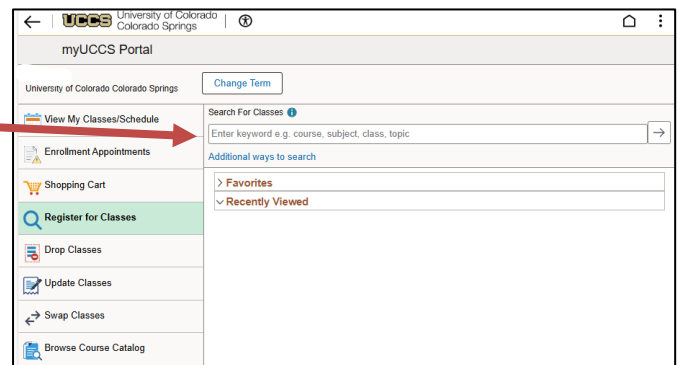
- **Claim Account** ---create a password for your UCCS student portal ---where you can register, pay your bill, order a transcript, etc.
 - ✓ **Keep this username and password for future access into your UCCS Student Portal and Canvas**

STEP 3 –Registration

Log into your UCCS student portal at www.uccs.edu/portal

Near the top of the Home page – click on **“Records and Registration.”**

- Click on **“Register for Classes”** tile
- Search for your class using the search box
- Click on the class
- **“Select Class”** of the course you would like to enroll
 - ✓ Confirm: pre-registration verifications: phone number, addresses, emergency contacts
 - ✓ Accept: Tuition and Fee Agreement and Disclosure
- Click on **“Next”**
- Confirm the course information and click **“Accept”**



Continue with STEP 4 on the next page



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STEP 4 – Apply for and Authorize COF

The College Opportunity Fund (COF) provides a state-funded tuition stipend to eligible undergraduate students attending public or participating private colleges in Colorado. Applying for, and authorizing, COF reduces the tuition amount for eligible students.

Apply for the College Opportunity Fund: <https://cof.college-assist.org>

- Apply for the COF stipend
- Wait 3-5 days; then go to your UCCS Student Portal to authorize the COF at UCCS

Authorize COF: www.uccs.edu/portal

- Near the top of the Home page ---Click on “**Student Financials (Bursar)**”
- Click on the “**Authorize COF**” tile
- Click on the link “**Update Authorization**”
- Select one of the two options: **Authorize** or *Refused Authorization*.
- Click Submit



Important Dates

Every semester, there are some important dates to be aware of!

Please visit <https://registrar.uccs.edu/course-deadlines> and check your class schedule in your student portal for your specific course deadlines.

Follow drop or withdrawal steps outlined at <https://registrar.uccs.edu/course-deadlines/deadline-resources/drop-and-withdrawal-policies-and-procedures>.



Grading Policies *****IMPORTANT, read carefully*****

Grades earned in UCCS concurrent enrollment classes 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 these 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.

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. For more information regarding Colorado GT Pathways please visit: <http://higher.ed.colorado.gov/Academics/Transfers/Students.html>



Cost of Concurrent Enrollment Classes

Many school districts pay for the concurrent enrollment tuition and may require students to pay for textbooks and fees associated with the classes. Please consult with your school district about details and approval processes.



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. UCCS cannot discuss your account with your parent/guardians unless the FERPA Consent is signed and filed by you, the student. <https://www.uccs.edu/registrar/ferpa-consent-to-release/ferpa-faqs>



Tech Support / UCCS Helpdesk

Monday through Friday, 7:30am – 6:00pm --- 719-255-4357 or through live chat at <https://oit.uccs.edu/get-help>

To receive assistance from the UCCS Helpdesk, UCCS community members (including high school students) will be required to join a Zoom call with the Service Desk [during normal business hours](#) and present a government-issued ID or high school student ID alongside their face as they would be required to do if visiting the Helpdesk in person. Due to FERPA, staff will only work on accounts when the student is on the phone or chat.



Parking at UCCS

Visit the Parking and Transportation Services website at <https://pts.uccs.edu/permits> to find the parking permit that best suits your needs for the semester.