



Online & Academic Outreach

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Online & Academic Outreach	
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***Fall 2024 free online synchronous class –
brought to you by the***
**Academic Outreach / Extended Studies Department –
“Overcoming Burnout: INNER Self”**

10/09/24 = enrollment deadline

Class #	Subject	Section	Course Title	CEUs	Cost	Dates
41091	NTOP 1000	N01	Overcoming Burnout: Inner Self	1	Free!	10/4/24-11/8/24



Have you enrolled in a Non-Credit 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, Option 1

STEP 1 — Apply: Non-Credit = Continuing Education Units

Go to outreach.uccs.edu/apply

Provide your personal information

- From the drop-down menus select:
 - Admit Term: **Fall 2024**
 - Desired Program: **Non-Credit**
- Provide answers to the education and eligibility questions
- Verify that the information you provided is correct. **“Submit”**

STEP 2 — Claim Your Account



Within 48 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://myaccount.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’.

3. How to Register

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

Registration – Click on **“Records and Registration”** (near the top of the student portal HOME page)

- Click on **“Register for Classes”**

- Pre-registration verifications: address (*“Home” address marked as ‘Local’*), phone numbers, emergency contact
- Tuition and Fee Agreement and Disclosure

Add Classes > Select classes to add > Spring 2023 CU Colo Springs

STEP 1 STEP 2 STEP 3

To select classes for another term, select Change Term. When you are satisfied with your class selections, click "Add Selected Classes."

OPEN CLOSED CLOSED WAIT LIST AVAILABLE SCHEDULE CONFLICT

Select Class

Advanced Search

Search

Search by Subject and Catalog Number

Search By Class Number

Enter Class Number

Submit Class Number

1 Enter 5-digit class number from instructions here

2

- Search by Class Number; enter the 5-digit class number listed above.” 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”**