



Academic Outreach	
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CLD Professional Development Academy

-Sponsored by UCCS College of Education

Fall 2020	Class Nbr: 42580	NEDU	5595	N02	Foundations of ESL	1.5 CEUs	\$129	Enroll by: 08/24/2020
Fall 2020	Class Nbr: 40509	NEDU	5591	N01	Intro 1st and 2nd Lang Acquis	1.5 CEUs	\$129	Enroll by: 09/12/2020
Fall 2020	Class Nbr: 40510	NEDU	5592	N01	Methods and Materials for ELs	1.5 CEUs	\$129	Enroll by: 11/07/2020
Spring 2021	Class Nbr: 34692	NEDU	5593	N01	Literacy for Learners of Eng	1.5 CEUs	\$129	Enroll by: 2/13/2021
Spring 2021	Class Nbr: 34693	NEDU	5594	N01	Assess for English Learners	1.5 CEUs	\$129	Enroll by: 4/17/2021

✓ Continuing Education Units cannot be used toward an academic degree program



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 and can skip to STEP 3.
- Forgot your myUCCS Student Portal password? Proceed to: <https://accounts.uccs.edu> or call 719-255-3536 to reset

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

Go to www.uccs.edu/apply, select **Academic Outreach application**

Provide your personal information; select "Save & Next"

From the drop down menus:

- Select an Admit Term: **Fall 2020**
- Select Desired Program: **Non-credit** → **Non-credit = Continuing Education Units**

Provide answers to the education and eligibility questions; select "Save & Next"

Verify that the information you provided is correct, select "Submit"

STEP 2 ---Claim Your Account

Within 24 hours of submitting your application, you will 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, request transcripts, and the like.



- **Keep this username and password for future access into your myUCCS Student Portal and Canvas access**
- Please note: our automated e-mails may go to "junk mail," depending upon your e-mail filter set-up.

STEP 3 ---Register and Pay

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

Registration --- "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 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 in the shopping cart
- Click "Add Selected Classes"
- Confirm the course and click "Finish Enrolling"

Payment --- "Student Financials (Bursar)"

- Click on "View/Pay Your Bill"
- Enter the payment amount and payment method and click on "Continue"
- Provide payment information for the selected method and click "Continue"
- Confirm the payment information and click "Confirm" ---Print a copy for your records, if needed