

UNIVERSITY OF COLORADO

COLORADO SPRINGS

Online & Academic Outreach				
Office:	719-255-3498			
Toll free:	800-990-8227 x3498			
Office Fax:	719-255-3911			
E-mail:	outreach@uccs.edu			
www.uccs.edu/outreach				

Class Number: 40970	BIOL	5220	701	Epidemiology Lecture	3 Grad Credits	\$1006
Class Number: 40972	BIOL	5670	701	Applied Molecular Genetics	3 Grad Credits	\$1006
Class Number: 40973	BIOL	5840	701	Molecular Biology Lecture	3 Grad Credits	\$1006

[✓] Search by "Class Number" to enroll in the discounted section for K-12 Educators!

STEP 1 --- Apply

Go to outreach.uccs.edu/apply

- Provide your personal information
- Apply as a **Graduate Non-Degree** student for Fall 2021

STEP 2 --- Claim Your Account

Within 24-48 hours of submitting your application, you will receive an automated e-mail when your myUCCS student portal account is being created. (Please note: automated e-mails may go to "junk mail," depending upon your e-mail filter)



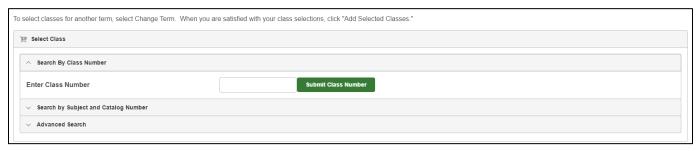
- Proceed to https://accounts.uccs.edu to claim your account to access your student portal ---where you can register, pay your bill, view your transcript, etc.
- Keep your username and password for future access to your Student Portal for student services

STEP 3 --- Register and Pay

Go to www.uccs.edu/portal

Enrollment - Records and Registration

- Quick Links: "Register for Classes"
 - o Pre-registration verifications: address ('Home' address marked as 'Local'), phone numbers, emergency contact
 - o 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
- Click "Add Selected Classes"
- Confirm the course and click "Finish Enrolling"

Payment - Student Financials (Bursar)

- Quick Links: "View/Pay My 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