



# Online & Academic Outreach

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

Online & Academic Outreach	
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<b>43788</b>	NHPN	3000	N01	Grain School Online: Part 1, Part 2, Part 3	3 CEUs	\$400
or						
<b>43790</b>	NHPN	3001	N01	Grain School Online: Part 1	1 CEU	\$150
<b>43792</b>	NHPN	3002	N01	Grain School Online: Part 2	1 CEU	\$150
<b>43793</b>	NHPN	3003	N01	Grain School Online: Part 3	1 CEU	\$150

## STEP 1 ---Apply

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

- Provide your personal information
- Apply as a NONCREDIT student for Spring 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](http://www.uccs.edu/portal)

### Enrollment - Records and Registration

- Quick Links: **"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"**

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

Select Class

^ Search By Class Number

Enter Class Number  Submit Class Number

∨ Search by Subject and Catalog Number

∨ Advanced Search

- 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*