Online & Academic Outreach

UNIVERSITY OF COLORADO
COLORADO SPRINGS

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

NNUR	9900	N01	RN Refresher Course	1/29/27 - 5/14/27	Class #39046	$2,400.00	

✓ **Enrollment Deadline: 1/19/27**



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 (you should see **UCCS Academic Outreach Application** at top of webpage)

Provide your personal information

- From the drop-down menus select:
  - ✓ Admit Term: **Spring 2027**
  - ✓ 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 24-48 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://accounts.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 and to order a Transcript.
- 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'.

STEP 3 --- Register and Pay

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

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
- **Search by Class Number**, Enter 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"**

Payment ---Click on **"Student Financials (Bursar)"**

- Click on "View/Pay My Bill"
- Enter the **payment amount** and **payment method** and click on **"Continue"**
  - Credit Card payments incur a 2.75% processing fee, E-Check payments do not have a processing fee
- 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*