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



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|  |  |  |  |  |  |  |  |
| NNUR | 9900 | N01 | RN Refresher Course | 1/26/24 - 5/03/24 | Class #38570 | $2,400.00  | 24 CEUs |

* **Enrollment Deadline: 1/12/24**

**![MC900434805[1]]()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](https://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 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**

![C:\Users\cbennet5\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Y8WU4IK9\newsletter-icon3[1].png]()

 **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](file://columbia/dept/CWES/How%20To%27s%20%26%20Info/Student%20How%20To%27s/UPDATED%20-%20one%20page%20-%20how%20tos%20-%202013/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*