NNUR: 9900  N01  RN Refresher Course: 1/27/23 - 4/28/23  Class #39773  $2,400.00

**Enrollment Deadline: 1/16/23**

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](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](http://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 2023**
  - 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](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](http://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