



Academic Outreach	
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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 and can skip to STEP 3.
- Forgot your myUCCS Student Portal password? Proceed to: <https://accounts.uccs.edu> or call 719-255-3536

STEP 1 ---Apply: Non-Credit = Continuing Education Units

Go to www.uccs.edu/apply, select **Academic Outreach** application – [Apply Now](#)

Provide your personal information; select **“Save & Next”**

From the drop down menus:

- Select an Admit Term: Select appropriate admit term → **Non-credit = Continuing Education Units**
- Select Desired Program: **Non-credit** → **Non-credit = Continuing Education Units**

What is my Admit Term?

Spring = January to mid-May
Summer = mid-May to mid-August
Fall = mid-August to December

Provide answers to the education and eligibility questions; select **“Save & Next”**

Verify that the information you provided is correct, select **“Submit”**

STEP 2 ---Claim Your Account

Within 24 hours of submitting your application, you will 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, request transcripts, and the like.



- **Keep this username and password for future access into your myUCCS Student Portal**
- Please note: our automated e-mails may go to “junk mail,” depending upon your e-mail filter set-up.

STEP 3 ---Register and Pay

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

Registration ---Click on **“Records and 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
- **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 **“Proceed to Step 2 of 4”**
- Confirm the course and click **“Finish Enrolling”**

Payment ---Click on **“Student Financials (Bursar)”**

- Click on **“Pay Your 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, if needed