**STEP 1 ---Apply: Academic Outreach/Extended Studies**

Access the "UCCS Academic Outreach Application":
- Go to [https://outreach.uccs.edu/apply](https://outreach.uccs.edu/apply)

(go to next page)
Completing the Application:
- Provide your personal information; select “Save & Next”
- From the drop down menus:
  - Select an Admit Term: FALL 2024
  - Select Desired Program: Undergraduate
  - Select Undergraduate Program: Select appropriate program
- Provide answers to the education and eligibility questions; select “Save & Next”
- Verify that the information you provided is correct, select “Submit”

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://myaccount.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.

Log in to your myUCCS student portal: www.uccs.edu/portal

Registration:
- Select “Register for Classes” from the Quick Links box; or, select “Records and Registration” from the menu at the top right, then select “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 (see box on page 1) 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 in the shopping cart
- Click “add selected classes”
- Confirm the course and click “Finish Enrolling”

Payment:
- Select “View/Pay My Bill” from the Quick Links box; or, select “Student Financials (Bursars)” from the menu at the top right, then select “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, if needed