

Spring 2025 Online Trauma Training 1 and 2

Class #	Subject	Course Title	Dates	Cost
20985	NSEM 1001-N01	Trauma Training 1	1/21/25-3/14/25	\$250
20986	NSEM 1002-N01	Trauma Training 2	3/24/25-5/16/25	\$250

Deadlines to Register – 1/28/25; 4/1/25



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.
- Username/password help: <https://myaccount.uccs.edu/> or call our OIT department at 719-255-4357, Option 1.

STEP 1 - Apply

Go to <https://outreach.uccs.edu/apply>

Provide your personal information

- From the drop-down menus select:
 - Admit Term: **Spring 2025**
 - 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 48 hours of submitting your application, you will receive an automated e-mail from “UCCS OIT Service Desk” when your UCCS student portal account is ready. You can then proceed to <https://myaccount.uccs.edu/> to claim your account to access your UCCS student portal ---where you can register, pay your bill, etc.

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

STEP 3 – Register and Pay

Log into your myUCCS student portal at www.uccs.edu/portal

Registration --- Near the top of the page – 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
- **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 ---Return to the Student Portal Home Page and 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