



Academic Outreach	
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<a href="http://www.uccs.edu/outreach">www.uccs.edu/outreach</a>	

### Trauma Training Foundation I (NSEM 1001) \*\*\* August 26, 2019 – October 18, 2019

Part one of a two-part Trauma Training for Professionals. This eight-week online course will give students a basic foundation of trauma, including an introduction to stress reactions, symptoms of posttraumatic stress disorder, biology, multiculturalism and diversity of trauma, developmental trauma, crisis interventions, and evidence-based treatments for adults and children. Students will learn material through a combination of empirical journal articles, media presentations, and online discussions. This course will benefit anyone looking for a basic understanding of the symptoms and impact of trauma. Class begins August 26, 2019 and ends October 18, 2019 (Fall term). \*Class contact hours: 10 Training Hours, 1 Continuing Education Unit.

- ✓ **Registration Deadline: August 26, 2019**
- ✓ **Continuing Education Units cannot be used toward an academic degree program**

NSEM 1001-N01 Trauma Training Foundation I	10 Training Hours, 1 Continuing Education Unit	Cost: \$292	Class Nbr to enroll: 40770
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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](http://www.uccs.edu/apply), select **Academic Outreach application**

Provide your personal information; select "Save & Next"

From the drop down menus:

- Select an Admit Term: **Fall 2019**
- Select Desired Program: **Non-credit** → **Non-credit = Continuing Education Units**

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](http://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

**PAYMENT MUST BE MADE IN FULL BY START OF CLASS, August 26, 2019, OR YOU WILL BE DROPPED FROM THE CLASS**