



## Foundation for Teaching Economics (FTE)

### Graduate Credit Registration Instructions: Spring 2026

#### Economic Issues For Teachers (EIFT)

*Cincinnati, OH. March 20-22, 2026.*

Course number:  
ECON 6332-701

2 credit hrs

Tuition:  
\$240

5-Digit Class#:  
42564

**Academic Credit Registration and Payment Deadline: April 3, 2026**

#### IMPORTANT NOTES:

- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at [lases@uccs.edu](mailto:lases@uccs.edu) to request an Extended Studies late add form. You will be charged a \$25 late registration fee by the University to register late – no exceptions. The best way to avoid this is to register early! Last day to register late for the Spring 2026 semester is May 1, 2026, which is the last day the UCCS Spring 2026 application will be available.
- ✓ Approximately six weeks after the conclusion of the course, you may request your official UCCS transcript: please see <https://registrar.uccs.edu/transcripts>



Have you enrolled in a graduate-level course at UCCS in the past 3 semesters?

- If yes, you already have an active myUCCS Student Portal Account and can skip to STEP 3.
- If you have not been active for the past 3 semesters, you must re-apply to UCCS per the instructions below and your account will re-activate.
- Forgot your myUCCS Student Portal username/password? Proceed to: <https://myaccount.uccs.edu/> or contact the UCCS OIT Help Desk – see <https://oit.uccs.edu/get-help>.

#### STEP 1 - Apply

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

- Provide your biographical information and answer conduct questions
- Academic:

Noncredit Program?	Undergraduate or Graduate?	Start Term?	Undergraduate Program
<b>NO</b>	<b>Graduate</b>	<b>Spring 2026</b>	<b>NonDegree Graduate</b>

- Provide your parent/legal guardian, academic history and military affiliation information
- Verify that all the information is complete and correct, type your full legal name. “Submit”

(go to next page)

## STEP 2 - Claim Your Account



Within 15 minutes of submitting your application, you will receive an automated e-mail from "UCCS OIT Service Desk" when your UCCS student portal account is ready.

- ✓ Please note: automated e-mails may go to "junk mail," depending upon your e-mail filter.

Proceed to <https://myaccount.uccs.edu/>

**Claim Account** ---create a password to access your UCCS student portal ---where you can register, pay your bill, etc.

- ✓ Keep this username and password for future access into your UCCS Student Portal to order a Transcript.

## STEP 3 ---Register and Pay

Log into your UCCS student portal at [www.uccs.edu/portal](http://www.uccs.edu/portal)

**Registration** --- Near the top of the Home page – click on “Records and Registration.”

- Click on “Register for Classes”.
- Enter the **5-digit Class Number “42564”** in search box.
- Click on the class.
- “Select Class” of the course you would like to enroll.
  - ✓ Confirm: pre-registration verifications: phone number, addresses, emergency contacts.
  - ✓ Accept: Tuition and Fee Agreement and Disclosure.
- Click on “Next”.
- Confirm the course information and click “Accept”.

The screenshot shows the myUCCS Portal homepage. At the top, there is a search bar with the placeholder text "Enter 5-digit class number here". Below the search bar, there is a "Search For Classes" button with a red arrow pointing to it. To the right of the search bar, there is a link "Additional ways to search". On the left side of the page, there is a sidebar with various links: "View My Classes/Schedule", "Enrollment/Apointments", "Shopping Cart", "Register for Classes" (which is highlighted in green), "Drop Classes", "Update Classes", "Swap Classes", and "Browse Course Catalog".

**Payment** ---Return to the 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 2.85% 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.