



| LAS Extended Studies | |
|---|--------------------|
| Office: | 719-255-4071 |
| Toll free: | 800-990-8227 x4071 |
| E-mail: | lases@uccs.edu |
| https://lases.uccs.edu/programs-a-l/fte | |

Foundation for Teaching Economics (FTE) Undergraduate Credit Registration Instructions: Summer 2021

| | | | | |
|---|---|---------------------|-----------------------|--|
| Economic Forces in American History <i>All Summer 2021 Virtual Student Programs</i> | Course number: ECON 1321-701 | 2 credit hrs | Tuition: \$244 | 5-Digit Class#: 21312 |
| Registration Deadline: July 31, 2021 | | | | |

IMPORTANT NOTES:

- ✓ Please note that there will be NO late registration for this section after July 31, 2021. Make sure to register early!
- ✓ 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 an undergraduate-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://accounts.uccs.edu> or call 719-255-3536

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

Access the "UCCS Academic Outreach Application":

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

Completing the Application:

- Provide your personal information; select "Save & Next"
- From the drop down menus:
 - Select an Admit Term: **SUMMER 2021**
 - Select Desired Program: **Undergraduate**
 - Select Undergraduate Program: **Non-Degree High School Student**
- Provide answers to the education and eligibility questions; select "Save & Next"
- Verify that the information you provided is correct, select "Submit"

(go to next page)

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:

- 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 "21312"** 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*