

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

Economics For Leaders <i>All Summer 2021 In-Person and Virtual Student Programs</i>	Course number: ECON 1320-701	2 credit hrs	Tuition: \$244	5-Digit Class#: 21311
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 “21311”** 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*