

LAS Extended Studies	
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Foundation for Teaching Economics (FTE) Undergraduate Credit Registration Instructions: Summer 2022

Economics For Leaders <i>Credit Section for Students Only</i>	Course number: ECON 1320-701	2 credit hrs	Tuition: \$244	5-Digit Class#: 21606
Registration Deadline: July 29, 2022				

IMPORTANT NOTES:

- ✓ Please use this packet to enroll for credit if you are attending any of the following EFL-Student courses: Univ of Texas at Austin (June 6-12); Yale Univ, Session 1 (June 13-19); Rice Univ (June 13-19); Washington Univ (June 13-19); UCLA (June 20-26); UC Berkeley, Session 1 (June 20-26); Tufts Univ (June 27-July 3); UC Berkeley, Session 2 (June 27-July 3); Yale Univ, Session 2 (June 27-July 3); Emory Univ (July 4-10); Cornell Univ, Session 1 (July 4-10); Univ of Washington (July 11-17); Cornell Univ, Session 2 (July 18-24); UC Santa Barbara (July 25-31); Univ of Michigan (August 1-7); UCLA-Advanced (August 1-7); or, any of the virtual EFL courses in June, July or August.
- ✓ If you wish to enroll after the published registration deadline, you must contact LAS Extended Studies at 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 Summer 2022 semester is August 5, 2022, which is the last day the UCCS Summer 2022 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 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 719-255-4357

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 2022**
 - 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 “21606”** 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*