

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

## Foundation for Teaching Economics (FTE) Undergraduate Credit Registration Instructions: Summer 2024

<b>Economics For Leaders</b> <i>Credit Section for Students Only</i>	<b>Course number:</b> <b>ECON 1320-701</b>	<b>2 credit hrs</b>	<b>Tuition: \$240</b>	<b>5-Digit Class#:</b> <b>21040</b>
<b>Academic Credit Registration Deadline: July 26, 2024</b>				

### IMPORTANT NOTES:

- ✓ Please use this packet to enroll for credit if you are attending any of the following EFL-Student courses:
  - **VIRTUAL:** EFL-Virtual, Session 1 (June 10-14); EFL-Virtual, Session 2 (June 17-21); EFL-Virtual, Session 3 (July 1-5); EFL-Virtual, Session 4 (July 29-August 2).
  - **IN-PERSON:**
    - **JUNE 3-9:** Rice University, Houston TX;
    - **JUNE 10-16:** Yale University, New Haven CT; Rice University-ADVANCED, Houston TX; William & Mary, Williamsburg VA;
    - **JUNE 17-23:** Yale University, New Haven CT; UC-Berkeley, Berkeley CA; University of Virginia, Charlottesville VA;
    - **JUNE 24-30:** Yale University-ADVANCED, New Haven CT; UCLA, Los Angeles CA; Boston College, Chestnut Hill MA; UC-Berkeley, Berkeley CA;
    - **JULY 1-7:** Yale University, New Haven CT; Cornell University, Ithaca NY;
    - **JULY 8-14:** University of Pennsylvania, Philadelphia PA;
    - **JULY 15-21:** Duke University-ADVANCED, Durham NC; University of Washington, Seattle WA; Southern Methodist University, Dallas TX;
    - **JULY 22-28:** Duke University, Durham NC; Vanderbilt University, Nashville TN;
    - **JULY 29-AUGUST 4:** UCLA-ADVANCED, Los Angeles CA; University of Michigan, Ann Arbor MI.
- ✓ 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 Summer 2024 semester is August 1, 2024, which is the last day the UCCS Summer 2024 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

(go to next page)

## 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 2024**
  - 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"

## 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:

- 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 "21040" 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