Foundation for Teaching Economics (FTE)
Graduate Credit Registration Instructions: Fall 2024

Environment and the Economy
August 4-7, 2024; Stowe, VT

<table>
<thead>
<tr>
<th>2-Credit-Hour Option</th>
<th>Course number: ECON 6334-701</th>
<th>2 credit hrs</th>
<th>Tuition: $240</th>
<th>5-Digit Class#: 41094</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Credit-Hour Option</td>
<td>Course number: ECON 6310-701</td>
<td>3 credit hrs</td>
<td>Tuition: $360</td>
<td>5-Digit Class#: 13092</td>
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</tbody>
</table>

**Academic Credit Registration Deadline: August 23, 2024**

**IMPORTANT NOTES:**

- 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 Fall 2024 semester is December 6, 2024, which is the last day the UCCS Fall 2024 application will be available.

- The UCCS payment system will not open for the Fall 2024 semester until approximately July 28, 2024. Therefore, if you are registering for credit before this date, you will not be able to make your tuition payment at time of registration. You will need to return to your myUCCS portal account to make the payment after this date. Please make sure you see the balance posted in your portal account before making the payment. If you are registering after this date, you should see the balance post to your account at time of registration.

- 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://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: FALL 2024
  - Select Desired Program: Graduate Non-Degree
- Provide answers to the education and eligibility questions; select “Save & Next”
- Verify that the information you provided is correct, select “Submit”

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.

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 under “Search by Class Number”; “41094” for 2-CREDIT-HOUR option or “13092” for 3-CREDIT-HOUR option – register for only one! 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