

Hello,

Our records show that you have signed up with the Southwest Educational Development Center to participate in a math endorsement program course during the Summer term of 2015.

If you have not attended a UVU class in the past year, you will first need to be admitted to the University (see the attached form – please check Summer at the top of the form). This is a one-time process and fee. There is a \$35 admission application fee for anyone who has never attended UVU. Students who have previously been admitted to UVU should just complete and return the application form, but do not need to pay the fee. You should then

- 1) fax your completed application to the School of Education office ([801-863-7325](tel:801-863-7325)), and
- 2) call [801-863-7200](tel:801-863-7200) to arrange for payment of the admission fee (please disregard any recorded message that says that they do not accept payments by phone – wait to talk to a live person).

Once you have been admitted, you will receive your UVU id number and be able to register for your courses and pay the \$15 class fee online. In order to receive credit for this course from UVU, **you will need to register for the class with UVU in addition to signing up with SEDC**. The instructions for completing this registration online and paying the \$15 recording fee are attached to this message. Please be sure to register as soon as possible.

If you want to check your progress with classes in your endorsement program, you can log on to UVU's Wolverine Track at <http://www.uvu.edu/wolverinetrack/>.

If you have any questions, please contact one of the following people:

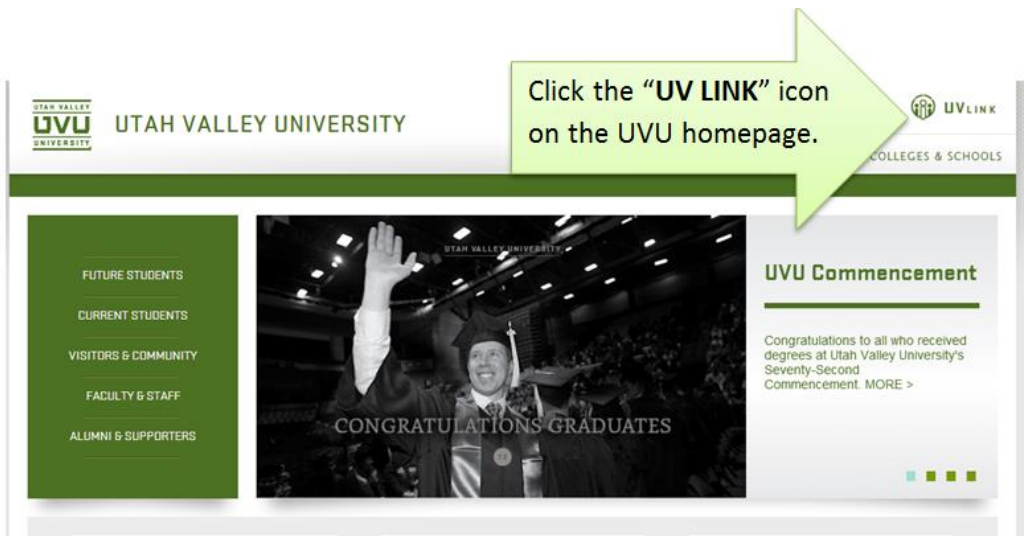
Dr. Mary Sowder
Associate Professor
Coordinator of Graduate Studies
Utah Valley University
mary.sowder@uvu.edu
801-863-6723
Fax 801-863-7325

Rick Dumont
Graduate Advisor
dumontri@uvu.edu
801-863-8217



ONLINE REGISTRATION AT UVU

STEP 1: Go to <http://www.uvu.edu/>



STEP 2: Sign in

- If you don't know your UVU ID, click on "Find my UV ID" link at the bottom of the box. Please note that your UV ID number is different from your Social Security Number.

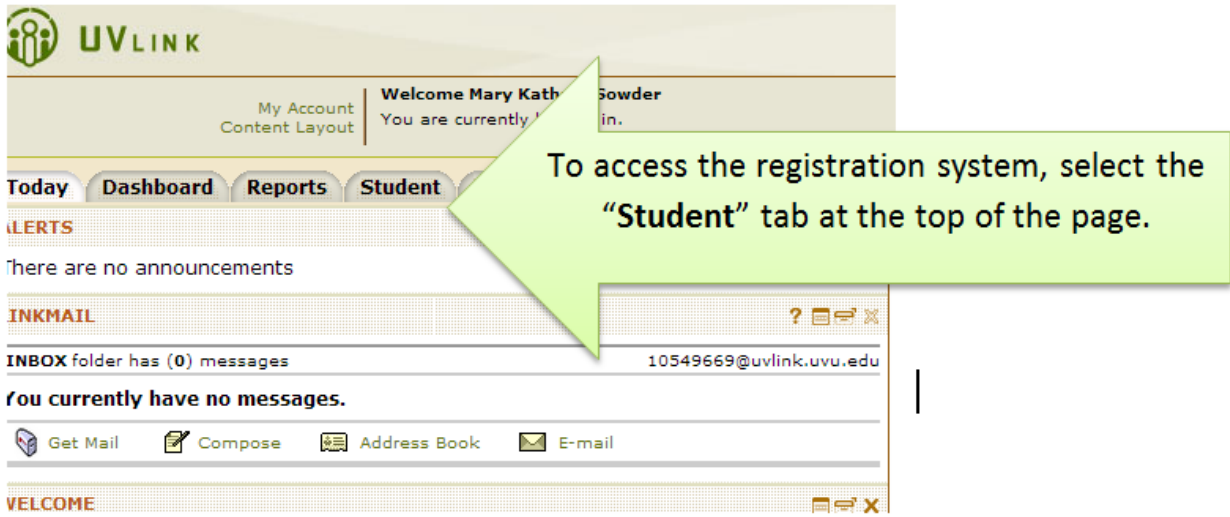
-If your birthdate does not work as your password, click on "Reset my password" at the bottom of the box.

The image shows the UV LINK login form. At the top are navigation links: "FUTURE STUDENTS", "STUDENTS", and "FACULTY & STAFF". Below is the UV LINK logo. The form has two input fields: "UV ID:" and "password:". Below the password field is the text "(password is case sensitive)". A "Login" button is below the password field. At the bottom of the form are three links: "Find my UV ID", "Forgot password", and "Need help".

Enter your UVU id number and password. Your password is your birthday (mmddyy), unless you have changed it.

If you have forgotten your UVU ID or password click here.

STEP 3: Access registration



UVLINK

Welcome Mary Kathryn Powder
You are currently logged in.

My Account
Content Layout

Today Dashboard Reports **Student**

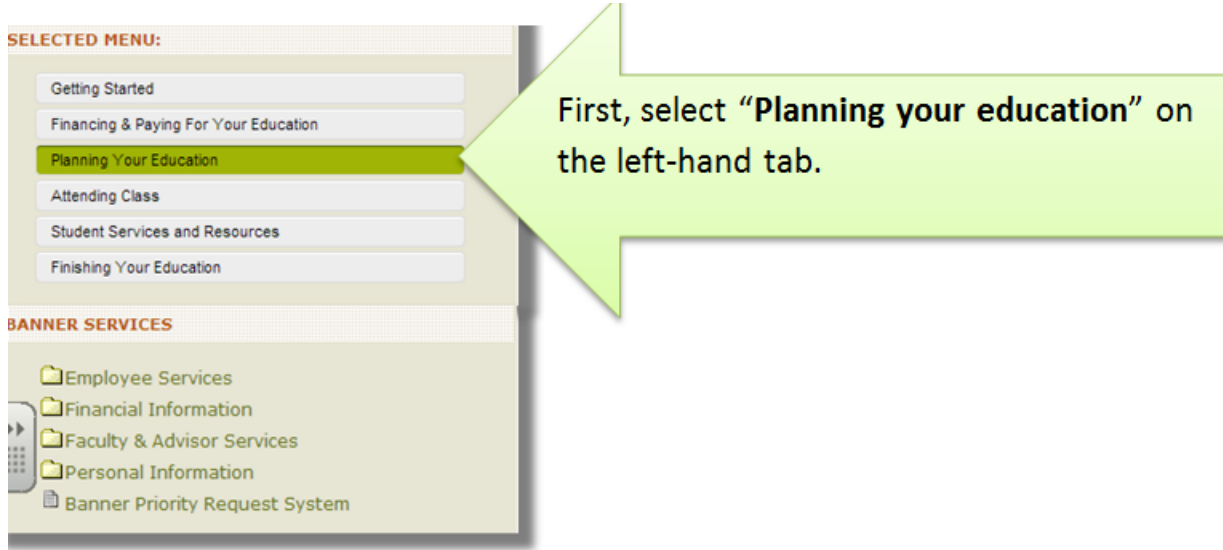
ALERTS
There are no announcements

INKMAIL
INBOX folder has (0) messages 10549669@uvlink.uvu.edu
You currently have no messages.
Get Mail Compose Address Book E-mail

WELCOME

To access the registration system, select the "Student" tab at the top of the page.

STEP 4: Begin adding your class.



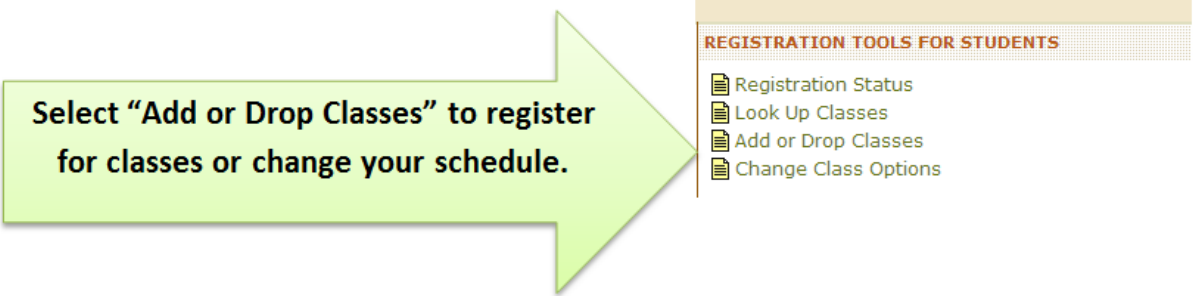
SELECTED MENU:

- Getting Started
- Financing & Paying For Your Education
- Planning Your Education**
- Attending Class
- Student Services and Resources
- Finishing Your Education

BANNER SERVICES

- Employee Services
- Financial Information
- Faculty & Advisor Services
- Personal Information
- Banner Priority Request System

First, select "Planning your education" on the left-hand tab.



REGISTRATION TOOLS FOR STUDENTS

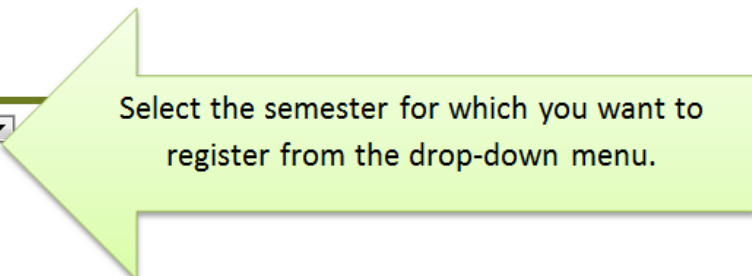
- Registration Status
- Look Up Classes
- Add or Drop Classes**
- Change Class Options

Select "Add or Drop Classes" to register for classes or change your schedule.

STEP 5: Select semester (e.g. Fall 2013)

Select Term

Select a Term: 2013 FALL



Select the semester for which you want to register from the drop-down menu.

STEP 6: Update your personal information and agree to pay any fees

Student Demographic Data

Local or Current Address and Phone

Street Line 1:*	800 W University Pkwy	<input type="button" value="Update This Address"/>
Street Line 2:		
City:*	Orem	
State:*	UT	
Zip/Postal Code:*	84058	
County:		
Nation:	United States of America	
Phone Number:*	(801) 863-8000	
International Access:		

Permanent Address and Phone

Street Line 1:*	800 W University Pkwy	<input type="button" value="Update This Address"/>
Street Line 2:		
City:*	Orem	
State:*	UT	
Zip/Postal Code:*	84058	
County:		
Nation:*	United States of America	
Phone Number:	(801) 863-8000	
International Access:		

[Agreement to Pay Tuition Charges and Fees](#) : I certify that I have read and accept the terms of the Agreement to Pay Tuition Charges [and Fees](#) (click on link for details)

By clicking this box, I certify that I have read and accept the terms of the Agreement to Pay Tuition Charges [and Fees](#).

STEP 7: Enter the information for the class you want to add.

At the Add/Drop page, enter the **CRN** (Course Registration Number) for the class you want in the appropriate box at the bottom of the screen. Click “**Submit changes.**”

CRN	Course Number	Section	Course Name	Location	Instructor
16501	EDUC	5520	417 Tch K-8 Algeb Reason	SEDC	Deardon
16502	EDUC	5520	V11 Tch K-8 Algeb Reason	St. George	Deardon
16503	EDUC	5520	V12 Tch K-8 Algeb Reason	Millard	Deardon
16504	EDUC	5520	V13 Tch K-8 Algeb Reason	Beaver	Deardon
16505	EDUC	5520	V14 Tch K-8 Algeb Reason	Garfield	Deardon
16506	EDUC	5520	V15 Tch K-8 Algeb Reason	Kane	Deardon



Add Classes Worksheet

CRNs

Type in the CRN for the class you want to add and submit changes.

Submit Changes

Class Search

Reset

Step 8: Successful registration

Agree to pay the tuition charges. (This will be the \$15 course recording fee.)

Agreement to Pay Tuition Charges

Financial Responsibility: I understand I will not be receiving paper billing statements from Utah Valley University (UVU) for tuition and fees, and I acknowledge that it is my responsibility to check my UVLINK student account.

I understand it is my responsibility to assume any unpaid financial obligations that my third-party sponsor (private employer, military, government agency, etc.) fails to pay by the end of the term.

Dropping/Withdrawing from Courses: I understand I am responsible for dropping courses I do not plan to attend. Courses must be dropped during the 100% refund period or tuition and fees will be assessed.

Agreement to Pay Tuition Charges and Fees : I certify that I have read and accept the terms of the Agreement to Pay Tuition Charges and Fees (click on link for details)

By clicking this box, I certify that I have read and accept the terms of the Agreement to Pay Tuition Charges and Fees

When a class has been successfully added, the number of credits will show up under “**Current Schedule**” on the next page, and the indication “**Web Registered**” will be shown under “**Status.**”



Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jul 16, 2013	None	14933	EDUC	5530	415	Undergraduate	3.000	Standard Letter Teaching K-8 Geometry and Measurement for Practitioners

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Jul 16, 2013 02:19 pm

You can now exit the program or add another class.

Step 9: Pay class fee.

Submit payment for the \$15 class fee to the UVU Bursar’s office

<https://www.uvu.edu/cashier/studentbilling/payment.html>

Payment Options

By Mail

Check or Money Order

Make checks payable to: Utah Valley University
Please include the student’s UV ID number on the check

Mail to:

Utah Valley University
Bursars Office - 109
800 West University Parkway
Orem UT 84058

In Person at One Stop or Bursar’s Windows

- PIN - based Debit Card

- Check/Money Order
- Cash

Online through [Tuition Payment PLUS](#)

- [Payment Plan](#)
- [Electronic Check](#)
- [Credit Card](#) (MasterCard, Discover, and American Express)

Tuition/Fee payments by credit card are accepted ***online only***.

A non-refundable service fee of 2.75% (minimum \$3) will be added to your payment.

PayPath, our online service provider, accepts MasterCard, American Express, and Discover.

These changes have been made in an effort to reduce administrative costs and are being implemented with the approval of the Board of Trustees and the President's Council. They do not affect payments at the UVU Bookstore, Dining Services, Events Center, or other campus services.

To make a payment, use the **Tuition Payment Plus system** located in [UVLink](#) or directly via [Tuition Payment PLUS](#)

Learn more about [Tuition Payment Plus](#)