

Registering for UVU credit for this class is a three-step process:

1. UVU Endorsement Program Admissions - to include the one-time payment of the \$15 or \$35 admission fee. **If you have already been admitted into the endorsement program, you can skip this step** (admission is a one-time process as long as you have registered for a UVU endorsement class during the past 2 years).
2. Online Course Registration - must be completed for every endorsement class taken for UVU credit. Teachers should register prior to the beginning of class but **MUST complete the registration process within the first 3 weeks of class.**
3. Payment of \$45 course registration fee - fee must be paid for every 3-credit hour course taken with UVU.

1. UVU ENDORSEMENT PROGRAM ADMISSIONS INSTRUCTIONS

- Students who have been enrolled in a UVU Endorsement course within the past 2 years do NOT have to complete an admission application. Skip the application process and **go directly to Online Course Registration Instructions**. If you have forgotten your UVU ID #, please email John Allan, Endorsement Program Coordinator (JohnA@uvu.edu), and he will email it to you.
- Students who have previously been admitted to UVU but have not been enrolled in any UVU endorsement courses in the past 2 years must complete and return the application form, checking "readmission" at the top of the form. You will be charged a one-time \$15 readmission fee.
- Students who have never enrolled in a UVU course will first need to be admitted to UVU by completing the application form and paying the one-time \$35 admission application fee. **This is a one-time process and fee.**

You access the admission application form by clicking the link below:

[http://www.uvu.edu/admissions/docs/uvu\\_endorsement\\_app\\_6\\_15.pdf](http://www.uvu.edu/admissions/docs/uvu_endorsement_app_6_15.pdf) .

Once you have completed and signed the form, you should:

- Send your completed application to John Allan, UVU Endorsement Program Coordinator, via one of the following methods:
  - **Scan & Email to:** [JohnA@uvu.edu](mailto:JohnA@uvu.edu) (this is the preferred method)
  - **Fax to:** 801-863-7325 (attention: John Allan, Endorsement Coordinator)
- **John Allan will let you know that he has received your application. Then, wait for a 2<sup>nd</sup> email from John wherein he will let you know that you have been admitted and will provide your UVU ID#.** If you do not receive the 2<sup>nd</sup> email from John within two working days, email him ([JohnA@uvu.edu](mailto:JohnA@uvu.edu)) and request it.
- Once you have your UVU ID#, **call 801-863-7200** to arrange for payment of the admission or readmission fee. **Disregard the recorded message and press option 2, and then wait to talk to an operator.** Tell the operator that you are an "**endorsement student.**" You will be able to use a credit card to make the \$15 or \$35 payment.

Once you have been admitted to the university and paid your admission fee, you are then ready to register for the endorsement course you are taking. Registration instructions are outlined in Step 2 on the next page.

**If you have any problems or questions regarding admissions, registration, or payment of fees, please contact:**

**John Allan, Endorsement Program Coordinator - email: [JohnA@uvu.edu](mailto:JohnA@uvu.edu) or phone: 801 863-7614**

**2. ONLINE COURSE REGISTRATION INSTRUCTIONS FOR EDUC 5530**  
**Geometry & Measurement, January 8 – April 30, 2018. Instructor: Jeff Harrah.**

1. Sign in with your **UVU ID#** - if you do not know this number, email or phone John Allan (contact information is below).
2. **Input your password.** Your initial **default password** is your birthdate: **MMDDYYYY**. If you have previously logged in, you were required to change your password. If you have forgotten your password or are having **troubles logging in**, call **(801) 863-4636**.
3. Once logged in, go to the **left-hand side and click on "STUDENTS."**
4. You will then see a **drop-down menu**. Click on **"Registration and Planning."**
5. In the middle of the page, click on the **first choice under Registration, "Add or Drop Classes."** Do **NOT** click on the 2<sup>nd</sup> choice that says, "Add or Drop Classes [NEW!]"
6. Select a Term: Click on **2018 Spring** - Do **NOT** click on any of the "Non-Credit" terms.
7. In the box at the bottom of the "Add/Drop Classes" page, under, "Add Classes Worksheet," **type in the one corresponding Course Registration Number (5 digits) or CRN for the location where you will be taking this EDUC 5530 course.** If you are taking the class at an alternate location, please use the first option - South Summit School District Office - CRN 30370.

<u>Course</u>	<u>Location</u>	<u>CRN - Course Registration Number</u>
• EDUC 5530 / 416	South Summit School District Office - <u>or other location</u>	<b>30370</b>
• EDUC 5530 / V11	Millard County District Office	<b>30373</b>
• EDUC 5530 / V12	SEDC Office - Cedar City	<b>30372</b>
• EDUC 5530 / V13	NUES Office - Heber City	<b>30371</b>

8. Click on **"Submit Changes."**
9. You are now registered for the class. Now you must **pay the \$45 course registration fee.** **Submit the payment for the course registration fee to the UVU Bursar's office by following the directions in Step 3 below:**

**3. PAYMENT OF \$45 COURSE REGISTRATION FEE INSTRUCTIONS**

1. Go to: <https://my.uvu.edu> . Log in using your UVU ID# and password. If you have forgotten your password or you are unable to log in to your account, **call 801 863-4636** for assistance.
2. Once you have logged on to myUVU page, go to the left-hand side and click on **"STUDENTS."**
3. Click on **"Paying For My Education."**
4. Under **"MY STUDENT ACCOUNT,"** click on **"MAKE A PAYMENT."**
5. You should see that the "Amount Due" is \$45. Click on **"MAKE A PAYMENT"** and then click on the circle next to **"Amount Due"** and fill in that amount in the box on the right.
6. Click on **"Continue"** to make the payment. Select your payment method - Electronic Check (no payment fee) or Credit Card (there is a \$3 service fee to use a credit card).
7. You will then need to **fill in your bank information or your credit card information and complete the transaction.**

You can also go to: <https://www.uvu.edu/cashier/studentbilling/payment.html>. This website will outline options for payment to include: 1) Mailing a check, 2) Electronic Check payments that are free of charge and can be made **online** with the bank routing number and account number, OR 3) Credit Card Payments that can be made online with a credit or debit card but you will be charged a non-refundable service fee of 2.75% (minimum \$3).

**If you have any problems or questions regarding admissions or registration, please contact John Allan, Endorsement Program Coordinator - email: [JohnA@uvu.edu](mailto:JohnA@uvu.edu) or phone: 801 863-7614.**