

Utah Valley University (UVU) in partnership with the Southwest Educational Development Center (SEDC) is offering this Elementary Mathematics Endorsement Class

Summer 2020*. EDUC 5540 - Data Analysis & Problem Solving. Instructor: Derrick Dearden

*For the exact schedule and location of classes, contact the course instructor.

* THESE COURSE REGISTRATION INSTRUCTIONS ARE ONLY FOR THOSE WHO HAVE PREVIOUSLY COMPLETED THE UVU ENDORSEMENT PROGRAM ADMISSION PROCESS AND HAVE THEIR ACTIVATED UVU ID# IN HAND. IF YOU HAVE NOT BEEN ADMITTED AS A UVU ENDORSEMENT PROGRAM STUDENT, YOU WILL NOT BE ABLE TO REGISTER FOR ANY ENDORSEMENT COURSES UNTIL YOU COMPLETE THE ONLINE ADMISSION PROCESS AS OUTLINED IN THE SEPARATE SET OF INSTRUCTIONS.

ONLINE UVU COURSE REGISTRATION INSTRUCTIONS

REGISTER TODAY - NO LATER THAN THE FIRST DAY OF CLASS

Once you have completed the online admission for the UVU Endorsement Program and have your UVU ID#, you are ready to register. If you have not done this, you must first follow the "UVU Endorsement Program Admissions" instructions.

Here are the directions to register online for this UVU class. Please follow these directions carefully:

1. **Go to: my.uvu.edu and click on "Sign In."** Sign in with your **UVU ID#** - if you have forgotten this number, email John Allan (johna@uvu.edu) or call him on the telephone (801 863-7614).
2. **Input your password.** If this is your first time ever registering at UVU, your default password is your birthdate: **MMDDYYYY**. You will then have to change your password. If you have ever previously registered online at UVU, you should know your password. **If you have forgotten your password or are having troubles logging in, call the computer technician at (801) 863-8888.** Do NOT try to reset your password online. It will not work - so, call this number.
3. Once logged in, go to the **left-hand side and click on "STUDENTS."** You will then see a **drop-down menu. Click on "Registration and Planning."**
4. In the second column under Registration and Planning, click on **"ADD OR DROP CLASSES."** You may have to then "select a role." You would choose, "Student."
5. A new page will open up and ask, "**What would you like to do?**" Click on **"Add/Drop/Waitlist Classes."**
6. If this is the first time you have registered with the "new" online registration, you will be asked to accept that the information you provide will be shared with the UVU databases.
7. After clicking on **"Accept"** to the terms listed, you will be taken to the **"Select a Term"** page where you will see a drop-down menu. Choose **"2020 SUMMER."** Then choose **"Continue."** Please be careful to **NOT** choose the **"Non-Credit"** term.
8. Then, you may have to agree to the "Student Financial Responsibility" statement by **clicking all of the boxes and then clicking on the "I Agree, SUBMIT" button.** You may also have to read through other screens and agree to the statements on each screen. One of the last screens may ask for your "Electronic Signature." Finally, you may have to review your personal data and update it as needed. You may also have to "Select a Term" again so **choose "2020 SUMMER" again.** Once you follow through all of these pages, you should see the **"Register for Classes"** page.

9. Right under "Register for Classes" you will see four tabs across the top. Click on the 2nd tab, "Enter CRNs." You should then see, "Enter Course Reference Numbers (CRNs) to Register." Check to make sure you are registering for the "Term: 2020 SUMMER." Then enter in the CRN box the 5-digit number that matches the location or the closest location to where you are taking the class.

• Millard County	19428
• Kane County	19429
• Cedar City	19431
• Juab County	19432

10. Click on "Add to Summary." Two boxes should then pop up at the bottom of the page. The one on the left will show the UVU schedule for the class (please note that this will likely vary some from the actual schedule that your instructor will be following. ALWAYS check with him/her on the actual schedule and time of classes). The box on the right is labeled "Summary." Verify that you are registering for the correct course that is listed in this box.
11. The "Status" column on the right should read, "Pending" and the "Action" dropdown menu, will read "Register." Leave that alone. Do NOT change as you want to "Register" for this class.
12. If all the information matches the class you want to register for, then click on "Submit" in the bottom right-hand corner.
13. You should then see a revised page with the Summary showing the class listed in it - but now underneath "Status" it should show "Registered." If so, you are now registered for the class.
14. Once registered, your final step is to pay the \$45 course registration fee by following the directions below.

PAYMENT OF UVU COURSE REGISTRATION FEES*

*Additional instructional fees may be charged by the partnering school district or school. These instructions cover only the UVU course registration fees. Instructions on how to pay any school district required fees will be provided by the district coordinator or course instructor.

You have two options for paying the UVU course registration fees:

PAY ONLINE

1. Go to: 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 801 863-8888 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. In the 2nd column under **"MY STUDENT ACCOUNT,"** click on the first option, **"MAKE A PAYMENT."**
5. You should see that the "Amount Due" is \$45 per class you are registering for. 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 service fee to use a credit card). You will need to click on "Select."
7. You will then need to **fill in your bank information or your credit card information and complete the transaction.**

PAY BY CHECK

Instead of following this online payment procedure, you can also pay by check or money order. Checks or Money Orders should be made out to Utah Valley University. Please include your UVU ID number on the check and mail to:

Utah Valley University
Bursar's Office MS-109
800 West University Parkway
Orem, UT 84058

If you have any problems or questions regarding UVU admissions or registration or payment of fees, please contact John Allan, Endorsement Program Coordinator - email: JohnA@uvu.edu or phone: 801 863-7614