

## SUMMER 2021 SEMESTER – ENDORSEMENT PROGRAM ADMISSION INSTRUCTIONS

Please read all these instructions carefully.

If you have previously been admitted into the UVU Endorsement Program and have completed an endorsement course within the past 18 months, you do NOT have to be readmitted. Go directly to the registration instructions.

If you do not meet the criteria outlined above, you must complete this admission process and follow the instructions below – even if you have previously attended UVU.

If you have questions during the application process, contact John Allan, the UVU Endorsement Program Coordinator at: 801 863-7614 or email him at: [johna@uvu.edu](mailto:johna@uvu.edu).

In order to register for any of the endorsement courses that UVU offers in partnership with school districts and schools across the state of Utah, you must be formally admitted into the UVU Endorsement Program, pay the admission fee, and have an activated UVU ID#. The detailed instructions that follow outline the steps you need to take to be admitted.

**Within one to three days of completing the admission process, you will receive your activated UVU ID#. ONLY after you receive your activated UVU ID# will you be able to register online for the endorsement course.** A separate set of registration instructions for the course you want to take should be given to you by your instructor or other district personnel. If you don't have these registration instructions, please contact John Allan ([johna@uvu.edu](mailto:johna@uvu.edu)) and let him know what class you want to register for. He will forward the registration instructions to you.

You may be able to complete the online application with minimal instructions – but please **pay close attention to all instructions that are bold and underlined.** These are the instructions that are not intuitive and are critical to your successful completion of the admission application.

**In order to access the Admission application, click on the hyperlink that corresponds to the description of your connection to UVU.**

Teachers who have **never applied to UVU** and never paid an admission fee must pay a **\$35 admission fee.**

[Click on the hyperlink below to apply:](#)

**[Never have applied to UVU and never paid a UVU admission fee](#)**

Or type in this shortened URL: **[shorturl.at/qFKLM](https://shorturl.at/qFKLM)**

Teachers who have **previously applied to UVU** and paid an admission fee must pay a **\$15 admission fee.**

[Click on the hyperlink below to apply:](#)

**[Previously applied to UVU and paid a UVU admission fee](#)**

Or type in this shortened URL: **[shorturl.at/blnCY](https://shorturl.at/blnCY)**

**Once you have clicked on the hyperlink, you will see a “Sign In” page.**

1. Do not “Sign In,” but click on “Create Account” right below “Sign In.”
2. In the application, the only fields that need to be filled in are those that are asterisked (\*). You can choose to ignore all other requests for information.
3. Create your admissions account by entering the requested information. Be sure to **use the format they give you for your phone number.**
4. Under “I want to start classes in: **”YOU MUST CLICK ON 2021 SUMMER”** as this is the semester for the class you will be registering in.
5. Under “I will enroll as a(n): **”YOU MUST CLICK ON “UNDERGRADUATE (CERTIFICATE, ASSOCIATE, BACHELORS)”** even though this is a graduate equivalent course you will be taking.
6. Under “I plan to begin UVU as a: **”YOU MUST CLICK ON “NON-DEGREE SEEKING STUDENT...”**
7. Under “I would like to study: **”YOU MUST SCROLL DOWN AND SELECT “Endorsement-Education.”**
8. Create a password that meets the criteria outlined. Please note that this password is only for admission and will NOT be the password you use for your my.uvu.edu account which will be your registration account.
9. Click on “Create Account.” If you have made any mistakes or not entered required information, it will highlight in red the area you need to fix. If needed, fix errors.
10. It will then take you to the “Online Application.” It should show that this application is for: **”2021 SUMMER – Endorsement – Education/NON-DEGREE SEEKING STUDENT...”** If that is what it shows then **click YES.**
11. In the tabs across the top you will see “Academics” underlined. Verify the Entry Term (2021 Summer) and Academic Program (Endorsement-Education). Then click on “Save & Continue.”
12. In the next tab, “Contact Information,” most of the information will be filled in except for “Emergency Contact.” Fill that information in as it is required. Click on “Save & Continue.”
13. In the next tab, “Demographics,” you will need to fill in your Gender, Birth Country, Birth City, and Citizenship Status. You will also have to fill in your Social Security Number after you indicate your citizenship status. You do NOT have to fill in the information regarding Ethnicity and Race or Additional Information unless you choose to do so.
14. In the next tab, “Residency,” fill in your state of residency. For obvious reasons, most teachers will select Utah. Fill in the additional required information. You do not have to claim that you have a Utah Driver’s License.
15. In the next tab, “Signature,” you simply need to read the page, **click “YES” and type in your name.** Then, click on “Submit Application.”
16. You will then need to pay the \$15 (returning UVU students) or \$35 (new to UVU) admission fee. Follow the instructions provided and pay with a credit card or electronic check.
17. Once you pay the required admission fee, you will need to wait 1-3 days before your activated UVU ID# is emailed to you by the Admissions Office.
18. With your UVU ID# in hand, you should then register for the class by very carefully following the registration instructions. In the past, some teachers have thought that once admitted they were automatically registered for the class. **YOU MUST NOW REGISTER FOR THE SPECIFIC CLASS THAT YOU WANT TO COMPLETE – SO BE SURE THAT ONCE YOUR RECEIVE YOUR ACTIVATED UVU ID# THAT YOU GET THE REGISTRATION INSTRUCTIONS AND FOLLOW THEM CAREFULLY.**