

Utah Valley University (UVU) in partnership with the
Southwest Educational Development Center (SEDC) is offering

EDUC 520R - Elementary Math Specialist - Leadership

SPRING 2022 Semester. Instructor: Shannon Olson

***Contact the course instructor for the schedule and location of classes and/or web link.**

THESE COURSE REGISTRATION INSTRUCTIONS ARE ONLY FOR THOSE WHO HAVE PREVIOUSLY COMPLETED THE UVU ENDORSEMENT PROGRAM ADMISSION PROCESS AND HAVE COMPLETED AN ENDORSEMENT COURSE IN THE PAST TWO YEARS. 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 THIS HYPERLINK.

<https://www.uvu.edu/admissions/endorsement/index.html>

ONLINE UVU COURSE REGISTRATION INSTRUCTIONS

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

Here are the directions to register online for this UVU class. These instructions are for those using a desktop computer as the format of web pages may vary when using a smart phone or tablet. Please follow these directions carefully and realize that the steps may come in a slightly different order than outlined below and there may be additional requests for information and/or authorizations.

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 for an endorsement class, your default password is your birthdate: **MMDDYYYY**. You will then have to change your password. And you will likely have to enter the new password two times. **If you have previously attended UVU, the default password will likely NOT work, so you will have to reset your password by calling the computer technician at (801) 863-8888.** Call this number for any troubles related to logging in. Do NOT try to reset your password online as it will not work - so, call that 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 Academics."**
4. In the second column look for the heading **"PLAN & REGISTER."** Below that heading, click on the 3rd line down, **"Add/Drop System - Great for making schedule adjustments."**
5. On the "Registration" page under the questions, "What would you like to do?" select the first option, **Add/Drop/Waitlist Classes.**
6. If this is the first time you have registered with the 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 "**2022 SPRING**" (be careful to NOT choose the "**Non-Credit**" term). Then choose "**Continue**."
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 "2022 SPRING" again. Once you follow through all of these pages, you should see "**Register for Classes**" at the top of the page.
9. **Read these instructions very carefully as this is where many teachers make a mistake...** Right under "**Register for Classes**," look very carefully and you should see **four tabs across the top**. The first tab says "Find Classes" and the 2nd tab says, "**Enter CRNs**." **Click on that 2nd tab - "Enter CRNs"**.
10. You should then see, "**Enter Course Reference Numbers (CRNs) to Register**." Check to make sure you are registering for the "**Term: 2022 SPRING**." Then enter in the CRN box this 5-digit number:

35955

11. 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 from the actual schedule that your instructor will be following. ALWAYS check with him/her on the actual schedule, class meeting time, location or web link, etc.**). The box on the right is labeled "**Summary**." Verify that you are registering for the correct course that is listed.
 12. The "**Status**" column on the right side of the Summary box should read, "**Pending**" and the "**Action**" dropdown menu, will read "**Register**." Leave that alone. Do NOT change as you do want to "Register" for this class.
 13. If all the information matches the class you want to register for, then click on "**Submit**" in the bottom right-hand corner.
 14. You should then see a revised page with the **Summary** box showing the class listed in it - but now underneath "**Status**" it should show "**Registered**." If so, you are now registered for the class.
 15. Once registered, your final step is to **pay the \$45 course registration fee by following the directions on the next page.**
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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 \$45 course registration fee. Instructions on how to pay any school district required fees have been or will be provided by the district coordinator and/or the 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 that 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 registration or payment of fees, please contact John Allan, Endorsement Program Coordinator - email: JohnA@uvu.edu or phone: 801 863-7614. For questions about Admissions, call 801 863-8706 or email admissionprocessing@uvu.edu.