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Continuous Student Registration Instructions

UVU School of Education

In Partnership with

SEDC

for SUMMER 2023 College Credit

Instructional Design & Assessment

EDUC 520R – X01

NOTE: These instructions are for **UVU Endorsement Participants** who have continuously registered for UVU Endorsement courses (or just missed one term). If you remember your UVU ID and Password, you can go right to **the UVU Homepage** and begin the registration process from there. If you are not a registered UVU student, please go to the **NEW STUDENT INSTRUCTIONS PDF**.

If do not remember your UVU ID Number or Password, Contact **UVU TECH HELP** at (801) 863-8888.
If you have other Endorsement questions, please call the UVU's **Office of Endorsement Programs** at (801) 863-7614

Registration Instructions

Here are the directions to register online for UVU/School District Cohort Courses. 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. **The website is always getting modified.**

1. **Go to: my.uvu.edu and click on **Sign In**** Sign in with your **UVU ID#** followed by **@UVU.Edu**. (For example.: 12345678@UVU.Edu). If you have forgotten this number, contact UVU Tech Support: **(801) 863-8888**.
2. Input your password. **If you are unable to log into your account**, you will have to contact **UVU Tech Support 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 **STUDENT**** You will then see a **drop-down menu right below “Students.”** 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 question, “What would you like to do?” select the first option, **Add/Drop/Waitlist Classes.**
6. 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 **“2023 SUMMER”** (be careful to NOT choose any other term. Then choose **CONTINUE**
7. 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”**. 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 **“2023 SUMMER”** Once you follow through all of these pages, you should see **REGISTER FOR CLASSES** at the top of the page.

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 second tab says, “Enter CRNs.” **Click on that 2nd tab – ENTER CRN’s** **(If you do not see any tabs, make sure your window is set for “Full Screen.”**

9. You should then see, **“Enter the 5 Digit Course Reference Numbers (CRNs) to Register.”** Check to make you are on the correct TERM: **“2023 SUMMER”**
Your school district should have given you instructions and information for the courses offered. This includes:

Course Name: **Instructional Design & Assessment**

Course Registration Number: **21072** (5 Digits)

Course Code: **EDUC**

CRS: **520R**

Section Number: **X01**

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 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.
11. 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.**
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** box 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. See instructions for payment.**

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. (This is NOT the login which looks like an email address.) 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 the [myUVU](#) page, go to the left-hand side and click on **“STUDENTS.”**
3. In the drop-down menu, 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 \$45.00.** 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 in the MEMO Area** 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 the Endorsement Program Coordinator - email: Endorsements@uvu.edu or phone: 801 863-7614. For questions about Admissions, call (801) 863-8706 or email admissionprocessing@uvu.edu.