



**ONLY \$45.00 for THREE COLLEGE Credits!**  
**That's a Smokin' HOT Summer Deal!**

# Utah Valley University's

## School of Education

in partnership with

# SEDC

is offering for college credit:

## EDUC 520R - Sec. X01

# *Instructional Design*

&

# *Assessment*

**NOTE:** If Endorsement Participants have continuously been enrolled in a UVU Endorsement Program (or just missed one term), and if you remember your UVU ID and Password, you can go right to **the UVU Homepage** and register from there. Use the other PDF (**Continuous Registration Instructions**) found in the email.

## For New UVU Endorsement Participants

&

## Returning Participants After Long Hiatus

Welcome or welcome back as the case may be. If you have NOT been admitted as a UVU Endorsement Program Student, or if you have NOT PARTICIPATED for over 24 months, "this is the place" where you need to be.

You will not be able to register for any Endorsement Courses until you complete the online Admission Process which is connected to the hyperlink located at the bottom of this box. Please cut and paste it in the URL Bar on your computer. The program works best with Google and Google Chrome platforms. It will work with Firefox, but not as well. **The admission program will not work with other internet platforms.**

Contact the **Endorsement Programs Office** at **(801) 863-7614** if you have questions about Endorsement Program issues.

If technical issues arise as you apply, contact the **TECH HELP DESK** at **(801) 863-8888**.

**Cut and paste:** <https://WWW.UVU.Edu/Admissions/Endorsements>

You will see two Green Buttons: Click on **ENDORSEMENT APPLICATION** for NEW Participants.

Click on **ENDORSEMENT READMIT APPLICATION** if you last attended over 24 months ago.

You are now at **Online Application Page**

**There are four IMPORTANT boxes: (PLEASE select the following)**

I want to start classes in: **\_\_\_\_\_** (You MUST choose the correct term!!!)

I plan to enroll as an: **Undergraduate (Certificate, Associate, Bachelors)** (THIS IS THE KEY!!!)

I will apply as a: **NON-DEGREE SEEKING STUDENT...**

I'd like to study: **Endorsement-Education**

**It might look like this:**

I want to start classes in: *	I will enroll as a(n): *
<input type="text"/>	<input type="text" value="Undergraduate (Certificate, Associate, Bachelors)"/>
I will apply as a(n): *	I would like to study: *
<input type="text" value="NON-DEGREE SEEKING STUDENT - Not interested"/>	<input type="text" value="Endorsement - Education"/>

After you have selected these boxes, click on **SUBMIT**

The website will show a review of what you selected. If correct, select

**Save & Continue**

**The next step is the Contact Information Page. Answer the questions:**

Legal First Name:  Middle Name:   
Legal Last Name:  Alternate Last Name:   
Preferred Name:

**Scroll down to Mailing Address:**

Address:   
Apt. Suite, Unit, Building:   
City:   
State:  Zip/Postal Code:

**Scroll Down to Contact:**

Phone:  Email:

Please review information for correct spelling and numbers. Select

**Save & Continue**

**The next step is Demographics Page. Answer the questions:**

Citizenship Section  
My Gender Pronouns:   
My Legal Sex Is:

Birth Date:   
My Birth Country Is:   
US Citizen:   
Social Security Number:   
Ethnicity and Race:

Please review information for correct spelling and numbers. Select **Save & Continue**

**The next step is State of Legal Residency Page. Answer the questions:**

Are you a Utah Resident?  YES  NO  
Do you have a Drivers License or State ID?  YES  NO  
Are you 25 years of age or older?  YES  NO  
Do either of your parents live in Utah?  YES  NO  
Have you lived continuously in Utah for the last 12 months?  YES  NO  
If NO, why have you been out of the state of Utah?

Please review information for correct spelling and numbers. Select **Save & Continue**

**The next step is the CERTIFICATION Page**

If you agree to receive official information via the UVU Email, select  YES  NO  
If the information is correct, Apply your digital signature:  Date:

Press **SUBMIT APPLICATION**

**The next step is the ORDER SUMMARY Page to make your payment.  
Please follow the prompts.**

**IMPORTANT NOTE:** After an application has been submitted AND you have paid your application fee, you will have to wait about 48 hours for processing. After your application has been processed and you have received a **UVU ID number**, you will be able to register for classes.

If you have issues, 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](http://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 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. 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 remember the password you previously used or reset your password by calling 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.**

- 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**.
- 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.”**
- On the “Registration” page under the question, “What would you like to do?” select the first option, **Add/Drop/Waitlist Classes.**

**NOTE: 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**

- 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 the “Non-Credit” term). Then choose **“Continue.”**
- 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 2nd tab says, **“Enter CRNs.”** **Click on that 2nd tab – “Enter CRNs**

- You should then see, **“Enter the 5 Digit Course Reference Numbers (CRNs) to Register.”** Check to make sure it says **“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**

- 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.
- 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](http://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 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 2<sup>nd</sup> 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** 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](mailto:Endorsements@uvu.edu) or phone: 801 863-7614. For questions about Admissions, call 801 863-8706 or email [admissionprocessing@uvu.edu](mailto:admissionprocessing@uvu.edu).**

