

# Utah Valley University's

## Department of Educational Endorsements

FALL 2023 Registration Instructions

*for*

**Washington County School District's**

***Methods of 2<sup>nd</sup> Language Acquisition for Practitioners:***

EDUC 5340 – 416 (CRN 38524)

**NOTE:** If Endorsement Participants are already enrolled at UVU 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. Skip down to the **YELLOW BANNER**

**For New UVU Endorsement Participants**

&

**Returning Endorsement Participants After Long Hiatus**

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 below this box. Please cut and paste it in the URL Bar on your computer. The program works best with Google and Google Chrome platforms. **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**.

- I. To access the website, place the cursor on the link and Press **Ctrl + Left Click** to follow link or type:  
<https://www.uvu.edu/admissions/endorsement/>
- II. You will see two Green Buttons: NEW Participants click on **ENDORSEMENT APPLICATION**  
If you press this button, go to the **RED BANNER** where your next set of instructions are located.

If you last attended over 24 months ago as an **Endorsement Participant**, click on **ENDORSEMENT READMIT APPLICATION** If you press this button, scroll to the **Blue Banner** where your next set of instructions are located.

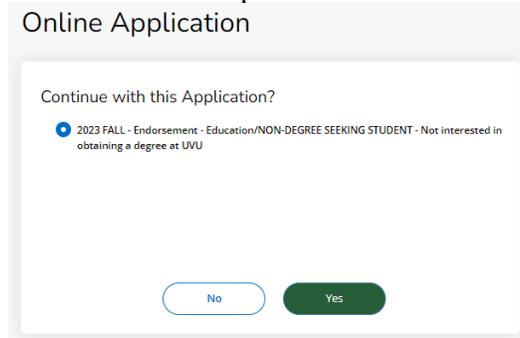
**Endorsement Application for New Participants**

- III. You are now at the **Sign In** Page. Just below the title, click the blue **Create Account** link to get started **if you are a brand new Endorsement Participant**. If you are a returning participant who is “renewing” and you remember your UVU Email and Password, fill those in now and press sign in. If you have forgotten your UVU Email, you can press the blue “**Forgot your password**” link, or you can contact the **Tech Help Service Desk at (801) 863-8888**.

- IV. You are now in the **Create Account** Page if you pressed **Create Account** and are new to the Endorsement Program. It looks like this:

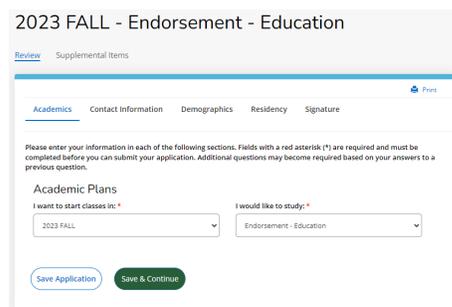
- A. There are six (6) boxes which are most important. These are the key to getting into the Endorsement Program. Please fill these in:
- This first section is intended for communication:
    - First Name** as you want it on a certificate and how you wish to be known on the computer.
    - Please use your **Last Name** as you want it on a certificate.
    - Please use your **School District Email** or professional email is the best email for us to contact you; otherwise, use your most commonly used email address. The professional email is nice because it helps us track you down if there is a problem with a school district’s class.

- iv. Your **birthdate**. Make sure you use the mm/dd/yyyy format (ex: 07/06/2001) This date will be used to verify who you are if you forget your UVU ID number or your password.
  - v. **Telephone Number** is the number that **we** can contact **you** if there is a problem. Don't use your school phone number. Contrary to popular opinion, you are not always there.
- b. This next section is call **Academic Information**, and is about how you heard about UVU, when you wish to begin, and how you will enroll:
- i. How you heard about the university or our program is up to you.
  - ii. When you want to start? Choose **2023 FALL**
  - iii. I will enroll as a(n): Choose **"Undergraduate (Certificate, Bachelors...)"**  
Once you choose this additional boxes will appear! Moreover, "Certificate" is a key answer to open the other boxes. Please choose this answer.
  - iv. I will apply as a(n): Choose **"NON-DEGREE SEEKING STUDENT."**  
Please choose this answer. This is another key for Endorsement Participants. Even if you are a M.Ed student or want to be one, please choose this answer.
  - v. I would like to study: **Endorsement – Education**  
Although this is in alphabetical order, this is always hard to find. **Please be patient and find this as you scroll down.**
- c. This next section is called **Account Information**. This is where you will make another confidential password. Read the requirements.
- B. Now press the button: **Create Account**  
The page will ask a confirmation question. It looks like this:



You will then be asked if you want to be in the Endorsement Program. Press **Yes**

- V. You are now at the **2023 FALL – Endorsement – Education Page**. It looks like this (*PLEASE SEE PICTURE BELOW. Depending on the size of your computer window it may be stacked differently.*)
- A. At the top of this page there are different sub-pages listed which you are asked to fill out.
  - B. You are on the [Academics](#) Sub-page. Make sure the information is correct.
  - C. If it is, please press **Save & Continue** and go to the next Sub-page



D. When you are done filling each of these sections, please press

**Save & Continue**

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

2023 FALL - Endorsement - Education

Review Supplemental Items

Academics **Contact Information** Demographics Residency Signature

Name

Legal First Name \*  Middle Name

Legal Last Name \*  Alternate Last Name

My Preferred Name is

Mailing Address

Is your address outside of the United States?  
 Yes  No

Address \*

Apt. Suite, Unit, Building (optional)

City \*

State \*  Zip/Postal Code \*

Contact

Phone \*  Email \*

[Previous Page](#) [Save Application](#) [Save & Continue](#)

Please review information for correct spelling and numbers. Select

**Save & Continue**

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

2023 FALL - Endorsement - Education

Review Supplemental Items

Academics Contact Information **Demographics** Residency Signature

The information you provide in this section will not be used in a discriminatory manner. This information is used for residency and tuition purposes only.

Citizenship

My Pronouns are:

My Legal Sex is:

Birth Date: \*   
(mm/dd/yyyy)

My Birth Country is: \*

My Home State is: \*  My Birth City is: \*

Are You a US Citizen?  
 Yes  No

Social Security Number \*  
Enter your SSN as 9 digits with no dashes.

Ethnicity and Race  
Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

Ethnicity

American Indian  Alaska Native  
 Asian  Black or African American  
 Native Hawaiian  Pacific Islander  
 White or Caucasian

[Previous Page](#) [Save Application](#) [Save & Continue](#)

VIII.

IX.

Please review information for correct spelling and numbers. Select

**Save & Continue**

- X. The next step is [Residency Page](#). Answer the questions:  
**WARNING:** This section is undergoing changes and is in a state of flux.  
I am a resident of: (If you are teaching in Utah, you are a resident.)

2023 FALL - Endorsement - Education

Review Supplemental Items

Academics Contact Information Demographics **Residency** Signature

The information in the Residency section is used to make an initial residency classification.

**State of Legal Residency**  
A Utah resident is an individual who has a permanent and primary residence in Utah. This generally means that the student and/or student's family lives and works in Utah.

My Home state is / I am a resident of \*  
Utah

Do you have a valid Drivers License, Learners Permit, or State ID? \*  
No

A Utah resident is an individual who has a permanent and primary residence in Utah. This generally means that the student and/or student's family lives and works in Utah.

To the best of your knowledge are you a Utah Resident?  
Yes

Have you lived continuously in Utah for the last 12 months? \*  
Yes

Are you 25 years of age or older? \*  
Yes

I understand that if I am assigned as a non-resident of Utah, it will make me subject to a more expensive tuition rate. Find information regarding residency on our [residency site](#).  
Yes

Previous Page Save Application **Save & Continue**

Press **SUBMIT APPLICATION**

2023 FALL - Endorsement - Education

Review Supplemental Items

Academics Contact Information Demographics Residency **Signature**

The Social Security Number field is required. (Social Security Number)  
You must certify the statement. (Do you certify the following?)

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

**Certification**  
Please affirm the following before you submit your application.  
Do you certify the following? \*

I understand that once my application has been submitted it may NOT be altered in any way.  
I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible to the university or subject to dismissal.  
I have read this application and certify that the statements that I have made on this application are correct and complete, including a report of all college work attempted or completed.  
I agree to pay any application fee associated with this application and understand that the fee is not refundable.  
I voluntarily consent to receive electronic communication via my UVU email from the Financial Aid and Scholarship Office. I understand I can rescind this voluntary consent by contacting the Financial Aid and Scholarship Office.

Yes  No

You must certify the statement.

Type your full name (First, Middle, Last) in the space below to certify the information you have submitted on your application is accurate.

Signature \*  
WW Wolverine

Signature Date \*  
7/9/2023

Please contact the Office of Admissions at [admissionprocessing@uvu.edu](mailto:admissionprocessing@uvu.edu) or 801-863-8706 for any questions.

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age 40 and over, disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information or other basis protected by applicable law, including Title IX and 24 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other university benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator / Director of Equal Opportunity at 801-863-7899 - [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) - 800 W University Pkwy, Orem, 84058, Suite BA 203.

Previous Page Save Application **Preview Before Submission** **Submit Application**

## XI. ORDER SUMMARY PAGE

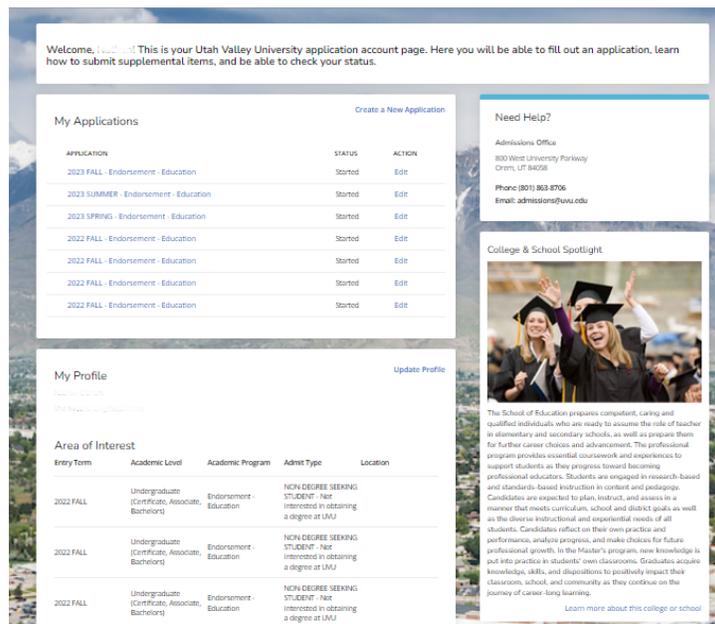
- You are now at the **ORDER SUMMARY** page where you will prepare to pay your Application Fee.
1. Please follow the prompts. Your initial fee should show \$35.00. There is not a PROMO Code.
  2. If you do not pay now, your application will not be processed.

**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, you will receive an Email from UVU to the email you wrote earlier. Please check it. In this email you will receive a UVU ID number, and 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** or email Nathan Criman at [Endorsements@UVU.Edu](mailto:Endorsements@UVU.Edu)

# Endorsement Readmit Instructions

III. You are in the section of instructions if you pressed **ENDORSEMENT READMIT APPLICATION**. This is the **My Applications** page. This section helps you to continue with your Endorsement studies. You will potentially see three to five windows. The top window welcomes you. Below that window is the **My Applications** window. You will see any previous completed applications or applications of which you either messed up or did not finish. You will notice you can edit any of them. You will also notice a window entitled, **My Profile**. This is a section you will “update” if any information has changed. There is also an information window regarding the **School of Education** and a window for contacting the **Admission Office**. The page could look like this:



IV. My Applications Window. If you go here it will take you directly to the **2023 FALL – Endorsement – Education** Page and will list the subpages or categories at the top. It will look like this:

2023 SUMMER - Endorsement - Education

Review Supplemental Items Print

Academics Personal Demographics Residency Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Academic Plans

I want to start classes in: \*

2023 SUMMER

I would like to study: \*

Endorsement - Education

Save Application Save & Continue

When you are in this section you will have a chance to see what you previously wrote. At the bottom of each subpage there is a button: **SAVE & CONTINUE**. Please press it once you have checked the information for accuracy.

V. This will take you to all of the other subpages: Contact Information, Demographics, Residency, and Signature. You must visit all of the pages and press the **SAVE & CONTINUE** on each page. After you have issued the electronic signature on the last page, press **Submit Application.**

VI. You will now go to **ORDER SUMMARY PAGE**

You are now at the **ORDER SUMMARY** page where you will prepare to pay a Readmission Fee of \$15.00.

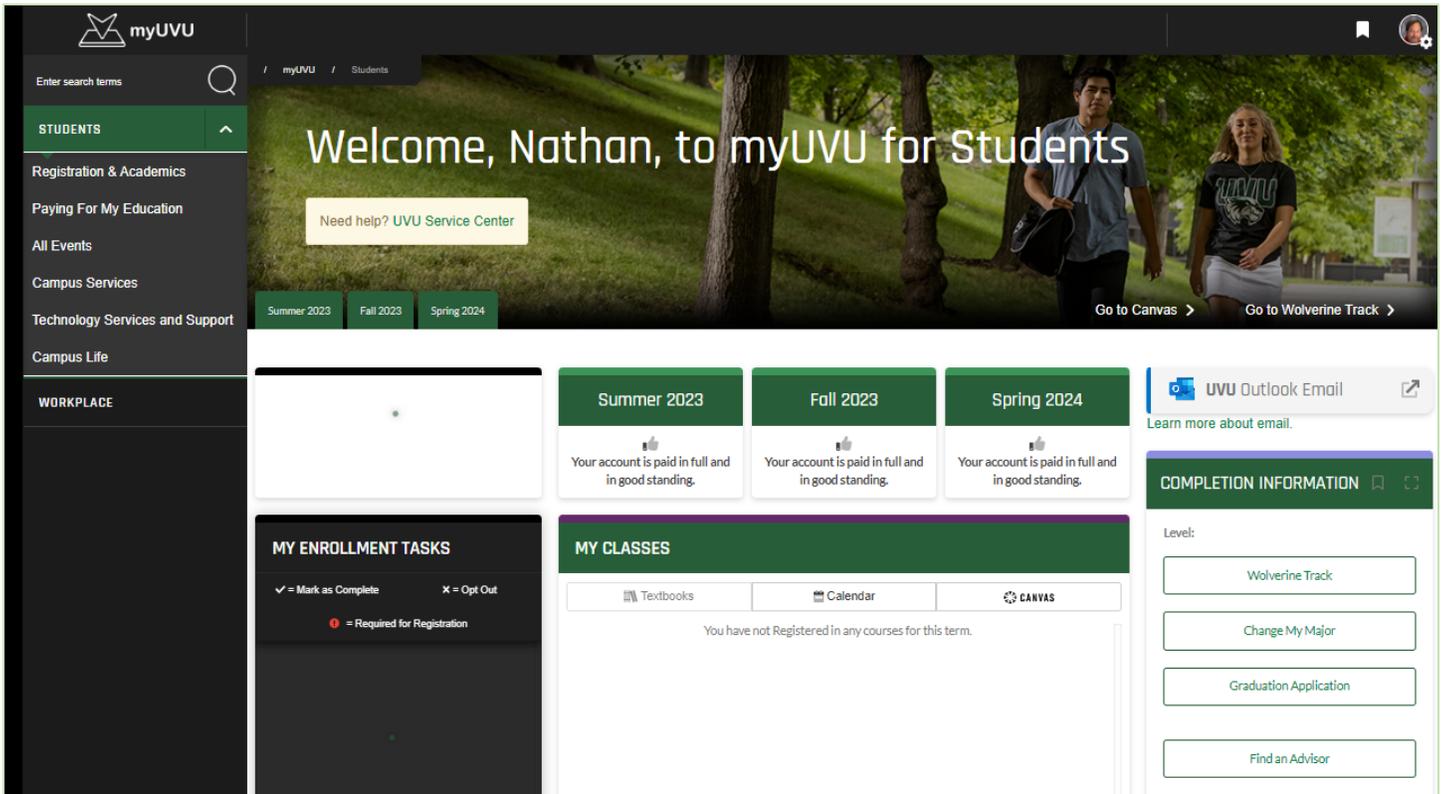
3. Please follow the prompts. Your initial fee should show. There is not a PROMO Code.
4. If you do not pay now, you will not be allowed back into the system.

VII. After you have paid your readmission fee, you can go directly to the My.UVU.Edu Registration portion of the Registration Process. Please go to the **Yellow Banner.**

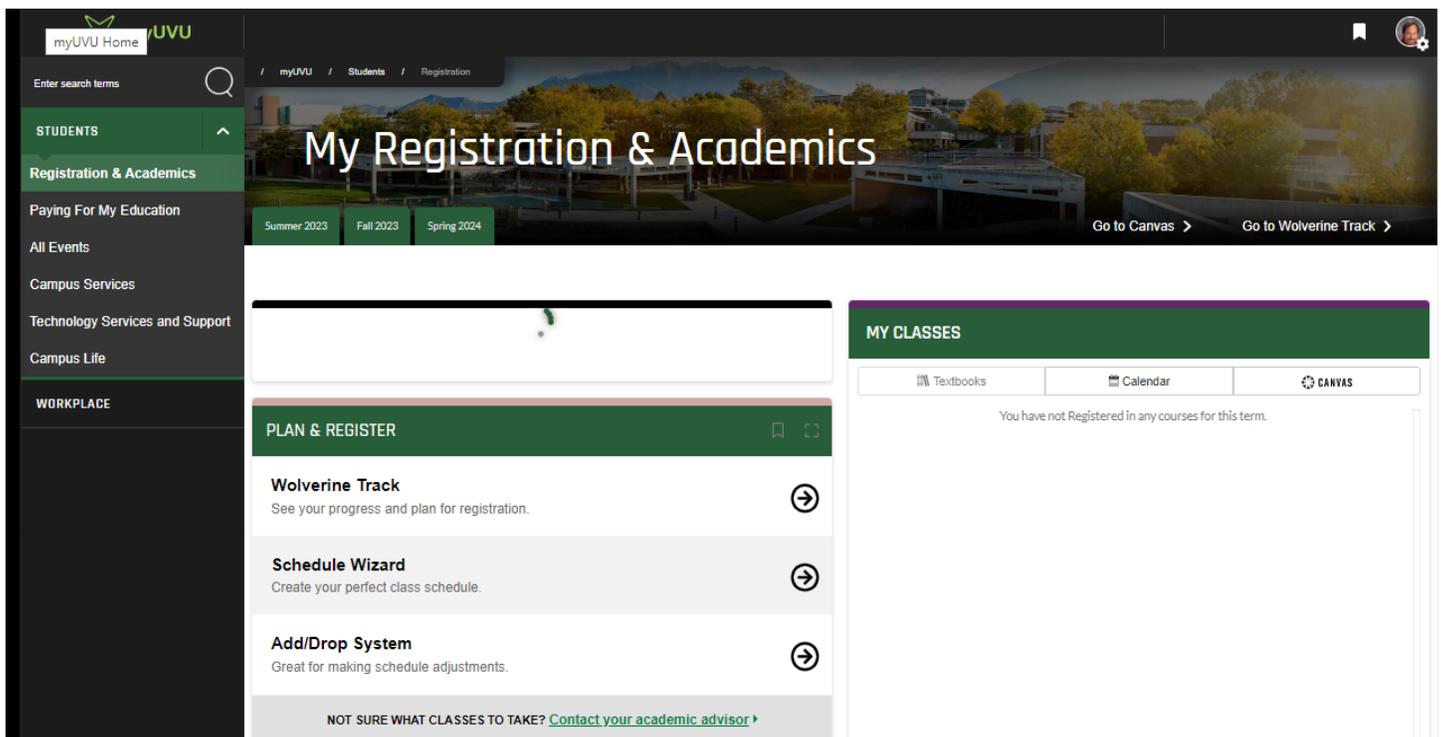
## Registering for UVU Endorsement Courses

These instructions will only work for those who are admitted UVU students with an active UVID and working password. Only use a desktop computer or laptop computer. The system is not built well for phones or tablets. Please follow these directions carefully but **realize that the steps may change** **The website is always getting modified.**

**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. **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 you do get in, you will be on the **Welcome Page** of the MyUVU Website. It looks like this:



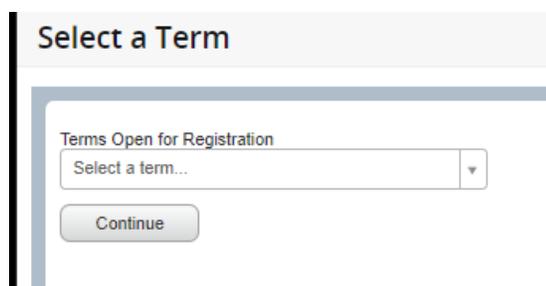
- Once logged in, go to the **left-hand column** -- and click on **STUDENTS**. You will then see a **drop-down menu right below "Students."** Click on **Registration and Academics**. The page will then change and look something like the one below; this page is **My Registration & Academics**.



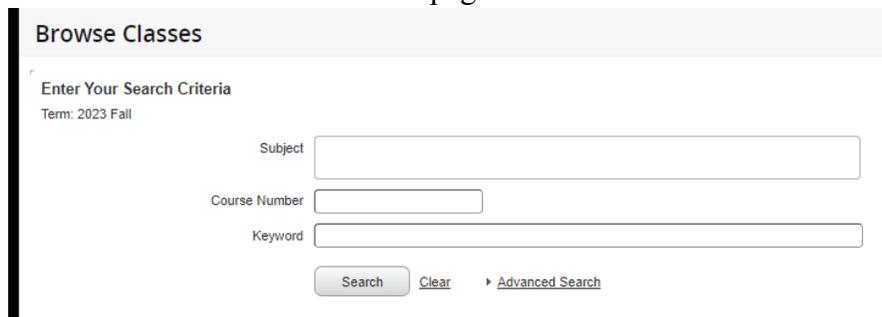
- In the second or middle column look for the heading **PLAN & REGISTER**. Below that heading, click on the 3rd line down: **Add/Drop System – “Great for making schedule adjustments.”**
- You are now on the **“Registration”** page. Under the question, “What would you like to do?” select the first option, **Add/Drop/Waitlist (Sign In)**.

**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 FALL”** (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 are now at **Select a Term** page. At first it will look like the picture below. Make sure you select the correct term: **FALL 2023**.



- You are now on the **Browse for Classes** page.



- Read these instructions very carefully from your school district. This is where many teachers make a mistake the most mistakes.**
- Check to make sure it says **“Term: 2023 FALL.”**

Your school district should have given you instructions and information for the courses offered. This includes:

Course Name: **Methods of 2<sup>nd</sup> Language Acquisition for Practitioners**  
Course Registration Number: **38524** (5 Digits)  
Course Code: **EDUC**  
CRS: **5340** (4 Digits)

Section Number: **416** (3 Digits)

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. 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 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 (or middle) column** under **MY STUDENT ACCOUNT** , click on the first option, **MAKE A PAYMENT** ►
5. You are now on the **Account Payment** page. You should see that the **"Amount Due"** **down below**. If the amount is correct, press the **Continue** button in the lower right of your page.
6. You are now on the **Method** sub-page. Select your electronic payment method – Electronic Check (no payment fee) or Credit Card (there is a service fee to use a credit card). Select your method by clicking in the box. Now press the **Continue** button in the lower right of your page.
7. You will then need to fill in your 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