<u>Utah Valley University (UVU) in partnership with the Washington County School District is offering these English as a Second Language endorsement classes</u>

<u>EDUC 5370 – Assessment in English as Second Language Learners</u>

<u>EDUC 5390 – Family & Community Involvement</u>

<u>SUMMER 2021. Instructor: Mike Grisenti</u>

*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 THEIR ACTIVATED UVU ID# IN HAND. IF YOU HAVE NOT BEEN ADMITTED AS A UVU ENDORSEMENT PROGRAM STUDENT, YOU WILL <u>NOT</u> BE ABLE TO REGISTER FOR ANY ENDORSEMENT COURSES UNTIL YOU COMPLETE THE ONLINE ADMISSION PROCESS AS OUTLINED IN THE SEPARATE SET OF INSTRUCTIONS.

<u>ONLINE UVU COURSE REGISTRATION INSTRUCTIONS</u>

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

<u>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 from those using a smart phone or tablet. Please follow these directions carefully and realize that the steps may come in a different order than outlined below</u>.

1. **<u>Go to: my.uvu.edu</u> and click on "Sign In."** Sign in with your **<u>UVU ID#</u>** - if you have forgotten this number, email John Allan (<u>johna@uvu.edu</u>) or call him on the telephone (801 863-7614).

2. **<u>Input your password</u>**. If this is your first time ever registering at UVU, your default password is your birthdate: **<u>MMDDYYYY</u>**. You will then have to change your password. If you have previously registered online at UVU, use the password you used at that time. **<u>If you have forgotten your password or you are having troubles logging in, call the computer technician at (801) 863-8888</u>**. Do NOT try to reset your password online. It will not work – so, call this number.

3. Once logged in, go to the **left-hand side and <u>click on "STUDENTS</u>."** You will then see a **drop-down menu. <u>Click on "Registration and Academics</u>**."

4. Now, in the second column look for the heading "<u>PLAN & REGISTER.</u>" Below that heading, click on the 3rd line down, **<u>"Add/Drop System - Great for making schedule adjustments."</u>** You may have to then "select a role." You would choose, "Student" or just go on to the next screen.

5. On the "Registration" page under the questions, "What would you like to do?" select the first option, **<u>Add/Drop/Waitlist Classes</u>**.

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 "**2021 SUMMER**" (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 "2021 SUMMER" 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**." **Be sure to click on that 2nd tab – "Enter CRNs".**

10. You should then see, "**Enter Course Reference Numbers (CRNs) to Register**." Carefully review the two classes listed below and determine which one(s) you want to register for. *Check with the course instructor if you have any questions related to the class or classes you should be taking.* **Enter in the CRN box the 5-digit CRN for the first class you want to take. If you are taking both classes, click on "+Add Another CRN:"** (in small letters next to the "Add to Summary" button) **and a 2nd CRN box will appear. Enter the CRN for the second class. When you have entered one or both of the CRN(s), click on "Add to Summary".**

EDUC 5370   Assessment in ESL   CRN: 20064

EDUC 5390   Family & Community Involvement   CRN: 20065

11. 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(es) (**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(s) that is/are 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/these class(es).

13. If all the information matches the class(es) 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(es) listed in it – but now underneath **"Status"** it should show "**Registered**." If so, you **are now registered for the class(es)**.

15. Once registered, your final step is to **pay the $45 course registration fee by following the directions on the next page.**

Be sure to pay the $45 course registration fee for each course by following the instructions on this page.

PAYMENT OF $45 UVU COURSE REGISTRATION FEE for each course*

*Additional instructional fees may be charged by the partnering school district or school. These instructions cover only the UVU $45 per 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 admissions or registration or payment of fees, please contact John Allan, Endorsement Program Coordinator – email: JohnA@uvu.edu or phone: 801 863-7614