

Registration

Tutorial

UVU CONCURRENT
ENROLLMENT

UTAH VALLEY UNIVERSITY

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Step 1: Locating Your CRN



UTAH VALLEY UNIVERSITY

Step 1: Go to uvu.edu/concurrent

The screenshot displays the UVU Concurrent Enrollment website. At the top, there is a dark grey navigation bar with the following information:

- SPRING 2023** **Deadlines** [See All CE Deadlines](#)
- Face to Face Deadlines** **ADMISSION Jan 25**
- OPEN REGISTRATION Jan 25**
- LATE-ADD REGISTRATION Jan 30** (Late Fee Assessed)
- TUITION Jan 31**

The main content area is divided into three vertical panels:

- STEP 1: Admissions**: Features a green abstract background with a white upward-pointing arrow.
- STEP 2: Registration**: Features a green abstract background with a white downward-pointing arrow. It contains the text: "Enroll in your courses. Fall and Spring courses are registered every semester. Full year courses are registered once at the beginning of the school year." Below this is a white button labeled "REGISTRATION PROCESS". Underneath the button is the text "Find your [Course Registration Number \(CRN\)](#)". A yellow arrow points to a small button labeled "See Course Listing" located below the CRN link.
- STEP 3: Pay Tuition**: Features a purple abstract background with a white upward-pointing arrow.

Step 2: The main page shows all three steps of the enrollment process. Hover over the “Registration” box and click on the “Find your Course Registration Number” button.

Step 3: Under "Course Listing" at the top left, click on the drop-down arrow and select the high school you attend. If you want to see Live Interactive Course options, click the highlighted green link and follow the same steps.

The screenshot shows the 'Course Listing' interface. At the top left, there is a dropdown menu currently set to 'All Schools', with a yellow arrow pointing to it. Below this is a search bar. A note reads: 'Write down the CRN of the courses you would like to take. You will register in UVU's online registration system MyUVU using these numbers. NOTE: Click here to locate CRN's for Live Interactive Courses.' Below the note, there is a 'Show 10 entries' dropdown and a search box. A table of course listings is displayed below. A yellow arrow points to the 'CRN' column header in the table.

Semester	High School	High School Course Name	Instructor Name	UVU Course Name	Credit Hours	UVU Course Number	CRN	Academic/CTE
Fall	Advanced Learning Center	Unmanned Aircraft Systems	Olsen, Tammy	Aeronautical Knowledge for Small Unmanned Aircraft Systems	3	AVSC1410 J99	37223	CTE
Fall	Advanced Learning Center	Engine Repair	Adams, Lucas	Engine Repair	2	AUT1130 J99	34044	CTE
Fall	Advanced Learning Center	Engine Repair Lab	Adams, Lucas	Engine Repair Lab	1	AUT113L J99	34048	CTE

Step 4: Scroll through the options until you find the CE course that matches the semester you are taking the class, high school course name, & instructor.

Step 5: Once you find your class, locate the CRN (Course Registration Number) found on the right side of the page. Write this number down to use later in the registration steps. Repeat if registering for more than one course.

Step 2: UVU Registration

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ENROLLMENT

UTAH VALLEY UNIVERSITY

Step 1: Visit my.uvu.edu

Step 2: Click "Sign In" button on left side of screen

First time signing in?

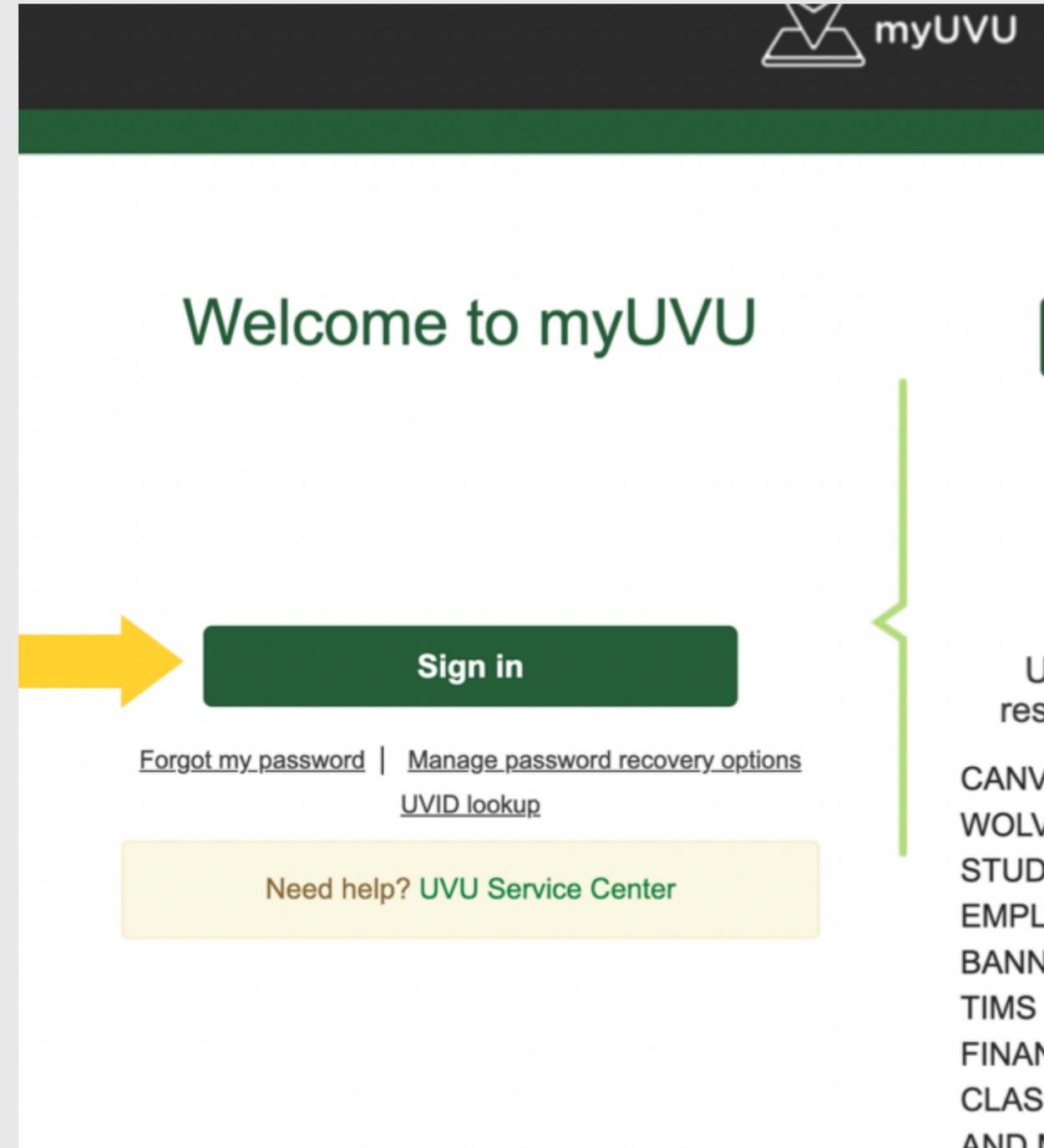
Username: 8 digit UVID Number@uvu.edu

- ex: 00000000@uvu.edu

Password: Wolverinemmdyyyy

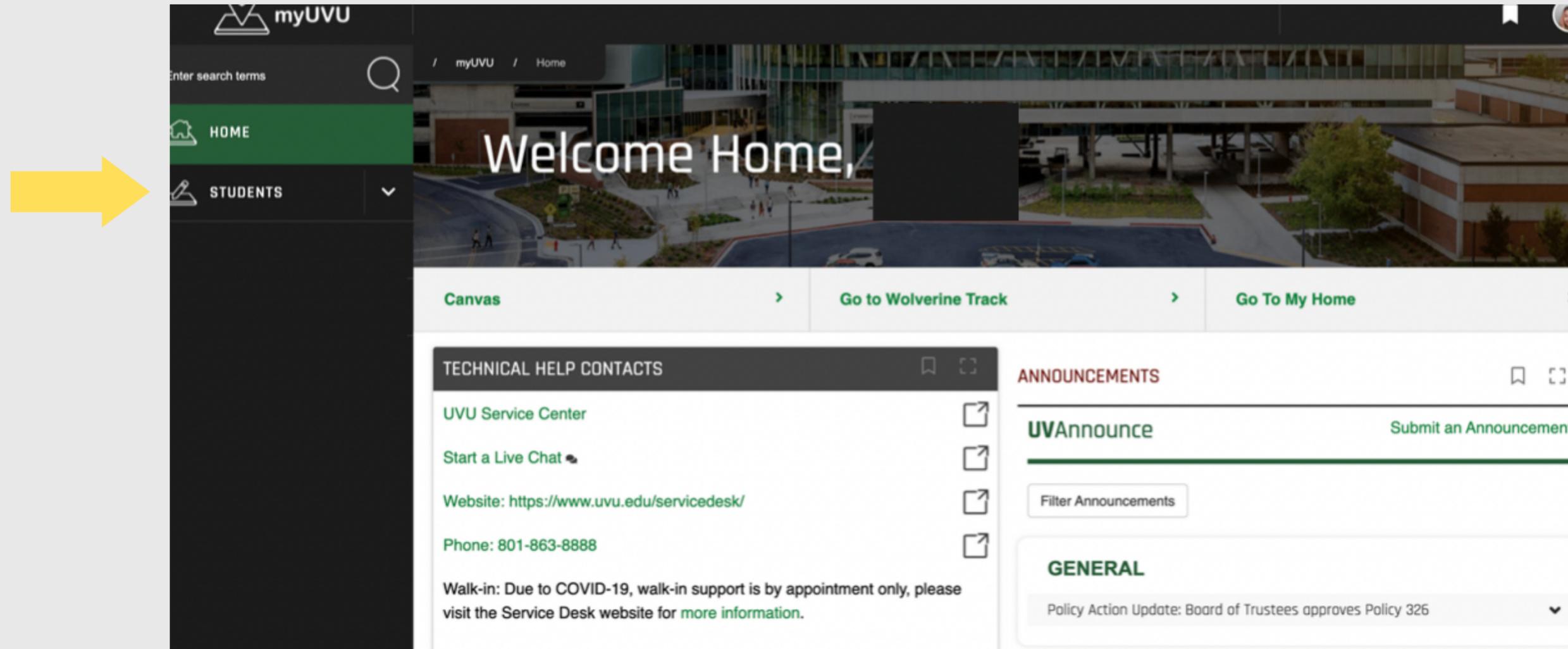
- mmdyyyy is the student's birthdate
- ex: Wolverine01252022

You will then be prompted to create a new password and set up recovery information.



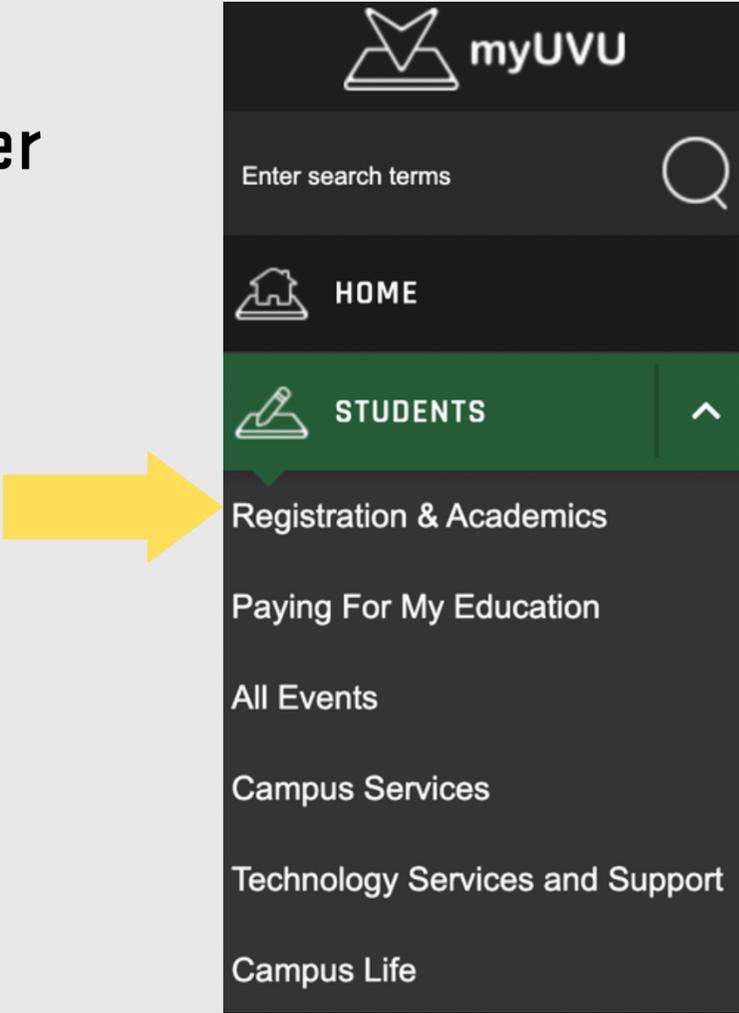
****If you are experiencing Sign In issues - Contact UVU Service Desk at (801) 863-8888****

Step 3: Once logged into myUVU portal, click on the “Students” tab on the left side.

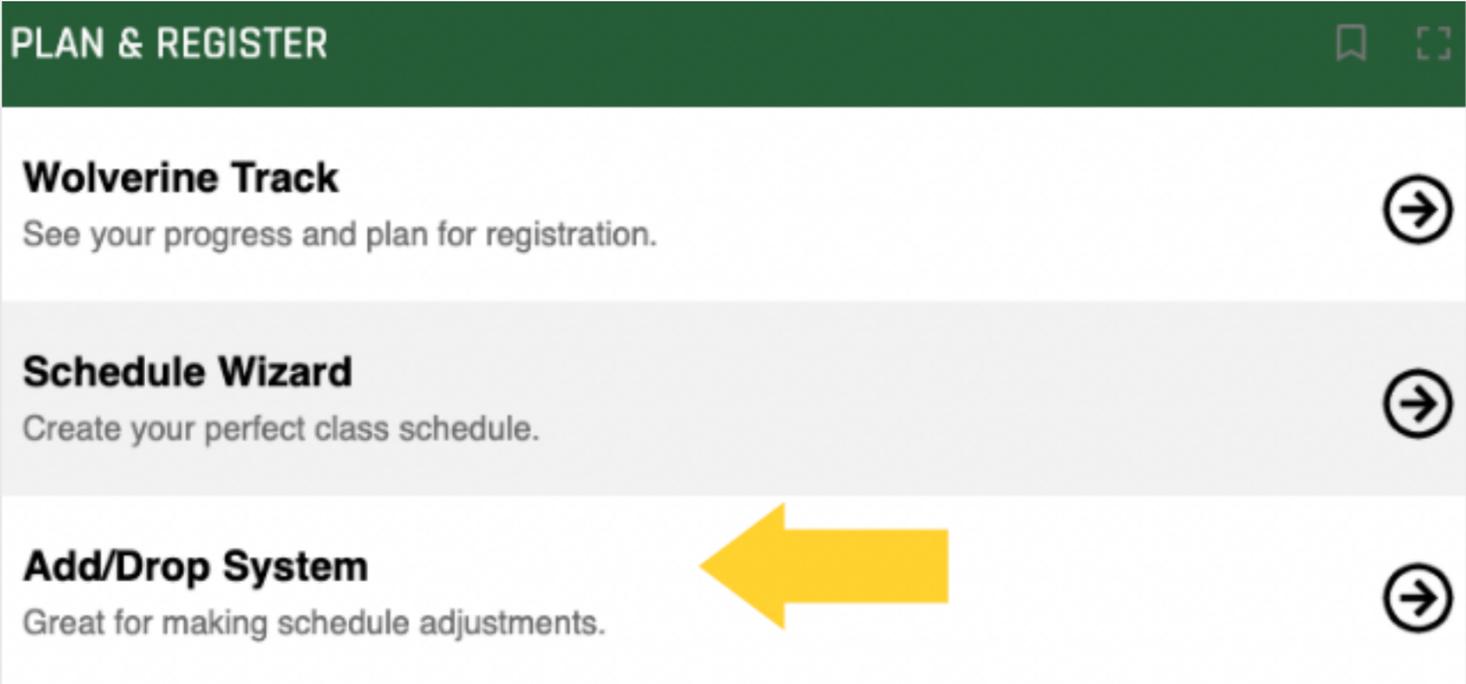


The screenshot displays the myUVU portal interface. On the left, a dark navigation menu contains a search bar at the top, followed by 'HOME' (highlighted in green) and 'STUDENTS' (indicated by a yellow arrow). The main content area features a large 'Welcome Home,' banner with a background image of a university building. Below the banner are three navigation buttons: 'Canvas', 'Go to Wolverine Track', and 'Go To My Home'. The page is divided into two columns. The left column is titled 'TECHNICAL HELP CONTACTS' and lists 'UVU Service Center', 'Start a Live Chat', 'Website: https://www.uvu.edu/servicedesk/', and 'Phone: 801-863-8888'. A note below states: 'Walk-in: Due to COVID-19, walk-in support is by appointment only, please visit the Service Desk website for more information.' The right column is titled 'ANNOUNCEMENTS' and features a 'UVAnnounce' section with a 'Submit an Announcement' link and a 'Filter Announcements' button. Below this is a 'GENERAL' section with a dropdown menu showing 'Policy Action Update: Board of Trustees approves Policy 326'.

Step 4: Click on the “Registration & Academics” button under the “Students” tab on the left side.



Step 5 : Click on “Add/Drop System” under Plan & Register



Step 6: Click on the
“Add/Drop/Waitlist” button



[Add/Drop/Waitlist \(Sign In\)](#)

Search and register for your classes. You can also view and manage your schedule.

Step 7: Select the Term, click on
"Continue"

- Note: For Fall and Full Year CE courses, select "2022 Fall"
- For Spring 2023 semester courses, registration opens in November

Terms Open for Registration

Select a term...

2022 Non-Credit Fall

2022 Fall

Step 8: You will be automatically brought to the "Register for Classes" screen. Click on "Enter CRNs" tab to input your 5-digit CRN.

[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

Register for Classes

[Find Classes](#) **Enter CRNs** [Schedule and Options](#)

Enter Your Search Criteria ⓘ

Term: 2022 Fall

Subject Course Number

Subject

Course Number

When Offered

How Offered

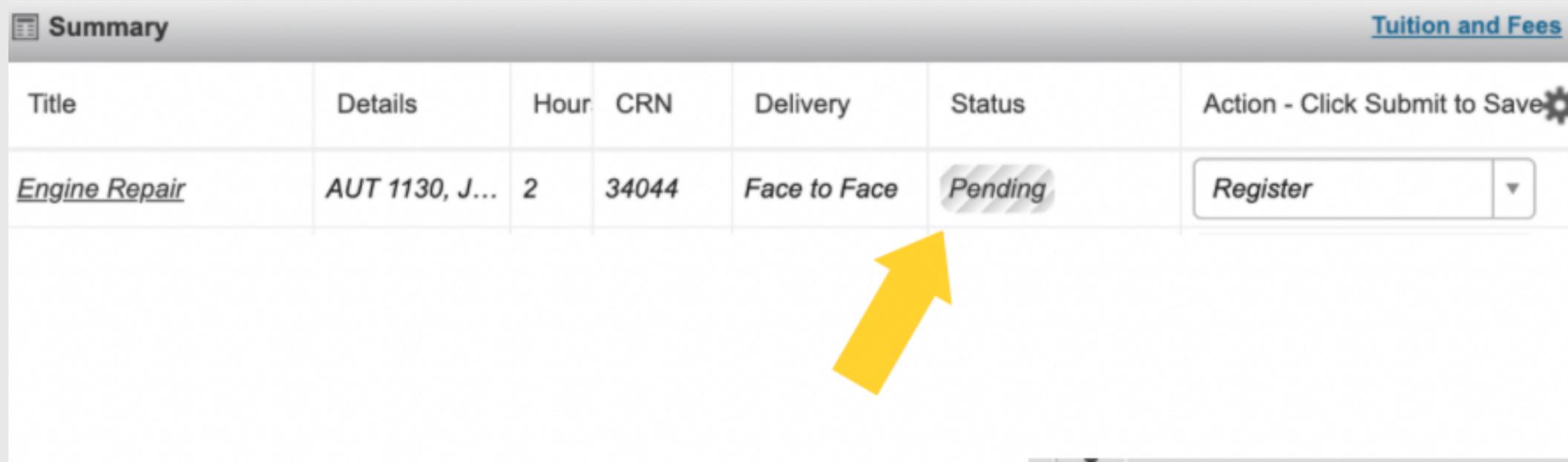
[Clear](#) [▶ Advanced Search](#)

Step 9: Enter the 5-digit CRN for the concurrent enrollment course then click on "Add to Summary."

If you are wanting to register for multiple classes, click "Add Another CRN", then "Add to Summary."

The screenshot shows a web interface titled "Register for Classes". At the top, there are four tabs: "Find Classes", "Enter CRNs" (which is highlighted), "Plans", and "Schedule and Options". Below the tabs, the main heading is "Enter Course Reference Numbers (CRNs) to Register". Underneath this heading, it says "Term: 2022 Fall". There is a text input field labeled "CRN" with a yellow arrow pointing to it. Below the input field, there is a link that says "+ Add Another CRN" and a button labeled "Add to Summary".

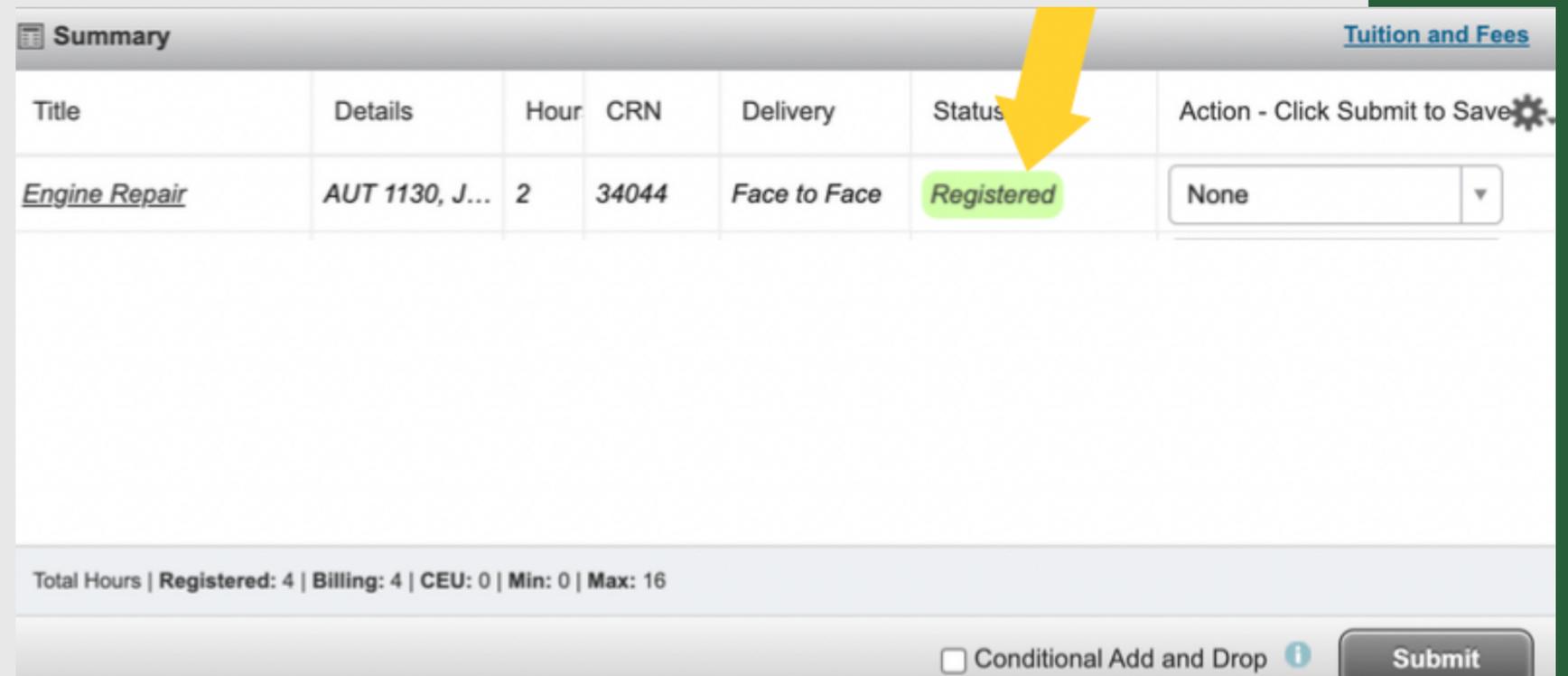
Step 10: When course is added to Summary, status will still say pending. Click submit to officially register.



Summary						Tuition and Fees
Title	Details	Hour	CRN	Delivery	Status	Action - Click Submit to Save
<u>Engine Repair</u>	AUT 1130, J...	2	34044	Face to Face	Pending	Register

Step 11: Once submitted, "Registered" will be highlighted green. You are now officially registered for your Concurrent Enrollment course through UVU. If registering for multiple courses, ensure each course has "Registered" highlighted in green by clicking "submit."

*If you received an error, go to the next slide.



Summary						Tuition and Fees
Title	Details	Hour	CRN	Delivery	Status	Action - Click Submit to Save
<u>Engine Repair</u>	AUT 1130, J...	2	34044	Face to Face	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 16

Conditional Add and Drop

Registration Help

If you got a prerequisite error on step 10 of registration, first check with you instructor that you meet the prerequisite for the class (most common for English/Math courses).

If you meet the prerequisite, UVU needs your ACT or AP scores to be sent for processing before you can register for that course.

- ACT: Visit your high school counseling office to request your high school transcript to be sent to UVU. Check with the high school that ACT scores are on the transcript. UVU processing takes 3-5 days.
- AP: Go to collegeboard.org to request AP scores to be sent to UVU. UVU processing takes 3-4 weeks.

Have questions about registering? Contact your High School CE Coordinator

or

The Concurrent Enrollment Office

email: concurrent@uvu.edu

phone: (801) 863-8376 or (801) 863-7092

Note: Due to FERPA, no specific information regarding a student's account can be shared without the student present.

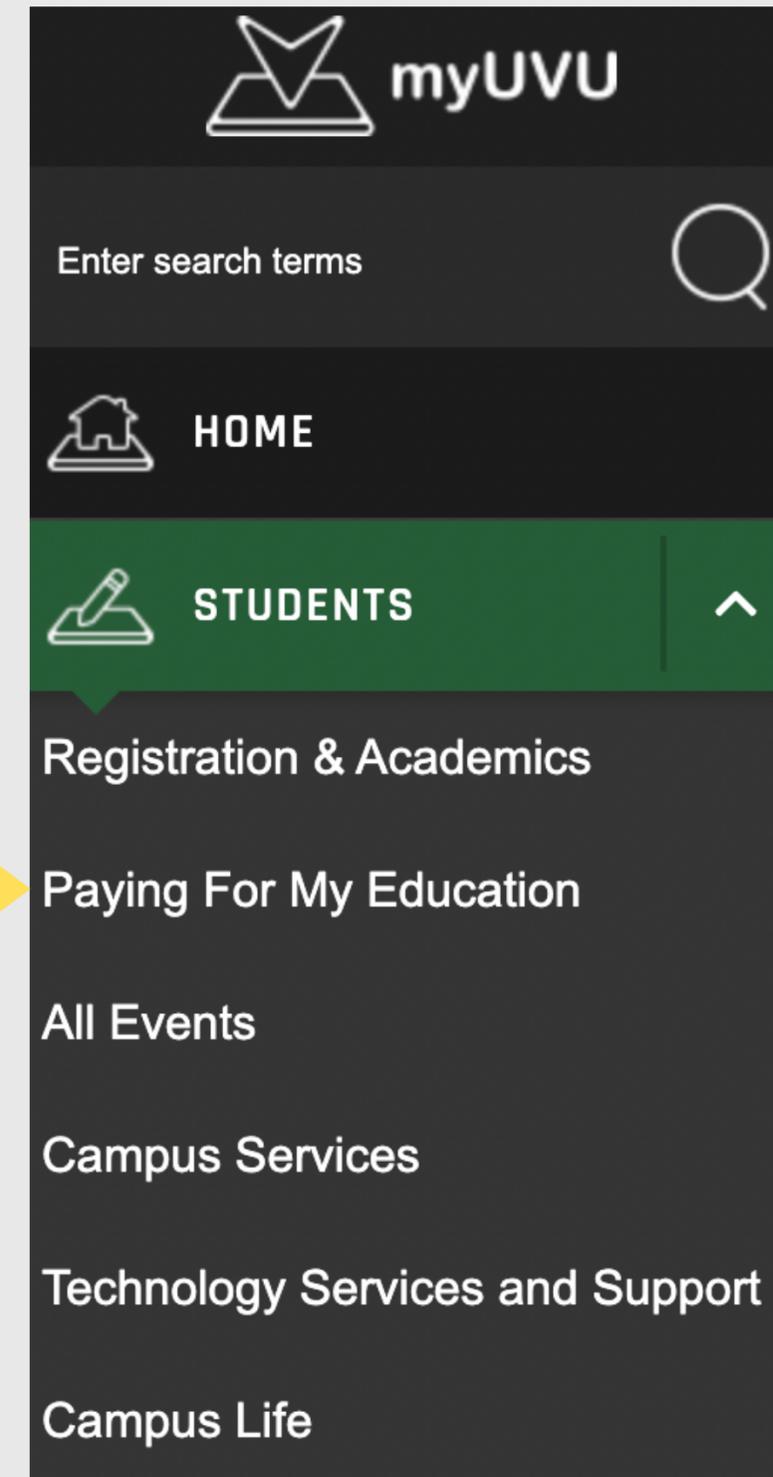
Step 3: Paying Your Tuition



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Step 1:

- Visit my.uvu.edu and login to MyUVU Portal
- Under the left side on the “Students” tab, click on “Paying for my Education”



Step 2: Click "Make a Payment"

Enter search terms

myUVU / Students / Paying For My Education

Paying For My Education

Fall 2022 Spring 2023 Summer 2023

Fall 2022 Spring 2023 Summer 2023

Fall 2022
👍
Your account is paid in full and in good standing.

Spring 2023
👍
Your account is paid in full and in good standing.

Summer 2023
👍
Your account is paid in full and in good standing.

MY STUDENT ACCOUNT

Make a Payment ←

Make an International Payment

View/Enroll in Payment Plans

Step 3: You will be redirected to secure.touchnet.com, UVU's secure online payment system. Follow the screen prompts to complete tuition payments.

My Account My Profile Make Payment Payment Plans Help

Account Payment

Amount Method Confirmation Receipt

Payment Date: 10/11/22

Amount Due

Enter amount to include in the payment total.

Student Account | \$0.00 \$ 0.00

Payment Total \$0.00

Continue

Have questions about paying tuition?

Contact UVU Bursar's office: <https://www.uvu.edu/cashier/>

Phone: (801) 863-7200

or

The Concurrent Enrollment Office

email: concurrent@uvu.edu

phone: (801) 863-8376 or (801) 863-7092

Note: Due to FERPA, no specific information regarding a student's account can be shared without the student present.