Registration Tutorial
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Step 1: Locating Your CRN
Step 1: Go to uvu.edu/concurrent

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.

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
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: Wolverine mmddyyyy
- mmddyyyy 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.
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

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
Step 8: You will be automatically brought to the "Register for Classes" screen. Click on “Enter CRNs” tab to input your 5-digit CRN.
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."
Step 10: When course is added to Summary, status will still say pending. Click submit to officially 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.
Registration Help

If you got a prerequisite error on step 10 of registration, first check with your 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
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"
Step 3: You will be redirected to secure.touchnet.com, UVU's secure online payment system. Follow the screen prompts to complete tuition payments.
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.