

Registration Tutorial

Table of Contents

Locating Your CRN.....Slide 3

UVU Registration.....Slide 6

Paying Your Tuition.....Slide 15

Step 1: Locating Your CRN

Step 1: Go to uvu.edu/concurrent

The screenshot shows the UVU Concurrent Enrollment website. At the top, there is a navigation bar with the UVU logo and 'CONCURRENT ENROLLMENT' text. To the right are buttons for 'APPLY TO UVU', 'WHY UVU', 'MYUVU', and a search icon. Below this is a secondary navigation bar with links for 'ABOUT', 'CONTACT US', 'COORDINATORS/FACILITATORS', 'INSTRUCTORS', 'PROFESSIONAL DEVELOPMENT', and 'UVU DEPARTMENTS'. The main content area features a dark banner with 'FALL 2022 Deadlines' and 'SEE ALL DATES' on the left. To the right, three columns list deadlines: 'ADMISSION DEADLINE Sept 9', 'REGISTRATION DEADLINE Sept 12', and 'TUITION DEADLINE Sept 19'. Below the banner is a note: '*Please contact our office through email (concurrent@uvu.edu), live chat (link found at bottom of webpage), or through phone (801-863-8376 & 801-863-7317)'. The main content is divided into three vertical panels. The left panel, 'STEP 1: Admissions', shows a student with a clipboard. The middle panel, 'STEP 2: Registration', has an orange background and 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 'REGISTRATION PROCESS' button and a 'See Course Listing' link, which is highlighted by a yellow arrow. The right panel, 'STEP 3: Pay Tuition', shows a student at a computer. The bottom of the page has a white background with a blue bar on the left and a green bar on the right.

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

Course Listing

All Schools 

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](#).

Show entries

Semester	High School	High School Course Name	Instructor Name	UVU Course Name	Credit Hours	UVU Course Number	CRN	Academic/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

Step 1: Visit my.uvu.edu

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

First time signing in?

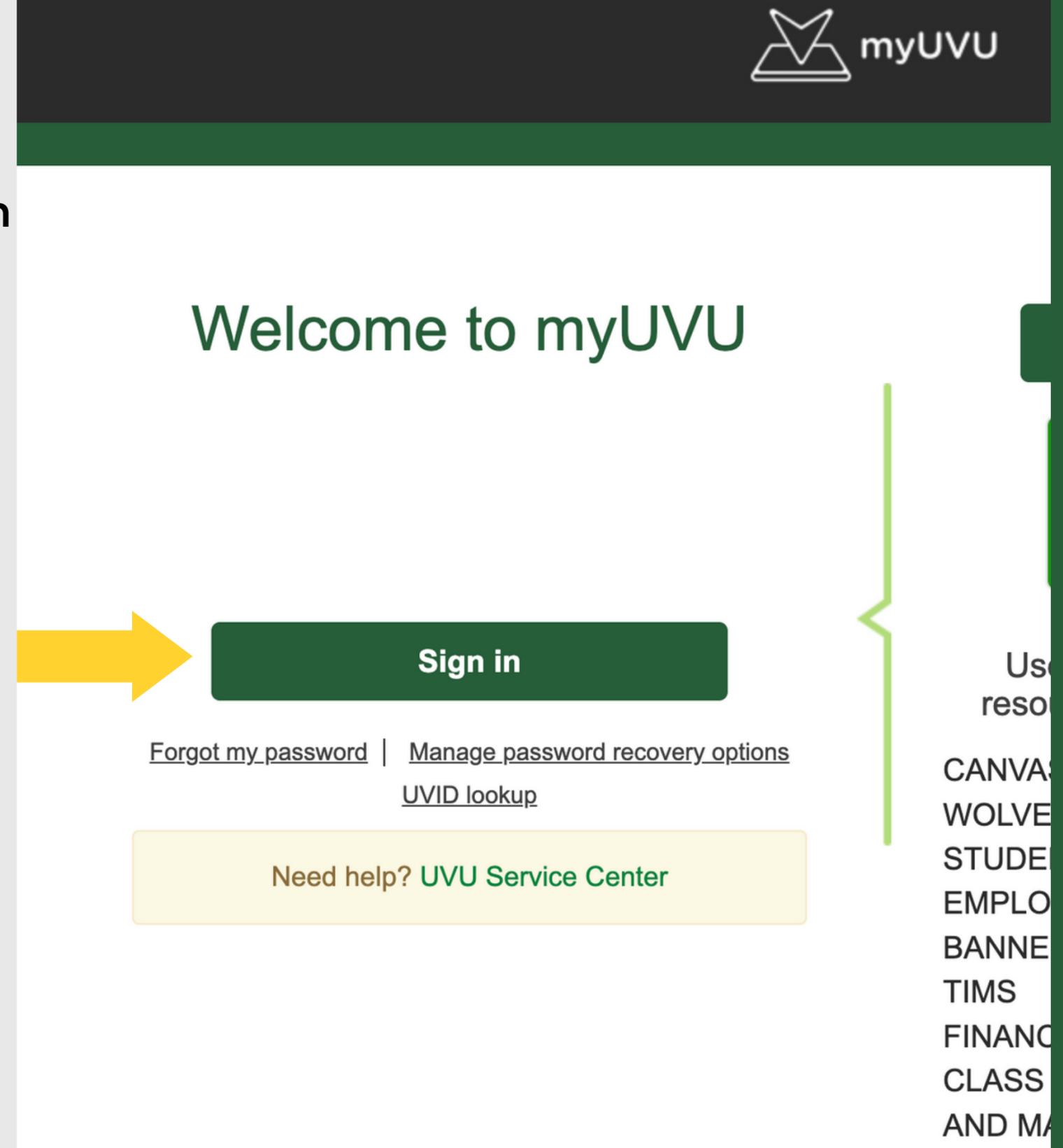
Username: 8 digit UVID Number@uvu.edu

- ex: 00000000@uvu.edu

Password: Wolverineddmmmyyy!

- ddmmyyyy is the student's birthdate
- ex: Wolverine01252022!

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



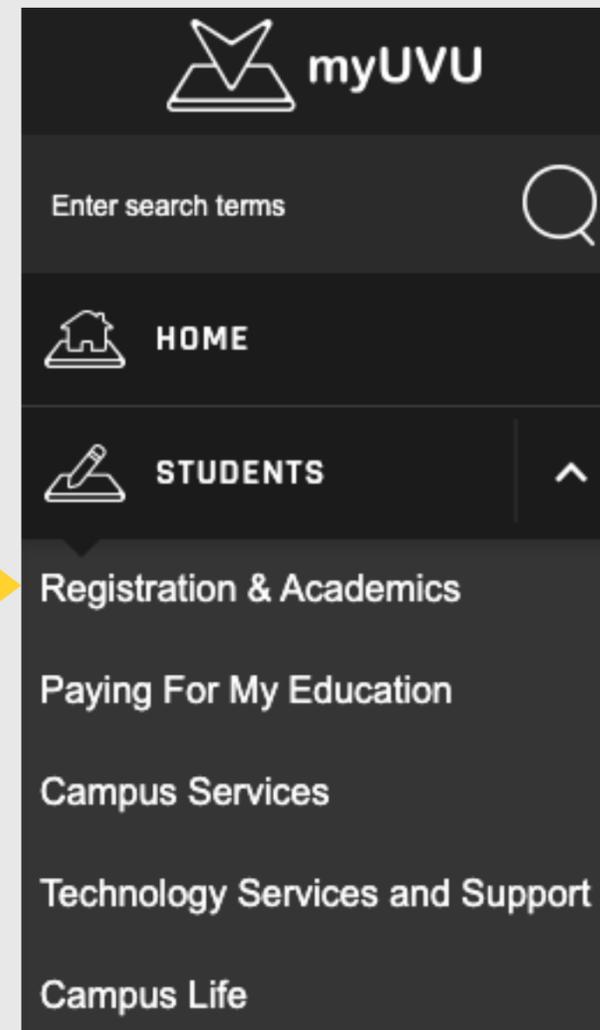
*****If you are experiencing Sign In issues - Contact UVU IT Services at (801) 863-8200*****

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

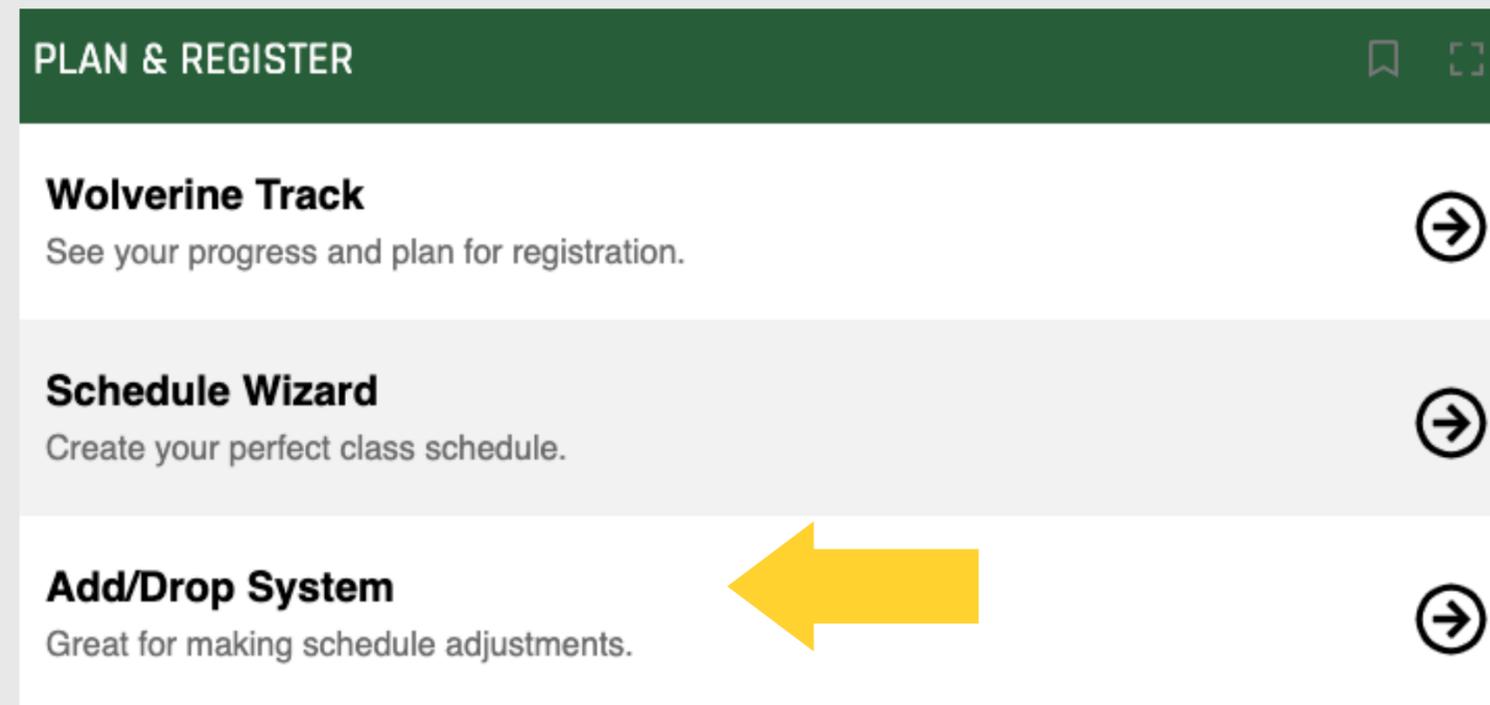


The screenshot shows the myUVU portal interface. On the left is a dark navigation sidebar with the myUVU logo at the top, a search bar, and two main menu items: 'HOME' (with a house icon) and 'STUDENTS' (with a graduation cap icon). A yellow arrow points to the 'STUDENTS' tab. The main content area features a large banner image of a university building with the text 'Welcome Home,' overlaid. Below the banner are three 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'. The right column is titled 'ANNOUNCEMENTS' and features a 'UVAnnounce' section with a 'Submit an Announcement' link and a 'Filter Announcements' button. Below that 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

Select a Term

Terms Open for Registration

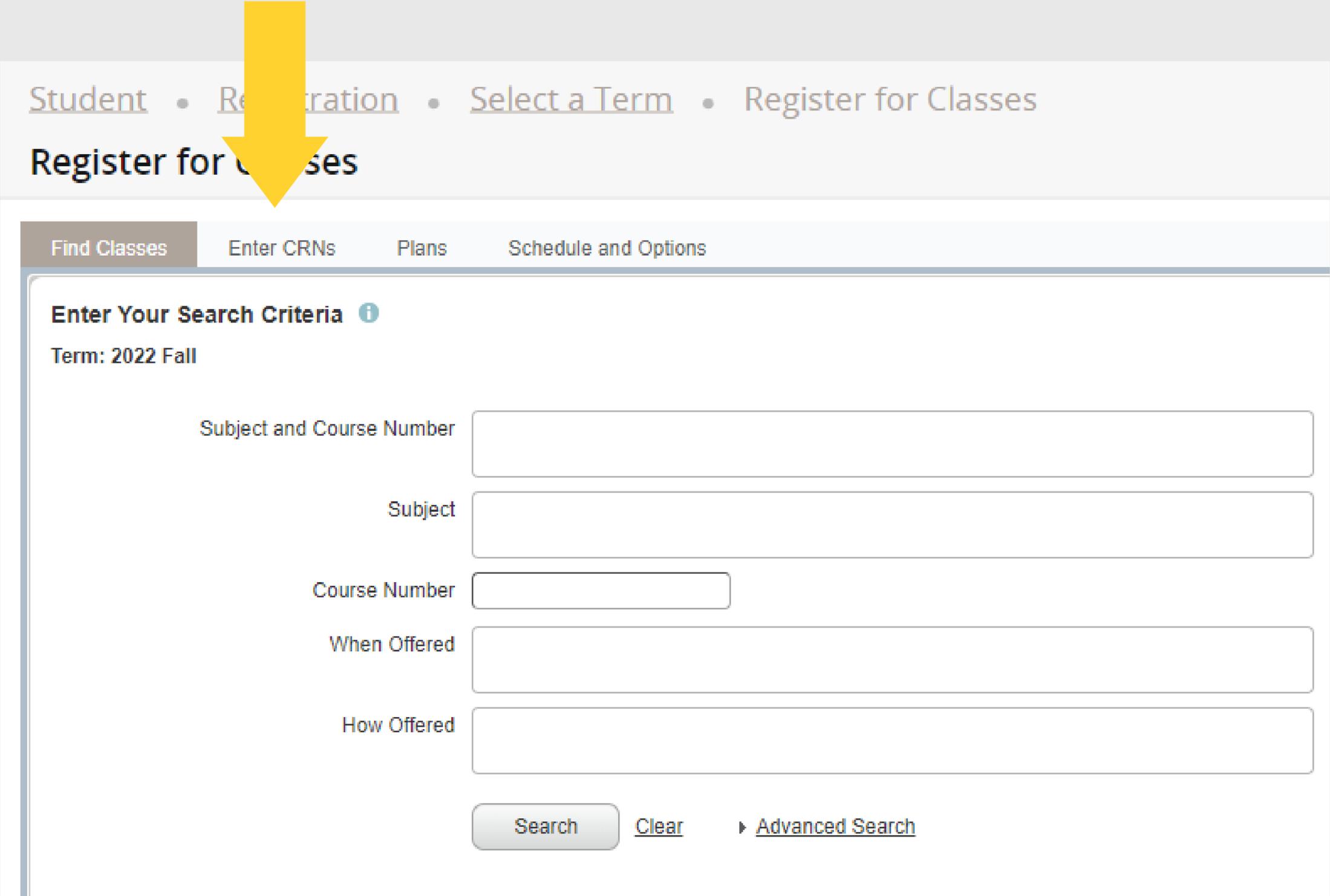
Select a term...

2022 Fall

2022 Non-Credit Summer

2022 Summer

Step 8: You will then be directed to this screen. Click on “Enter CRNs” tab.



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

Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: 2022 Fall

Subject and 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."**

Register for Classes

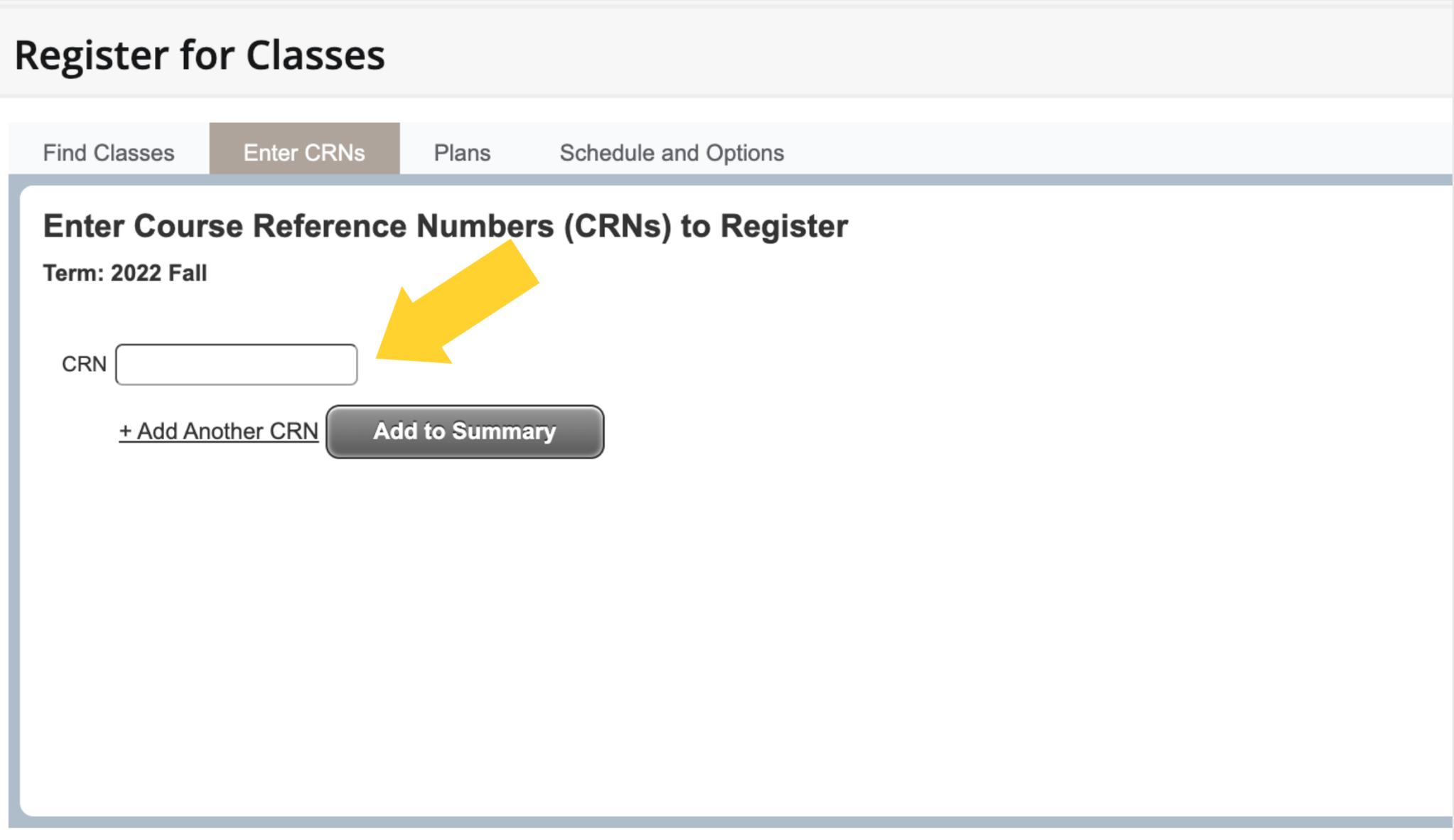
Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

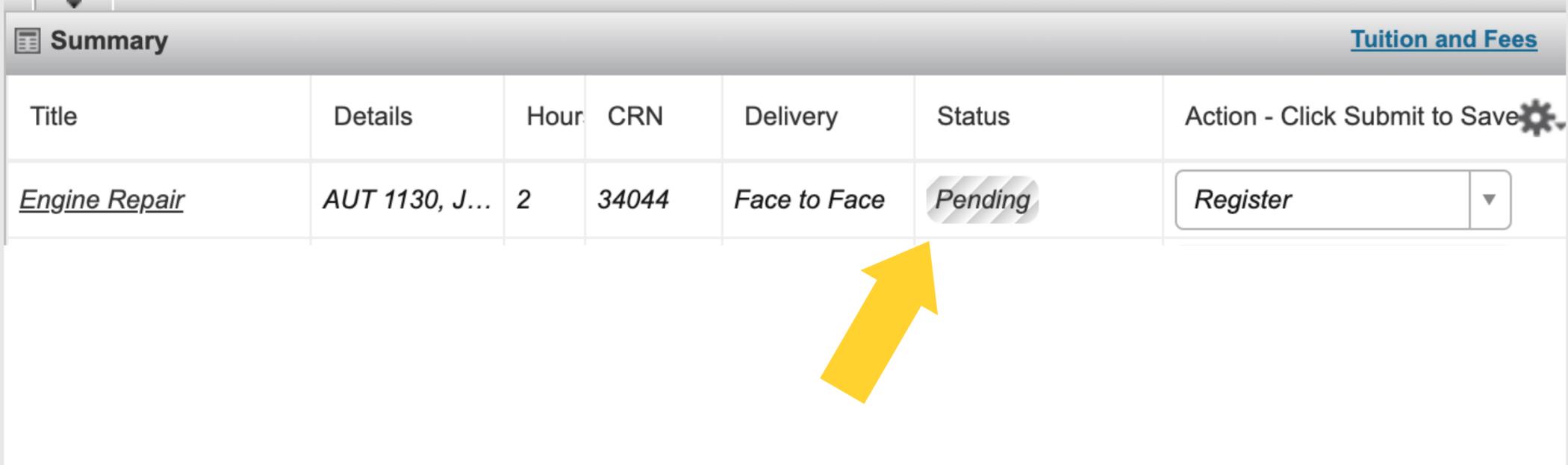
Term: 2022 Fall

CRN

[+ Add Another CRN](#) **Add to Summary**

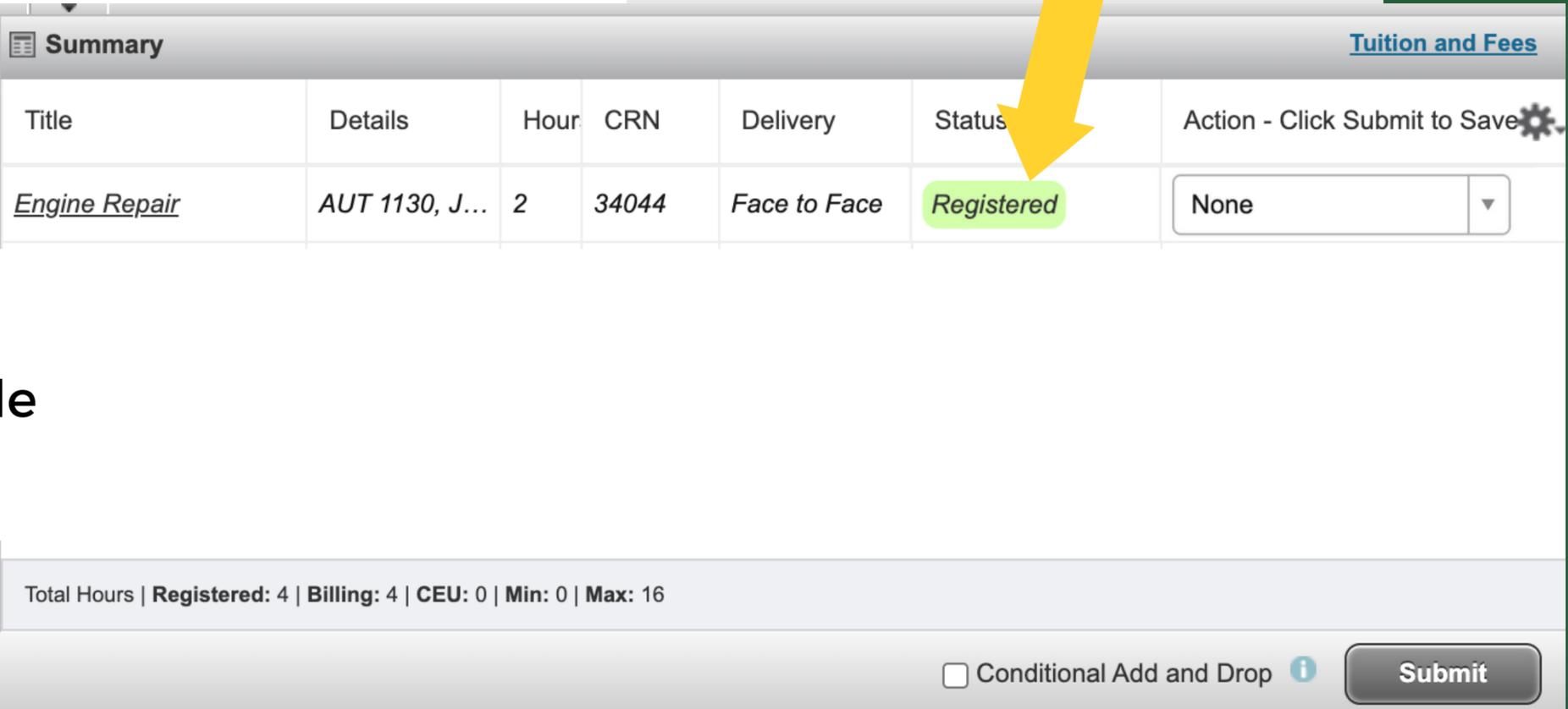


Step 10: When course is added to Summary, status will still say pending. Click submit to officially register.



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."



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 

*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

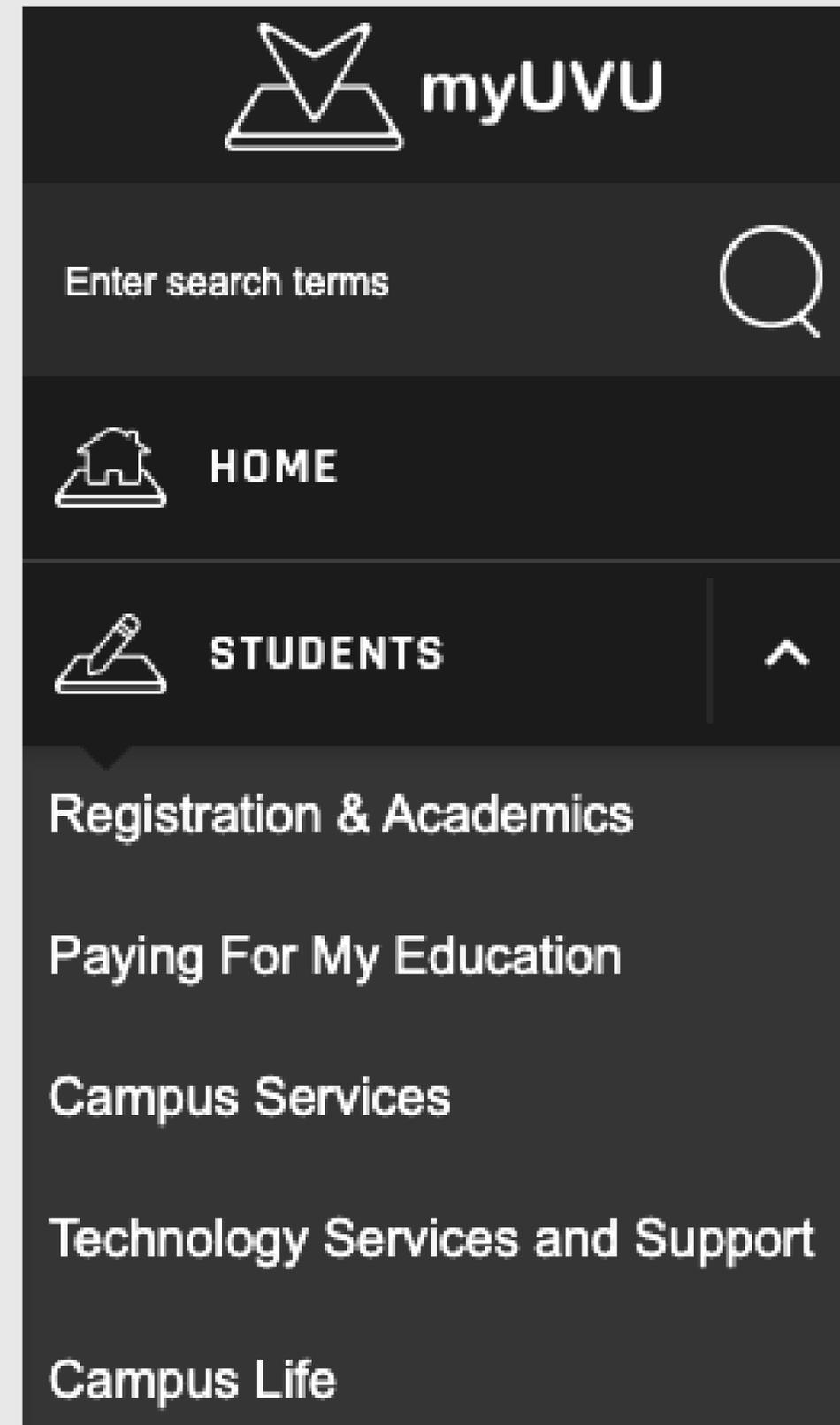
Note: Due to FERPA, no specific information regarding a student's account can be shared without the student present.

Step 3: Paying Your Tuition

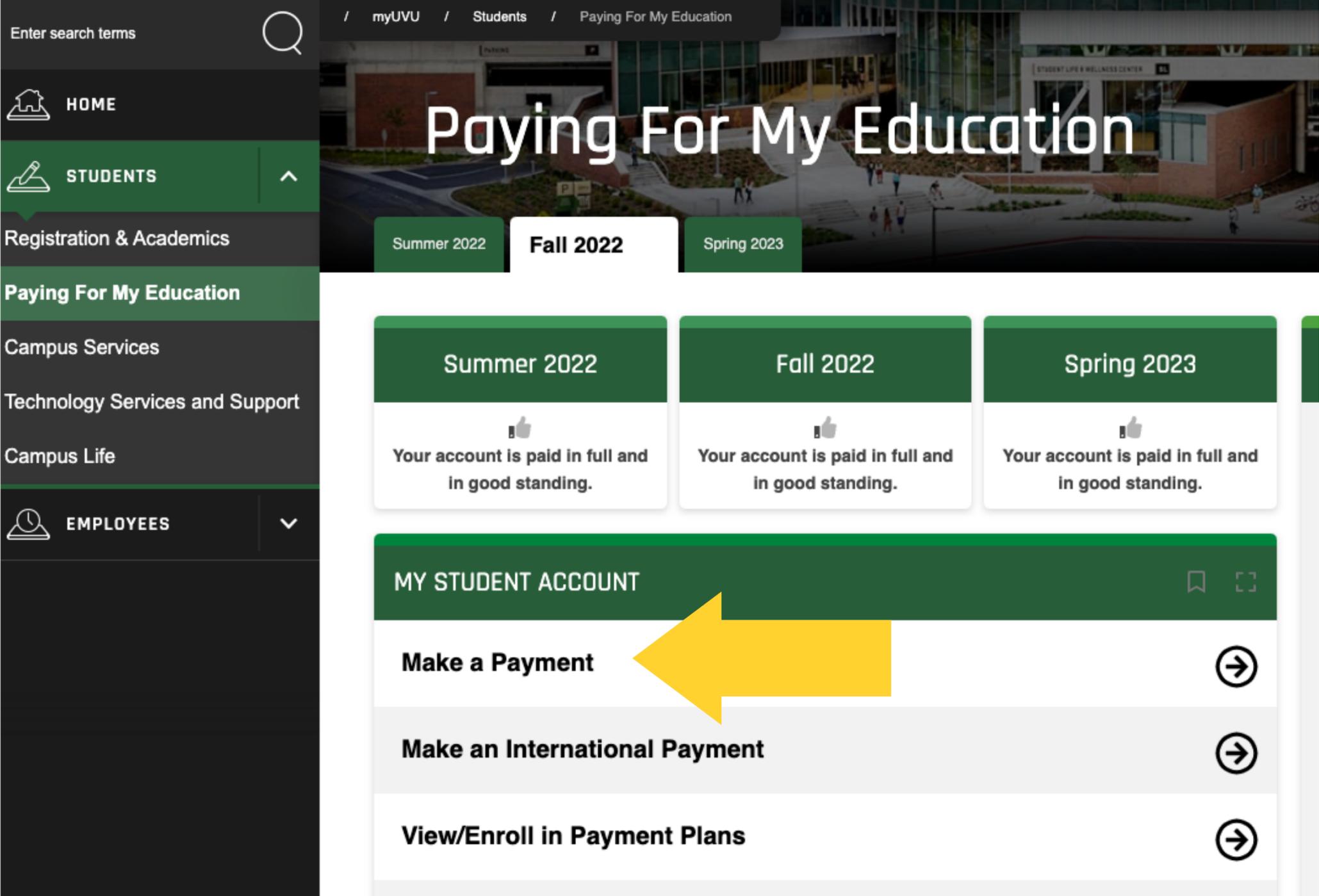
Note: Pay tuition by tuition deadline to avoid the balance going to collections.

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.

Home My Account My Profile Make Payment Payment Plans Help

Account Payment

Amount Method Confirmation Receipt

Payment Date: 

Amount Due

Enter amount to include in the payment total.

Student Account | \$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.