

Instructor Semester Checklist & Deadlines

DUE ONE WEEK BEFORE CLASSES BEGIN

- ☐ Prepare your "College Ready Classroom"
Post CE Admission and Registration deadlines and CRN.
- ☐ Check your information on the UVU "Course Listing" page
Make sure that your course information is correct on the course listing page. If not, contact the CE office or your high school coordinator.
- ☐ Sign in to MyUVU to be prepared to check rolls.
This will help you be prepared for the busy first weeks of registration.

DUE FIRST WEEK OF CLASS

- ☐ Distribute approved UVU syllabus
If your liaison hasn't reviewed your syllabus, you can use the syllabus on the UVU website as a baseline, and then make adjustments later if necessary.
- ☐ Share the "Student Registration" PowerPoint
This 3-slide "Admission/Registration" PowerPoint will offer your students easy-to-follow instructions, ensuring a smoother process for admission and registration into your CE class..
- ☐ Check UVU roll frequently
*-Make sure it matches high school roll.
-Make sure students are registered for your UVU course.*

DUE SECOND & THIRD WEEK OF CLASS

- ☐ Monitor student registrations
Check your college roll and your high school roll to make sure students are showing up on both. If students run into problems, notify the CE coordinator at your high school.

DUE PRIOR TO YOUR CE LIAISON VISIT

- ☐ Help schedule a time for the visit
The UVU Liaison will contact you to schedule a time to visit your classroom. Respond so a time and date can be chosen for the visit. Be prepared to share your syllabus with your liaison.

DUE LAST DAY OF THE SEMESTER

- ☐ Submit final grades through MyUVU
UVU grades are due the same time as your high school grades. Full year course grades are submitted end of Spring semester. The UVU grade is determined by averaging the high school grades.

DUE MAY 31 or OCTOBER 15

- ☐ Last day to submit instructor applications for fall semester/full year courses OR spring courses.
If you plan to apply to teach an additional CE course, watch for these deadlines and submit the application to the CE office before these deadlines. You can find the applications at uvu.edu/concurrent/instructors.

DUE FALL 2025

- ☐ Attend a Professional Development Meeting for your discipline.
The UVU Concurrent Enrollment office or UVU department will provide annual training in the Fall. CE Instructors are required to attend this training.

RESOURCES

Accessing UVU Class Rolls

- <chrome-extension://efaidnbnmnibpcajpcgclclefindmkaj/>
- https://www.uvu.edu/concurrent/docs/2022_site_update/2022_instructors/uvu_rolls.pdf

First Day of Class Video

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Course Listing (Find CRN's)

- uvu.edu/concurrent/course-listing/index.html

Submitting Final Grades

- <chrome-extension://efaidnbnmnibpcajpcgclclefindmkaj/>
<https://www.uvu.edu/concurrent/docs/grading-tutorial-2023-24>

UVU Course Syllabi

- uvu.edu/concurrent/instructors/syllabi.html