REGISTERING FOR A UVU CONCURRENT ENROLLMENT CLASS

Go to UVU's CE website: www.uvu.edu/concurrent

Students should have already completed Step 1, Admissions, before using this tutorial to register for classes.

Students are responsible for completing this registration process with the assistance of parents or teachers as needed. Due to FERPA laws, UVU will NOT work with parents calling on behalf of their students.

Step 1:

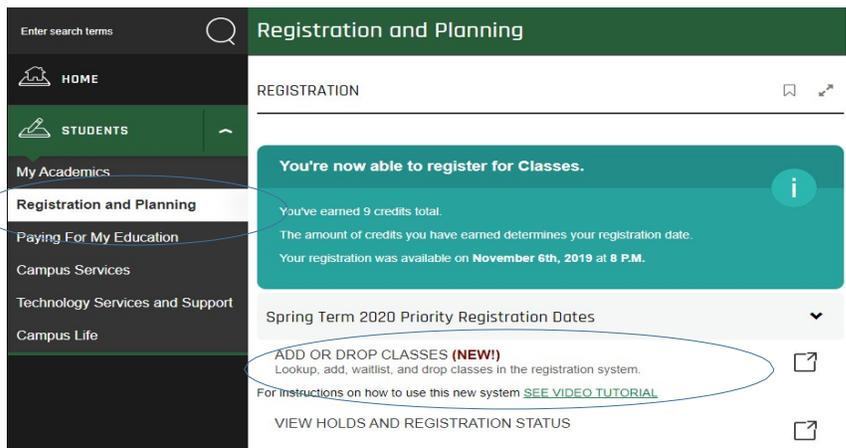Click on the menu on the top left and choose myUVU

Step 2:

Log in with your UVID number; this number was sent to you in an email. Your password is your birthday the <u>first time</u> you log in: *mmddyyyy*

Step 3:

Select Registration and Planning

Add or Drop Classes NEW

Step 4:

Select Add/Drop/Waitlist Classes

Step 5:

Choose 2020 Fall

(You may have to answer some additional demographic/financial aid/FERPA questions before getting to the following screen.) Click on **Enter CRNs.**

Step6

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: 2020 SPRING

CRN [   ]

CRN [   ]

+ Add Another CRN | Add to Summary

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: 2020 SPRING

CRN [28707] College Algebra QL MATH 1050, J64

CRN [23389] First Aid HLTH 1200, J64

CRN [   ]

+ Add Another CRN | Add to Summary

Step7

Type the CRN numbers for your CE classes. You can enter several CRNs at a time by selecting Add Another CRN. CRNs are available from your teacher, in the Counseling Office, or from Mrs. Dunn in C100. After typing in the CRNs, click **Add to Summary**. At the bottom right-hand side of the screen, click on **Submit** to complete the registration process. *Your status will change from "Pending" to "Registered" and it will show up in green.*

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action - Click Submit to Save	
American National Governmen...	POLS 1100, J64	3	19504	Face to Face	Pending	Register	▾
Introduction to Academic Writin...	ENGL 1010, J64	3	20631	Face to Face	Pending	Register	▾

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 20

☐ Conditional Add and Drop ⓘ **Submit**

Status

Errors Preventing Regist...

Sometimes, students will receive a registration error. This usually means you need to submit a prerequisite test score, either from ACT or the Accuplacer/ALEKS test. You can request a copy of your transcript with ACT score in the Counseling Office. The Accuplacer and ALEKS tests are only available at UVU.

Step 8: Check to be sure the status says Registered.

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action - Click Submit to Save	
Introduction to Academic Writin...	ENGL 1010, J64	3	20631	Face to Face	Registered	None	▾
Intermediate Algebra	MAT 1010, J64	4	27850	Face to Face	Registered	None	▾

Step9

🏠 HOME

🎓 STUDENTS ⌃

My Academics

Registration and Planning

Paying For My Education

Campus Services

Technology Services and Support

Campus Life

BURSAR'S OFFICE

Hours of Operation

- Monday, Thursday, Friday: 8 am - 5 pm
- Tuesday & Wednesday: 8 am - 6 pm

BA 108 | 801-863-7200

MY STUDENT ACCOUNT

MAKE A PAYMENT

PAY TUITION:

After you have registered for all of your classes, you will need to pay tuition. Go back to the Student tab of myUVU and select "Paying for my Education" and then Make a Payment. Follow prompts to pay for your tuition. Tuition is $5 per credit hour.

For assistance with holds or other registration problems, students can call UVU's Concurrent Enrollment office at 801-863-8376.