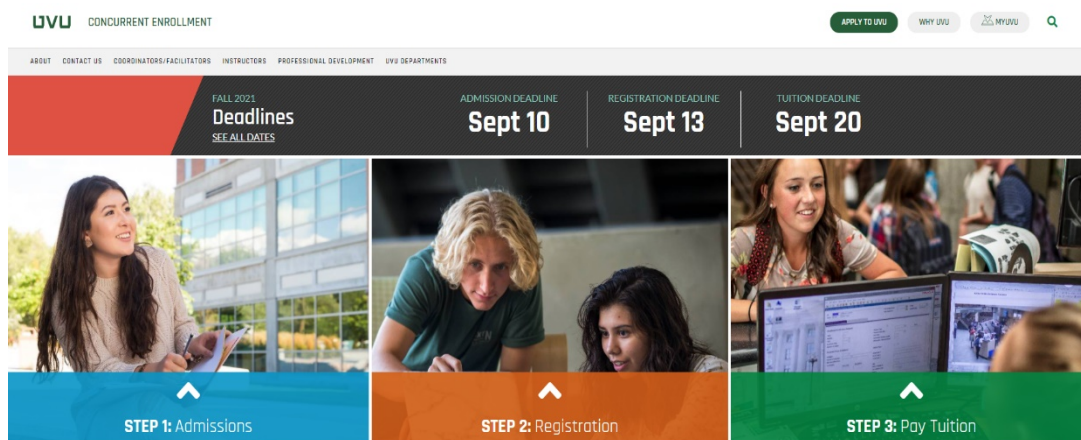# REGISTERING FOR A UVU CONCURRENT ENROLLMENT CLASS

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.
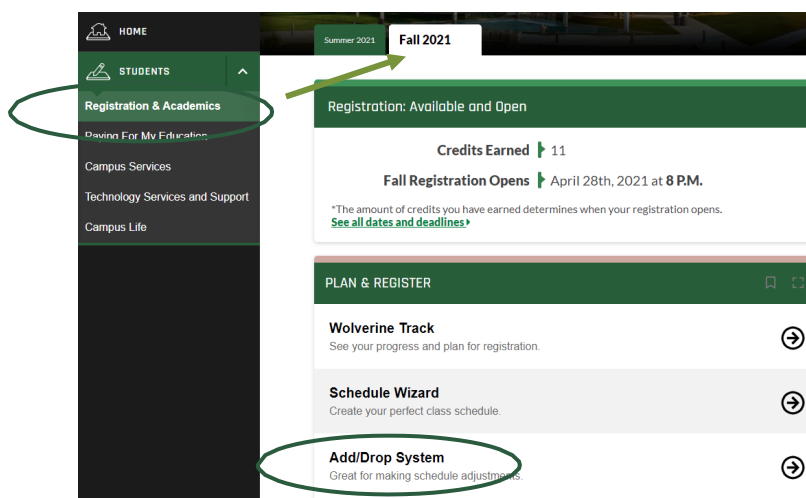
Step 1:

Click on myUVU in the top right-hand corner of the screen

Step 2:

UVU Login Service

UV ID:

UV ID Lookup

Password:

Forgot Your Password

LOGIN

Get Additional Technical Support

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*
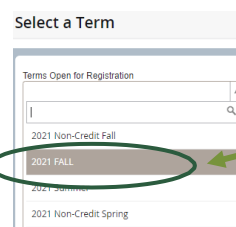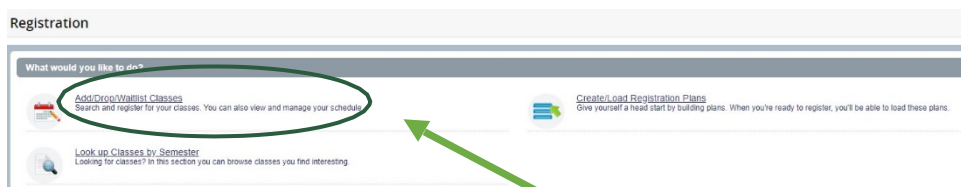
Step 3:

Select Registration & Academics

Check to be sure it says Fall 2021

Add/Drop System

Step 4:

Select Add/Drop/Waitlist Classes

Step 5:

Choose 2021 FALL

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

Step 6:

Step 7:

Type the CRN numbers for your CE classes. You can enter several CRNs at a time by selecting Add Another CRN. After typing in the CRNs, click **Add to Summary**. The panels at the bottom of the screen will pop up to look like the picture below. 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.***

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.

Step 9:

Your tuition balance might be different! It depends on how many classes you're taking.

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 Pay Now or 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. **Most** holds are tuition holds as a result of not paying tuition from a previous semester. These can be resolved under the "Paying for My Education" tab on your UVU account.*