

We are ready to start registration for the Spring 2023 Elementary Math Specialist Endorsement Class: **EDUC 5570: Elementary Math Education Leadership for School Change**. This is the second of two courses in a new cohort, but you may join the cohort now even if you did not take the first course in the Fall. **TEACHERS MUST HAVE ALREADY COMPLETED THE ELEMENTARY MATH ENDORSEMENT IN ORDER TO PARTICIPATE IN THIS COHORT.**

This class will be held weekly on **Mondays** starting **January 23, 2023** through **April 17, 2023**, from 4:30 pm until 6:30 pm.

Zoom will be used to offer this class virtually. **Synchronous class attendance and participation is required.**

Here is SEDC's **REGISTRATION LINK** for the class and to distribute to others. (**This link will only register you with SEDC you will also need to complete UVU registration for college credit**).

If you know of others interested in the grant, please share this email with them or direct them to **<https://sedck12.org/category/professional-development/endorsements/>** for more information.

SEDC Fee: \$210.00. (*All eligible teacher's SEDC Fee of \$210.00 will be paid for by the USBE STEM Endorsement Incentive Program*)

Utah Valley University: UVU charges \$15.00 per credit for class credit. This is a three credit class, so tuition will be \$45.00 (*there is a one time admission fee of \$35.00 if you have never taken a class from UVU*). These charges will be **REIMBURSED** for all eligible teachers by SEDC with funding from the USBE STEM Endorsement Incentive program.

Please see the below information to register at UVU for credit. We are encouraging teachers to complete the admission, registration, and payment of fees processes prior to the beginning of class.

Utah Valley University

in partnership with

S.E.D.C.

is offering

Elementary Math Ed Leadership for School Change
with College Credit!

*Contact the course instructor for the schedule and location of classes and/or web link.

CONTINUOUS ENDORSEMENT
PARTICIPANTS

NOTE: If Endorsement Participants have continuously been enrolled in the UVU Endorsement Program (or just missed one term), and if you remember your UVU ID and Password, you can go right to **the UVU Homepage** and register from there. Scroll down for those instructions.

For New UVU Endorsement Participants
&
Returning Participants After Hiatus

IF YOU HAVE NOT BEEN ADMITTED AS A UVU ENDORSEMENT PROGRAM STUDENT, OR YOU HAVE NOT PARTICIPATED FOR OVER 24 MONTHS, YOU WILL NOT BE ABLE TO REGISTER FOR ANY ENDORSEMENT COURSES UNTIL YOU COMPLETE THE ONLINE ADMISSION PROCESS AS OUTLINED IN THE HYPERLINK LOCATED DIRECTLY BELOW THIS RECTAGULAR CUBE OR BOX.

If in the course of your application you have questions, please call
the Office of Endorsement Programs at **(801) 863-7614.**

Go to: <https://www.uvu.edu/admissions/endorsement>

You will see two Green Buttons: Click on **ENDORSEMENT APPLICATION** for NEW Participants.
Click on **ENDORSEMENT READMIT APPLICATION** if you last attended over 24 months ago.

You are now at **Online Application Page**

There are four IMPORTANT boxes: (PLEASE select the following)

I want to start classes in: _____ (You MUST choose the correct term!!!)

I plan to enroll as an: **Undergraduate (Certificate, Associate, Bachelors)** (THIS IS THE KEY!!!)

I will apply as a: **NON-DEGREE SEEKING STUDENT...**

I'd like to study: **Endorsement-Education**

It might look like this:

I want to start classes in: *	I will enroll as a(n): *
	Undergraduate (Certificate, Associate, Bachelors)
I will apply as a(n): *	I would like to study: *
NON-DEGREE SEEKING STUDENT - Not interested	Endorsement - Education

After you have selected these boxes, click on **SUBMIT**

The website will show a review of what you selected. If correct, select **Save & Continue.**

The next step is the Contact Information Page. Answer the questions:

Legal First Name: _____ Middle Name: _____
Legal Last Name: _____ Alternate Last Name: _____
Preferred Name: _____

Scroll down to Mailing Address:

Address: _____
Apt. Suite, Unit, Building: _____
City: _____
State: _____ Zip/Postal Code: _____

Scroll Down to Contact:

Phone: _____ Email: _____

Please review information for correct spelling and numbers. Select **Save &**

Continue.

The next step is Demographics Page. Answer the questions:

Citizenship Section

My Gender Pronouns: _____
My Legal Sex Is: _____
Birth Date: _____
My Birth Country Is: _____
US Citizen: _____
Social Security Number: _____
Ethnicity and Race: _____

Please review information for correct spelling and numbers. Select **Save & Continue.**

The next step is State of Legal Residency Page. Answer the questions:

Are you a Utah Resident? **YES** **NO**

Do you have a Drivers License or State ID? ☐ YES ☐ NO

Are you 25 years of age or older? ☐ YES ☐ NO

Do either of your parents live in Utah? ☐ YES ☐ NO

Have you lived continuously in Utah for the last 12 months? ☐ YES ☐ NO

If NO, why have you been out of the state of Utah?

Please review information for correct spelling and numbers. Select **Save & Continue.**

The next step is the CERTIFICATION Page

If you agree to receive official information via the UVU Email, select ☐ YES ☐ NO

If the information is correct, Apply your digital signature: Date:

Press **SUBMIT APPLICATION.**

The next step is the ORDER SUMMARY Page to make your payment.

Please follow the prompts.

IMPORTANT NOTE: After an application has been submitted AND you have paid your application fee, you will have to wait about 48 hours for processing. After your application has been processed and you have received a UVU ID number, you will be able to register for classes.

If you have issues, please call the UVU's **Office of Endorsement Programs** at **(801) 863-7614**

Registration Instructions

Here are the directions to register online for UVU/School District Cohort Courses. These instructions are for those using a desktop computer as the format of web pages may vary when using a smart phone or tablet. Please follow these directions carefully and **realize that the steps may come in a slightly different order than outlined** below and there may be additional requests for information and/or authorizations. **The website is always getting modified.**

1. Go to: my.uvu.edu and click on **Sign In** Sign in with your UVU ID# followed by @UVU.Edu. (For example:: 12345678@UVU.Edu). If you have forgotten this number, contact UVU Tech Support: (801) 863-8888.

2. **Input your password** If this is your first time ever registering for an endorsement class, your default password is your birthdate: **MMDDYYYY**. You will then have to change your password. You will likely have to enter the new password two times. **If you have previously attended UVU, the default password will likely NOT work, so you will have to remember the password you previously used or reset your password by calling UVU Tech Support at (801) 863-8888. Call this number for any troubles related to logging in. Do NOT try to reset your password online as it will not work – so, call that number.**
3. Once logged in, go to the **left-hand side and click on STUDENT** You will then see a **drop-down menu right below “Students.” Click on Registration and Academics**
4. In the second column look for the heading “PLAN & REGISTER.” Below that heading, click on the 3rd line down **“Add/Drop System - Great for making schedule adjustments.”**
5. On the “Registration” page under the question, “What would you like to do?” select the first option, **Add/Drop/Waitlist Classes.**

NOTE: If this is the first time you have registered with the online registration, you will be asked to accept that the information you provide will be shared with the UVU databases

6. After clicking on **“Accept”** to the terms listed, you will be taken to the **“Select a Term”** page where you will see a drop-down menu. Choose **“2023 SPRING”** (be careful to NOT choose the “Non-Credit” term). Then choose **“Continue.”**
7. Then, you may have to agree to the “Student Financial Responsibility” statement by **clicking all of the boxes and then clicking on the “I Agree, SUBMIT”**. You may also have to read through other screens and agree to the statements on each screen. One of the last screens may ask for your “Electronic Signature.” Finally, you may have to review your personal data and update it as needed. You may also have to **“Select a Term”** again, so choose **“2023 SPRING.”** Once you follow through all of these pages, you should see **“Register for Classes”** at the top of the page.

Read these instructions very carefully as this is where many teachers make a mistake... Right under **“Register for Classes,”** look very carefully and you should see **four tabs across the top.** The first tab says, “Find Classes” and the 2nd tab says, **“Enter CRNs.” Click on that 2nd tab – “Enter CRNs**

9. You should then see, **“Enter the 5 Digit Course Reference Numbers (CRNs) to Register.”**

Check to make sure it says **“Term: 2023 SPRING.”**

Your school district should have given you instructions and information for the courses offered.

This includes:

Course Name: **Elementary Math Ed Leadership**

Course Registration Number: **37106** (5 Digits)

Course Code: **EDUC 5570**

Section Number: **416**

10. Click on **“Add to Summary.”** Two boxes should then pop up at the bottom of the page. The one on the left will show the UVU schedule for the class (**please note that this will likely vary from the actual schedule that your instructor will be following. ALWAYS check with him/her on the actual schedule, class meeting time, location or web link, etc.**). The box on the right is labeled **“Summary.”** Verify that you are registering for the correct course that is listed.
11. The **“Status”** column on the right side of the **Summary** box should read, **“Pending”** and the **“Action”** dropdown menu, will read **“Register.”** Leave that alone. **Do NOT change as you do want to “Register” for this class.**
12. If all the information matches the class you want to register for, then click on **“Submit”** in the bottom right-hand corner.
13. You should then see a revised page with the **Summary** box showing the class listed in it – but now underneath **“Status”** it should show **“Registered.”** If so, you **are now registered for the class.**
14. Once registered, your final step is to **pay the \$45 course registration fee. See instructions for payment.**

PAYMENT OF UVU COURSE REGISTRATION FEES

***Additional instructional fees may be charged by the partnering school district or school. These instructions cover only the UVU \$45 course registration fee. Instructions on how to pay**

any school district required fees have been or will be provided by the district coordinator and/or the course instructor.

You have two options for paying the UVU course registration fees:

PAY ONLINE

1. Go to: my.uvu.edu . Log in using your UVU ID# and password. (This is NOT the login which looks like an email address.) If you have forgotten your password or you are unable to log in to your account, **call 801 863-8888** for assistance.
2. Once you have logged on to myUVU page, go to the left-hand side and click on **"STUDENTS."**
3. In the drop-down menu, click on **"Paying for My Education."**
4. In the 2nd column under **"MY STUDENT ACCOUNT,"** click on the first option, **"MAKE A PAYMENT."**
5. You should see that the **"Amount Due" is \$45.00.** Click on the circle next to **"Amount Due"** and fill in that amount in the box on the right.
6. Click on **"Continue"** to make the payment. Select your payment method – Electronic Check (no payment fee) or Credit Card (there is a service fee to use a credit card). You will need to click on "Select."
7. You will then need to **fill in your bank information or your credit card information and complete the transaction.**

PAY BY CHECK

Instead of following this online payment procedure, you can also **pay by check or money order**. Checks or Money Orders should be made out to Utah Valley University. Please **include your UVU ID number on the check** and mail to:

Utah Valley University
Bursar's Office MS-109
800 West University Parkway
Orem, UT 84058