

Utah Valley University
In partnership with
SEDC
is offering.
Adult Learning Theory: EDUC 5412 416
CRN: 41099

Taught By: Katie Jones

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

CONTINUOUS ENDORSEMENT PARTICIPANTS

NOTE: If Endorsement Participants have 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.

Application Instructions:

1. Go to <https://uvu-15675.app451.sites.451.io/>
2. Start a **new application**
3. Select **Undergraduate Application**
4. Fill in the required fields
5. Student Type: Endorsement
6. For **Campus**, select **In Person on Campus** (you can still take online classes)
7. Under **Intended Program of Study**, select **Endorsement – Education**
8. Choose your **entry term**
9. Click create account
10. This will make you an account and take you to application progress – Click **finish application**.
11. Fill out the **“Your Information”** Page
12. Make sure **academic plans** are correct.
13. **Submit application**

IMPORTANT NOTE: After an application has been submitted, you will have to wait about 24-48 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 or email endorsements@uvu.edu

Registration Instructions

Here are the directions to register online for UVU Endorsement 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.

1. Go to: my.uvu.edu and click **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 have to enter the new password two times. If you have previously attended UVU, the default password will most 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 – Call Tech Support.
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.”**
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 **Select a Term** page where you will see a drop-down menu. Choose **2026 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 the boxes and then clicking on the **I Agree, SUBMIT**. Once you follow through all these pages, you should see **Register for Classes** at the top of the page.
8. 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 second tab says, “Enter CRNs.” **Click on that second 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: 2026 Spring.”**

Information for the course:

Course Name: Adult Learning Theory

Course Registration Number: 41099

Course Code: EDUC 5412

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. 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.

**If you have any problems or questions regarding UVU registration, please contact the
Endorsement Program Coordinator - Abigail Munoz
email: Endorsements@uvu.edu or phone: 801 863-7614.**

For questions about Admissions, call 801 863-8706 or email admissionprocessing@uvu.edu.

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