

# COLLEGE NAVIGATION ASSESSMENT

## CLASSES

- ☐ Did you know that a full-time student takes only 4-5 classes a semester which results in 15 hours in a classroom for the entire week? [Click here to learn more!](#)
- ☐ Did you know that UVU offers certificates that lead to better jobs and can be completed in under a year? [Click here to learn more!](#)
- ☐ Did you know that students can enroll in just 1 class to gain knowledge and skills in a subject of their interest? (e.g. if you want to learn guitar, you can just sign up for a guitar class). [Check out the course catalog here!](#)
- ☐ Did you know most students change their major on average 5-7 times? Want to change it, contact your [Academic Advisor!](#)
- ☐ Did you know you can plan what courses and requirements you need to graduate through Wolverine Track? [Learn more here!](#)

### Class “How To Guides” for Additional Assistance

- ☐ [How to Register for Classes](#)
- ☐ [Wolverine Access Guide \(Textbooks\)](#)

## FINANCIAL AID


- ☐ Do you know what FAFSA is? If so, have you completed a FAFSA for this year? [Click here to start the process!](#)
- ☐ Did you know if your family circumstances change (i.e. a parent loses a job, or you get divorced) you can request the Financial Aid Office to reconsider their decision based on the new situation so you can be given money for school (make an appeal)? [Learn more here!](#)
- ☐ Do you know where to find scholarships? Can you name 1 or 2 scholarships? [Click here to learn more!](#)
- ☐ Do you know what the Money Success Center does? [Click here to learn more!](#)



## Financial “How To Guides” for Additional Assistance

- ☐ [How to Set Up a Payment Plan](#)
- ☐ [How to Use Scholarship Universe](#)
- ☐ [Understanding My Student Account Charges](#)

## ACADEMIC SUPPORTS AT UVU

- ☐ Did you know that UVU has an Office of Accessibilities where you can get accommodations such as extended time on tests/assignments, a note-taker, or the use of a calculator if you have a learning disability, have experienced mental health problems, or have another diagnosis that impacts your ability to learn? [Click here to start the process!](#)
  - ☐ Do you know there are free tutor labs across campus for math, science and writing and that anyone is allowed to use them? [Click here to learn more!](#)
  - ☐ Did you know you can see a Learning Specialist who can support you in gaining reading skills, test-taking strategies, and many other tips and tricks for learning the material for class? [Click here to learn more!](#)
  - ☐ Did you know if you have a major life event happen (i.e. injury/health/mental health) and it impacts your schooling you can petition for a tuition refund or a grade change? [Click here to learn more!](#)
  - ☐ Do you know how to find out what advisor is assigned to you and how to contact them? [Click here to find your Academic Advisor!](#)
  - ☐ Did you know there are Academic Coaches that can help you learn study skills, time management and more? [Click here to learn more!](#)
  - ☐ Did you know if you qualify you could get free 1 -on-1 tutoring, be eligible for a ½ tuition scholarship, priority registration, and much more through TRIO SSS? [Check eligibility here!](#)
  - ☐ Did you know TRIO EOC can help you register for classes, assist with FAFSA, career exploration and more? [Learn more here!](#)
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## SETTING UP APPS

- ☐ [How to Set Up Microsoft Teams](#)
- ☐ [How to Set Up the Microsoft Authenticator App](#)
- ☐ [How to Access Microsoft Office 365 Web Apps](#)
- ☐ [How to Set Up UVU Email on Mobile Device](#)
- ☐ [How to Set Up the UVU Student App](#)
- ☐ [How to Download and Navigate Canvas](#)


## CAREER & EMPLOYMENT

- ☐ Did you know the Career and Internship Center can help you look for jobs, prepare for interviews, and more? [Learn more here!](#)
- ☐ Did you know you can meet with past UVU alumni for job seeking advice, tips, and more? [Check out Wolverine Connect!](#)
- ☐ Did you know the FAFSA form can also qualify you for the Federal Work Study Program which allows eligible undergraduate and graduate students to earn money through part-time employment while attending college? [Learn more here!](#)

### Career and Employment “How To Guides” for Additional Assistance

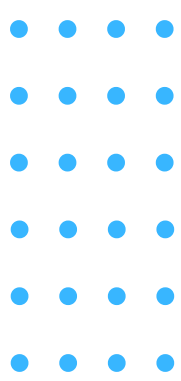
- ☐ [How to Navigate PathwayU](#)
- ☐ [Strategies for Searching For a Job](#)

## PARKING & TRANSPORTATION

- ☐ [Parking Permits at UVU](#)
  - ☐ [Appealing a Parking Citation](#)
  - ☐ [Bus/Transit](#)
  - ☐ [EV Parking Stations](#)
  - ☐ [Frequently Asked Questions About UVU Parking](#)
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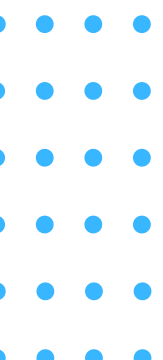

## UNDERSTANDING FERPA

- ☐ Do you know what FERPA is? FERPA gives rights to students and governs the disclosure of and access to student educational records. [Learn more here!](#)
  - ☐ Do you know what SIRA is? The Student Information Release Authorization (SIRA) tool allows you to manage what information about your education records is shared and with whom. [Learn more here!](#)
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### FERPA “How To Guides” For Additional Assistance

- ☐ [How to Add a Delegate to the Sira Form](#)

## HEALTH

- ☐ Did you know most students struggle to balance their classes with work schedules and family responsibilities? [Learn how to better balance your life through the Wellness Programs!](#)
  - ☐ Have you heard of the SLSS (Student Leadership and Success Studies) classes that can help you gain skills and experiences that will help you with school, career and life? [Check out the course catalog here!](#)
  - ☐ Did you know that nearly 78% of students at UVU feel lonely? [Meet with the Student Health Services to learn about your options!](#)
  - ☐ Have you ever visited the Student Life and Wellness Center? [Learn more here!](#)
  - ☐ Do you know there are support groups available to students? [Learn more here!](#)
  - ☐ Did you know all UVU students get FREE online therapy through TimelyCare? [Learn more here!](#)
  - ☐ Do you know what supports you can get at the Care Hub? [Learn more here!](#)
  - ☐ Did you know UVU has its own food pantry available to students? [Check it out here!](#)
  - ☐ Did you know the gym at UVU is free for students who are enrolled in 10+ credits? And only \$45/semester for students enrolled in under 9 credits? [Check it out here!](#)
  - ☐ Have you heard of all the intramural or physical education classes UVU offers? [Check them out here!](#)
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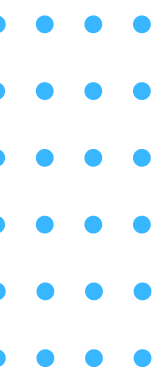
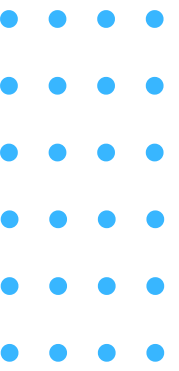


## GET INVOLVED

- ☐ Did you know UVU has over 50 clubs? [Learn more here!](#)
- ☐ Did you know that there are over 20 activities happening a week on campus? [See what's happening at UVU here!](#)

## DEADLINES

- ☐ Did you know there are important deadlines you must keep track of to avoid fees? [Check them out here!](#) *(make sure you're viewing the correct semester!)*



# NEW STUDENT CHECKLIST

## Key:

- **Pink**— Applies to all students (first-year, transfer, adult learner, online)
- **Green** — First-year only
- **Orange** — Transfer only
- **Blue** — Online only
- **Purple** — Adult Learner only
- **Optional-** Anyone
- **Note:** International students: [link to their website](#)

## ALL STUDENTS

- ☐ Apply to UVU: Start the process to becoming a student today! Applying to UVU is simple and straightforward. [Click here to apply!](#)
- ☐ Log into MYUVU: This vital hub is the university's online portal that connects you to essential student tools and resources. To access your account for the first time, you'll need the university ID (UVID) in your acceptance email and the default password (your birthdate is in MMDDYYYY format, with no spaces or dashes). [Click here to log in!](#)
- ☐ Create a Security Phrase and Assign Account Delegates if needed:
  - The Family Educational Rights and Privacy Act (FERPA), a federal privacy law, governs student education records and information privacy and puts you in control of who we share your non-directory student information with (some exceptions apply). When you log into your myUVU, you will be prompted to create a security phrase and an option to assign account delegates if needed. [Click here for instructions!](#)
  - Your security phrase will be used when you interact with UVU employees when they need to quickly verify who you are. Choose a security phrase we can use to verify your identity. Remember this is NOT your myUVU password and you will deliver it VERBALLY. Choose something that is easy to say/remember and is not embarrassing.
  - If you would like someone else to be able to access your student information/account such as a parent, family member, etc. you will need to assign them delegate access. More information can be found at the link in your myUVU.

## ALL STUDENTS-CONTINUED

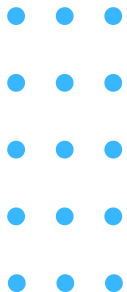
- ☐ Set up Your UVU Student Email on your Devices: Students receive crucial information from UVU, and much of it is confidential. UVU provides all students with an email account to communicate this information to them, so set it up on your smart devices so that you can check it regularly. Your UVU email address will be in the form of UVID@uvu.edu
- ☐ Complete Online Orientation: Orientation introduces you to the tools and resources needed to be successful at UVU. [Click here for more details!](#)
- ☐ Meet with your Academic Advisor: Schedule an appointment with your academic advisor. This will prepare you to register for classes at UVU. You can find your advisor's information on your myUVU student homepage.
- ☐ Register for Classes: When registration opens for your level of priority, you will log into myUVU to select your classes. *\*If you're a **first-year student**, you must complete Orientation & sign up for Jumpstart before you can register for classes.* [Click here for a guide](#) on how to register for classes!
- ☐ Fill out FAFSA: Complete the Free Application for Federal Student Aid (FAFSA) to be considered for grants, loans, and work-study (you'll need UVU's school code:004027). [Visit UVU's financial aid website](#) to learn more about paying for college.
- ☐ Apply for Scholarships: Visit UVU's scholarships website to apply for scholarship opportunities. [Click here to learn how](#) to navigate Scholarship Universe.
- ☐ Pay Tuition: You must have your tuition paid, financial aid awarded, or be enrolled in a UVU Tuition Payment Plan by the tuition deadline to prevent your class schedule from being dropped for non-payment. [Click here for a guide](#) on how to set up a payment plan.
- ☐ Get your UVU ID Card: A UVU ID Card provides access to the testing Center, UTA transit, library, sporting events, limited door access and more. [Learn more here!](#)
- ☐ Get a Parking Permit: Purchase a parking permit to park on campus. [Click here to purchase!](#)
- ☐ Buy Textbooks: Purchase books and other materials needed for your classes. [Click here for a guide](#) on Wolverine Access (UVU's textbook platform).

## FIRST YEAR: SUBMIT DOCUMENTATION

- ☐ In addition to your application, we may need more info from you to admit you as a new student. Required documents may include transcripts, test scores, or residency documents. [Click here for more details!](#)
- ☐ Sign up for Jumpstart Orientation:
  - Jumpstart Orientation is an on-Campus event that expands upon the information learned during online orientation to help ensure a successful transition to university life. Find the link in your myUVU account after you've completed the online orientation.
  - If you are transferring 15 credits or more or 21 years or older, your orientation hold will be removed immediately (if your hold has not been removed after completing Online Orientation, [please contact](#) our Orientation office for assistance).
- ☐ [Attend Freshman Convocation](#): Starting college is a big deal! We want to mark this momentous occasion in your life with all the significance and recognition that it deserves. Freshman Convocation is a warm Wolverine welcome that you don't want to miss! [Learn more here!](#)

## TRANSFER STUDENTS ONLY

- ☐ [Submit Documentation](#):
  - In addition to your application, we will need your previous college transcripts, high school transcripts (if transferring less than 24 college credits), and any relevant test scores (ACT/SAT, etc.). You may also need to upload residency documents.
  - For questions about transferring your college credits, [please visit our Transfer Credit website](#).
- ☐ [Optional - Sign up for Jumpstart Orientation](#):
  - Although not required for students transferring 15+ credits, 21+ years of age, or enrolled in a fully online major, attending Jumpstart will help you fully connect to the people, tools and resources needed to successfully navigate UVU's campus environment.





## TRANSFER STUDENTS-CONTINUED

- We have an optional Jumpstart Session for Transfer, Veteran, & Adult Learner students. [Sign up here!](#)
- ☐ Optional - Sign up for Jumpstart Orientation:
- Although not required for students transferring 15+ credits, 21+ years of age, or enrolled in a fully online major, attending Jumpstart will help you fully connect to the people, tools and resources needed to successfully navigate UVU's campus environment.

## ADULT LEARNER ONLY

- ☐ Optional-Credit for Prior Learning: Have work experience you would like to receive credit for? That may be possible. [Visit this link](#) to see what may be available.

## OTHER RECOMMENDED CHECK LIST ITEMS

- ☐ Follow Important Social Media Accounts

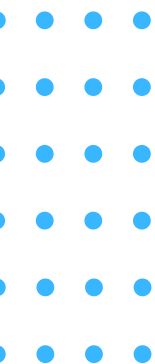
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@uvustudents  
@uvuclubs  
@uvufirstyear  
@uvu\_president  
@uvuclubs  
@uvustudentlife  
@thedenuvu

- ☐ Get Involved

- Did you know UVU has over 50 clubs? [Learn more here!](#)
- Did you know that there are over 20 activities happening a week on campus? [See what's happening at UVU here!](#)
- Join the [UVU Presidential 100](#)
- Take the [Wolverine Connections Course](#)

## OTHER RECOMMENDED CHECKLIST ITEMS

- ☐ Apply for Student Jobs [here!](#)
- ☐ [Set Up Helpful Apps:](#)
  - [How to Set Up Microsoft Teams](#)
  - [How to Set Up the Microsoft Authenticator App](#)
  - [How to Access Microsoft Office 365 Web Apps](#)
  - [How to Set Up UVU Email on Mobile Device](#)
  - [How to Set Up the UVU Student App](#)
  - [How to Download and Navigate Canvas](#)
  - [How to Set Up Passport Parking](#)
- ☐ Explore student resources [here!](#)
- ☐ Need help or support, but aren't sure where to start? Reach out to one of our student success specialists [here!](#)
- ☐ Are you having technical difficulties? Reach out to the [Service Desk!](#)
- ☐ Navigate campus [here!](#)
- ☐ [Submit Family Support Information:](#) Do you have someone who is supporting you in your college journey? Please provide their contact information, and we'll send them relevant resources and communications to help them support your success at UVU.



# A COLLEGE NAVIGATION MANUAL FOR STUDENT SUPPORT STAFF

The purpose of this guide is to support you in addressing key areas that contribute to a student's academic success and overall well-being. This is a living document—please feel free to add or adjust content as needed to best serve our students.

## ADMISSION/ ONBOARDING

Make sure the student has:

- Applied to UVU
- Completed any additional documentation needed by UVU (in student forms)
- Set up MYUVU account
- Created a security phrase
- Added delegates if desired
- Set up UVU email
- Completed online orientation
- Registered for jumpstart
- Met with an academic advisor
- Registered for classes
- Filled out FAFSA
- Set up payment plan
- Knows about scholarship universe
- Purchased a parking permit
- Opted in/out of Wolverine Access (textbooks)
- Knows where their classes are
- Set up helpful apps (teams, authenticator app, Microsoft office, etc.)
- Aware of support systems on campus
- Understands navigating canvas
- Has a UVU ID card
- Aware of important deadlines
- Maybe adding a minor

## HEALTH

Make sure the student is aware of:

- Free therapy through Timely Care
- SLSS classes
- Student Health Services
- Support Groups (LGBTQ+, Women, Neurodivergence, Communication etc.)
- Student Life and Wellness Center
- Wellness Programs
- Care Hub
- Food Pantry
- LD/ADHD/Autism Testing
- Title IX reporting
- UVU gym membership
- Intramural/Phys ed classes
- Outdoor adventure center
- Community resources (community action, encircle, project read, etc.)
- Wee Care Childcare Center
- Free UVU mental health clinic
- Mamava Lactation Pods
- Student Housing
- Student Health-Medical Services
- Crisis Services

*\*Reference the “New Student Checklist” for in depth details and links.*

## ACADEMIC SUPPORTS

Make sure the student knows about:

- Office of Accessibilities
- Free Tutoring Labs (math/writing)
- Learning Specialists
- Academic Coaching
- Petitions/Appeals
- Meets with Academic Advisor
- 1-on-1 tutoring with SSS (if eligible)
- TRIO EOC
- Adult Learner Services
- MASH
- Hire a Private Tutor
- Supplemental Instruction
- Native American Excellence Program
- First Generation Student Success Center
- Gear Up
- Student Success Center
- Fulton Library (various resources like tech rentals, study rooms, etc.)
- OMBUDS
- Certificates

## CAREER/EMPLOYMENT

Make sure the student knows about:

- PathwayU
- Career and Internship Center
- Community Resources
- Indeed
- Handshake
- LinkedIn & LinkedIn Learning
- Innovation Academy
- Entrepreneurship Center
- Study Abroad
- Wolverine Connect
- Work Study
- Student Jobs
- Career/Internship fairs

## FINANCIAL SUPPORTS

Make sure the student knows about:

- Financial Aid & Scholarships Office
- Bursars Office
- Money Success Center
- Tuition costs
- Loans
- Scholarship Universe
- Private Scholarships
- Jobs that pay for school
- FAFSA

## CAMPUS LIFE

Make sure the student knows about:

- Clubs
- Student Life & Wellness Center
- Events
- Campus Recreation
- Athletics
- Center for Social Impact
- Housing/Dining
- Wolverine Wednesday
- The Zone
- Theater/Dance/Art

*\*Reference the “New Student Checklist” for in depth details and links.*