

Checklist for New Students at UAA

□ Apply for admission to UAA

Applications are available online at <http://uaonline.alaska.edu>. Click on “Apply for Admission” if you are a new student or “Login to a Secured Area” if you are a returning student. Call Enrollment Services at 907.786.1480 if you need assistance.

UAA has two admission pathways: a degree seeking and a non-degree seeking pathway. Degree seeking students are eligible for financial aid; however, non-degree students are not eligible for financial aid. Degree-seeking admissions has a deadline of July 1 for Fall, November 1 for Spring, and May 1 for Summer. If you have missed the deadline to apply for a degree program, you may take classes as a non-degree student and pay for classes out-of-pocket.

In order to apply as a degree seeking student, you will need

- \$40 for Associate degree applications; \$50 for Bachelor degree applications (payable via credit or debit card online)
- Official high school, GED, or college transcripts (high school or GED transcripts only if you have less than 30 college credits)
- Test scores: ACCUPLACER, SAT, or ACT
- All transcripts and test scores MUST be official—meaning they must arrive in an envelope sealed by the educational or testing institution. Mail to Enrollment Services, PO Box 141629, Anchorage, AK 99514

□ Apply for financial aid (if degree seeking)

It is important that you complete the Free Application for Federal Student Aid (FAFSA) form online ASAP—the entire process of submitting the FAFSA and receiving financial aid can take from 8-10 weeks. You will not receive financial aid until you are completely admitted to your degree program. Below are the steps to applying for financial aid:

- Complete the FAFSA online at www.fafsa.ed.gov. Apply for a PIN first—you’ll use your PIN to sign the FAFSA application (www.pin.ed.gov)
- You’ll need your taxes from the previous year to complete your FAFSA. For example, for the 2006-2007 school year you will use your 2005 1040, 1040A, or 1040EZ to complete the FAFSA.
- If you are not married, have no dependents, are under the age of 24, are not attending graduate school, and are not a veteran of the military, you are considered a “dependent” student and you will be required to submit your parent’s taxes in addition to your own taxes.

Apply for UAA scholarships at <http://www.uaa.alaska.edu/scholarships>. Most scholarships have a deadline of February 15th for the next Fall semester. Call the Office of Student Financial Aid at 786.1586.

□ Apply for on-campus housing (if applicable) ASAP

Students taking nine or more credits wishing to live on campus are encouraged to apply for housing early—space fills quickly! Apply online at <http://www.uaa.alaska.edu/housing> or call 751.7200.

□ Take a placement test

Before you take a math or English course at UAA, you must first take a placement test. If you have not taken the ACT or SAT tests, you may take the ACCUPLACER test at the university. Please call 786.4500 to learn more about testing walk-in hours. The test is \$10 and you may take it twice in a semester. You will be required to show your math or English instructor proof of your test placement on your first day of class. For more information, log on here: <http://www.uaa.alaska.edu/advising-testing/assessment/accuplacer.cfm>.

□ Meet with an Academic Advisor

You should meet with your advisor every semester—especially your first semester at UAA. For a list of campus advisors, click here: <http://www.uaa.alaska.edu/advising/>. If you are admitted as an undecided student (Bachelor of Arts, undeclared major), call Advising and Testing at 786.4500.

□ Sign up for an orientation session

Tour campus, meet an advisor, and learn more about UAA! Orientation gets new students ready for college success. Call 786.1224 or <http://www.uaa.alaska.edu/orientation/> for more information.

□ Register for classes

Registration for courses is done via UAOnline: <http://uaonline.alaska.edu/>. You should register for courses early—registration for Fall and Summer semesters opens in April and Spring semester opens in November.

It is important to become familiar with the layout of campus before you register for classes. For example, it would not be wise to register for two classes 15 minutes apart—one located in the ARTS building, the other located in UC. Additionally, UAA offers courses off campus (Elmendorf Air Force Base, Chugiak High School, Eagle River, and Fort Richardson)—so make sure that you are registering for classes at the right location.

□ Complete your admission file

Your admission will not be complete until all of your required transcripts, test scores, and supporting documents are submitted. It is important to follow up and ensure they were submitted as you requested. Check back four weeks after your application is submitted to ensure your application is complete. If you are still missing documents when the semester begins, you may still take your courses but you will not receive your financial aid.

□ Purchase your books

Textbooks become available in the UAA Bookstore approximately one to two weeks before classes begin. You can research your textbooks ahead of time by viewing the Bookstore website: <http://www.aaa.alaska.edu/bookstore/>. Don't wait until the last minute to purchase your books—you can often find used books in excellent condition (used books are cheaper than new books).

□ Purchase a parking permit

UAA does have visitor parking where you can pay by-the-hour. However, it may be cheaper to purchase a parking permit at www.thepermitstore.com. If you have questions, please contact Parking Services at 786.1119.

□ Pay your tuition

The payment deadline for each semester and payment options are posted each year in the schedule booklet. You may be subject to a late fee if you don't make your payments on time. It is most convenient to make your payment online with UAOnline. If you have questions about your account, please call 786.1458.

□ Get your WolfCard

Your WolfCard is your identification card for UAA. The initial card is free to current students and provides you with access to many campus facilities and services. The ID card also serves as a debit card (Wolfbucks) that can be used around campus. The WolfCard office is located in the University Center and can be reached at 786.HOWL.

□ Get your University email account

Every student at UAA is issued a username and email account. To find out your username go to the Information Technology Services homepage: www.technology.aaa.alaska.edu, use the username lookup function in the bottom left-hand corner. To access your email account, log on to www.webmail.aaa.alaska.edu. There is an option to forward your UAA emails to your current personal email account. Keep in mind that most UAA professors and staff will send emails only to your UAA email.

□ Pick up your copy of the University Catalog

Students admitted to UAA receive a coupon for a free University catalog which is redeemable at Enrollment Services Kiosk (University Center). An online version can be viewed at <http://www.aaa.alaska.edu/records/catalogs/catalogs.cfm>.

□ Pick up a copy of the Fact Finder Student Handbook

The Fact Finder Handbook provides students with information on all campus resources and services. The publication is free to all students and can be picked up at numerous locations around campus. An online version can be found at www.aaa.alaska.edu/studentaffairs/Fact-Finder.

□ Update your address with the University after you arrive at UAA

Once you arrive at UAA it is important to update your address with the university so that you will receive important notices, bills, or other important student information. You can update your information online at <http://uaonline.alaska.edu>.