Step-by-Step Online Registration

1. Select the list of classes in "Search the Class Schedule." Enter your term and course number. Click on "Search." If you want more search options, click on the "Course Search." See the instructions at the top of the page for keyword search.

2. Enter your UA username and password and click the "Login" button. If you received your username and password, follow the instructions to log in to access the class search page or log in to the student services and account information tab.

3. The Detailed Class Information page provides a wealth of information, including meeting days and times, credit hours, and other information. You can enter the CRN(s) and click the "Compete Registration Changes" button to enroll in the class.

4. On the Register/Add/Drop page, you'll see the course description and more. To check the box next to the CRN for a class, return to the search results page.

5. On the Class Schedule Search page, select "UAA - Main Campus." If you choose "Joint Base Elmendorf-Richardson courses," choose JBER - UAA Campus. Select your subject and enter the course number to search for the class you want or if you're registering for a class that requires a corequisite, simply access the class schedule search page.

6. Waitlisting does not guarantee you a seat in the class. Registration is limited to students who have met prerequisite or test score restrictions. Check the Detailed Class Information page for the CRN to see prerequisite and test score information. Contact the department if you have questions.

7. Once in the secured area, click on the "Registration." Click on the "Complete Registration Changes" to enroll in the class. On the Register/Add/Drop page, you'll see the course information and more. Click on the CRN and enter the CRN(s) to enroll in the class.

Common Registration Error Messages

- Closed section: Registration is closed because the class is full. If you choose "Maximum hours exceeded," you may have met prerequisite or test score restrictions. Check the Detailed Class Information page for the CRN to see prerequisite and test score information. Contact the department if you have questions.

- Instructor approval: Registration in the class will exceed maximum allowed credits. You are already registered for another section of the course. In most cases, simultaneous registration in two or more sections of the same course is not allowed. If the course is approved for multiple registrations, contact the department to request an override.

- Registration changes not allowed: The registration period for the class has ended or an enrollment limit has been reached.

Registration Questions?
- You will be able to withdraw up to the last day of classes for a full refund of tuition.
- If a course is not full after the last day of add/drop, and the instructor agrees, you may change your grades.
- If you drop a class and receive a grade of "W," this grade will appear on your permanent academic record.
- To withdraw from a course, go to the Students and Account Information tab and click on "Registration." You may withdraw from a course up to the last day of classes for a full refund of tuition.
- If you drop a course after the last day of add/drop, you may still withdraw without a grade penalty up to the last day of classes. After that, you may only withdraw with a grade of "W" or "F."