Official Communication by UAA E-mail
All communication related to registration and enrollment activities will occur through the official UAA-assigned email. Students should be careful to keep this account clear and review the correspondence received there regularly.

Registration by Proxy
Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. This form is available online or from the University Center One-Stop. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

Facsimile (Fax) Transmission
Documents sent via fax are held to the same dates and deadlines and are processed after original documents. Documents received after 5 p.m. are considered as being received by the following business day. Faxes are not guaranteed nor will they be confirmed. Students and departments are encouraged to retain the record of transmission.

Biographic/Demographic Information
UAA must comply with state and federal reporting requirements and therefore requires that students provide specific biographic or demographic information on registration or admission forms. The university uses the information for statistical purposes and as an identifier for university records. This information is relevant to the university’s admission and enrollment policies. The university is careful to guard private information and does not discriminate on the basis of this information.

Change of Name
A student’s name on official records at UAA must be the student’s full legal name. A Change Form may be processed through the Office of the Registrar and must be supported by legal documentation, i.e., Social Security card, driver’s license or a court order. UAA employees (past or present) must present their Social Security card.

Change of Address
Currently enrolled students may update their mailing address through UAOnline or by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, transcripts and information about graduation requirements. Permanent addresses can only be updated via Change Form.

Social Security Number
The University of Alaska has established student identification numbers and does not use Social Security numbers for student identification. The university is still required to collect a valid Social Security number from each student for IRS, employment and federal financial aid purposes. The last four digits of the Social Security number are included on official transcripts for identification matching purposes.

Registration Changes
It is the responsibility of the student to become familiar with UAA policies, procedures and deadlines. Refer to the academic calendar at www.uaa.alaska.edu/records/calendar.cfm for specific deadlines. Add, drop, withdrawal, credit/no credit and audit deadlines for trimester courses and courses other than full semester-length will be prorated according to the length of the class. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register. See the table for Add, Drop and Withdrawal Deadlines in this chapter for more information.

Faculty Signature
Some course descriptions include instructor permission as a prerequisite. Students must obtain the permission of the faculty member instructing the course section or their designee before registering.

Auditing Classes
Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Requirements for auditing the course are determined by the faculty. Faculty may withdraw students if they fail to comply with the agreed-upon terms.

Students who audit courses are required to meet prerequisites, register and pay the same tuition as those who take the courses for credit. During the first and second weeks of the semester, audit-to-credit requires faculty signature. Audit-to-credit changes are not allowed after the second week of the semester. During weeks three through 12 of the semester, credit-to-audit changes require faculty signature. Credit-to-audit changes are not allowed after week 12 of the semester.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit-by-examination for an audited course until the following academic year.

Continuous Registration
Continuous registration is expected of graduate students. (See Chapter 12, Graduate Programs, for further information.)

Cancellation of Classes
UAA reserves the right to cancel or combine classes; to change the time, dates or place of meeting; or to make other necessary revisions in class offerings. The university may discontinue a class at any time if enrollment falls below expected levels. Students will receive notification of cancellation via UAA email.

Course Performance
Successful performance in individual courses contributes to overall satisfaction with the educational experience at UAA and ultimately will provide for successful completion of a course of study or degree.

Faculty members design course activities that assist students to acquire, comprehend, and apply knowledge and skills in a variety of subject areas. The course syllabus is designed to provide information about the structure of the course and methods of determining successful course completion.

In order to evaluate student learning, grades are assigned by faculty to individual students that indicate achievement of course objectives. Student behaviors such as class attendance, class participation, completion of all assignments and achievement of passing marks on all graded activities are the foundation for success of the student.

Class Attendance
Regular attendance and active participation are expected in all classes. Students are responsible for class work even if there are legitimate reasons for their absence.

Unexcused absences may result in a student being withdrawn from the class or receiving a failing grade. Unreasonable refusal to accommodate an emergency absence or class absence as described below may be appealed under the Academic Dispute Resolution Procedure (see Chapter 5, Student Freedoms, Rights and Responsibilities, for more information).

Class Absences
Students who receive short-term military orders or obligations are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Students participating in official intercollegiate activities on behalf of UAA, including, but not limited to, athletic competitions, debate and performing arts, are responsible for making advance arrangements with faculty members to enable them to meet course requirements. Faculty are encouraged to make reasonable accommodations for such students. In some cases accommodation may not be possible.