Who processes each form in the Registrar’s Office?
The following forms are processed by the Office of the Registrar and are arranged below to indicate which area processes each form. Some may be online forms.

Paper forms may be scanned and emailed to the appropriate area, faxed to 907-786-4888 or intercampus mailed to the Office of the Registrar, University Center, room 106. If you have any questions please call our administrative assistant at 907-786-1069.

**Degree Services**
degrees@uaa.alaska.edu
- Academic Petition
- Application for Graduation
- Change of Major
- Declaration of Minor
- Graduate Requirement Reports for undergraduates (music recital)
- Study Plans (Natural Science, Liberal Studies, etc.)

**National Student Exchange Program (NSE)**
nse@uaa.alaska.edu

**Publications & Scheduling**
publications@uaa.alaska.edu
- Class Schedule Forms
- Selected Topics Forms
- Directed Study Forms
- Independent Study Forms
- CARs and CCGs

**Records/Transcripts**
records@uaa.alaska.edu
- Transcript Requests
- Enrollment Verification Requests
- Change of Grades

**Registration**
registration@uaa.alaska.edu
- Add/Drop and Faculty Initiated Add/Drop
- Change Forms
- Credit Overload
- Secondary Student
- Request for Late Add or Retroactive Withdrawal

**Transfer Credit Evaluation**
transfers@uaa.alaska.edu
- Local Credit by Exam/Grade Report
- Request for Evaluation of Military Training
- Early Childhood Development - Non-Traditional Evaluation (College of Education)
- Study Abroad Advising Agreement
- National Student Exchange Advising Agreement
- Request to add Nursing Credit (NCLEX)

**University Catalog**
catalog@uaa.alaska.edu

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