

UNIVERSITY of ALASKA ANCHORAGE™

Office of the Registrar • 3211 Providence Drive • Anchorage, AK 99508 • Phone 907-786-1480 • uaa.registration@alaska.edu

ADD/DROP

Use this form to add, drop, or withdraw from classes or change from credit to audit. Submit this completed form with student and instructor signatures to the Office of the Registrar by email to uaa.registration@alaska.edu. Be aware of [registration deadlines](#). Published deadlines are for full semester-length courses. If faculty approval is given through [UAOnline](#), students still need to log in and register. UAA communicates with students primarily by email, so check it often.

NAME _____ UA Student ID _____

SEMESTER/YEAR Spring___ Summer___ Fall___ Year_____ Preferred Email _____

ADD/AUDIT A COURSE

Attention faculty: Instructor signature does not override capacity on sections with an active waitlist.

CRN _____ Subject _____ Course # _____ Section # _____ Credits _____ Audit _____ Course Title _____

Printed Instructor Name _____ Instructor Signature _____ Date _____

CRN _____ Subject _____ Course # _____ Section # _____ Credits _____ Audit _____ Course Title _____

Printed Instructor Name _____ Instructor Signature _____ Date _____

CRN _____ Subject _____ Course # _____ Section # _____ Credits _____ Audit _____ Course Title _____

Printed Instructor Name _____ Instructor Signature _____ Date _____

CRN _____ Subject _____ Course # _____ Section # _____ Credits _____ Audit _____ Course Title _____

Printed Instructor Name _____ Instructor Signature _____ Date _____

DROP/WITHDRAW FROM A COURSE

CRN _____ Subject _____ Course # _____ Section # _____ Course Title _____ Credits _____

CRN _____ Subject _____ Course # _____ Section # _____ Course Title _____ Credits _____

CRN _____ Subject _____ Course # _____ Section # _____ Course Title _____ Credits _____

CRN _____ Subject _____ Course # _____ Section # _____ Course Title _____ Credits _____

TOTAL WITHDRAWAL – Please drop/withdraw me from ALL of my classes. Student initials: _____

I understand that by submitting this registration, I am responsible for the tuition and fees associated with any course(s) for which I have registered. I am responsible for dropping courses by published deadlines to ensure charges are not incurred. I understand that if I default on this student account, I am responsible for the collection, attorney and legal fees. The University may garnish my Alaska Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073. I also understand that the past due debt may be reported to credit bureaus.

I understand that I must print this form and provide a handwritten signature prior to submitting for processing. _____ Agree

STUDENT SIGNATURE _____ DATE _____

OFFICE USE ONLY – Processed By _____ DATE _____