

Registration Guide

Fall 2013



UAA
UNIVERSITY
of ALASKA
ANCHORAGE

UAOnline Priority Registration Schedule

Admitted graduate students	March 29
Admitted seniors (90+ completed credits)	April 1
Admitted juniors (60-89 completed credits)	April 2
Admitted sophomores (30-59 completed credits)	April 3
Admitted freshmen (0-29 completed credits)	April 4
Students with pending fall admissions applications	April 8
Open registration	April 15

Registration for each group opens at 12:01 a.m. on the day listed.

To find your class standing, log in to UAOnline, go to the Student Services and Account Information tab and click on the "Check Your Registration Eligibility" link in the Registration menu.

Academic Calendar

August 26

Classes start*

Add/drop period begins*

Registration opens for senior citizens using tuition waivers*

September 2

Labor Day (UAA closed)

September 3

No classes

Faculty approval required to add classes*

September 6, 5 p.m.

Deadline to add classes or drop for 100 percent refund*

Credit/no-credit deadline*

September 7

Withdrawal period begins online*

Credit-to-audit period begins (requires faculty signature)*

September 12, 5 p.m.

Deadline to swap sections of the same course (both sections must be full-semester length)*

September 16

Payment deadline

September 17

\$125 late payment fee assessed

November 1

Deadline to register for independent and directed studies, and practicum, internship, research and thesis courses

Graduate student continuous registration deadline

Deadline to apply for spring 2014 admission

November 4

\$175 late payment fee assessed

November 15

Credit-to-audit deadline*

Deadline to register for open-entry classes

Withdrawal deadline*

November 27

No classes

November 28-29

Thanksgiving holiday (UAA closed)

December 6

Deadline to apply for fall graduation

December 9-14

Final exams*

December 19

Grades available on UAOnline*

December 25-Jan. 3

Winter break (UAA closed)

** Deadlines are for full-semester length classes. For classes with irregular start or end dates, the 100 percent refund period ends at 5 p.m. five business days after the first class day.*

Welcome to UAA

The UAA Registration Guide is a resource to help you navigate the registration process at UAA, from admissions to tuition.

If you're looking for fall class offerings, please go to UAOnline, located at uaonline.alaska.edu, and click on the Class Schedule link. The UAOnline class schedule has the most up to date and complete class information as well as search tools to help you find the right course.

You can also access UAOnline from the UAA home page, www.uaa.alaska.edu, which provides access to additional information about UAA.

If you have questions or need assistance, please contact the UAA One Stop at (907) 786-1480 or e-mail enroll@uaa.alaska.edu or go to www.uaa.alaska.edu/onestop.

Have a great semester!



Table of Contents

Student Statement of Responsibility	2	Financial Assistance	10
UAOnline	3	Accounting Services / Cashiering	11
Semester Checklist	3	Registration	12
Quick Directory	4	JBER Access for Students	15
Admissions	4	Blackboard/eLive	15
Campus Map	5	Bookstore	15
Academic Advising	6	Final Exam Schedule	16
Placement Testing	7	Parking / Transportation	16
Tuition	8	Wolfcard	16
Fees	9	Student Rights, Freedoms & Responsibilities / UAA Policies.	17

Student Statement of Responsibility

It is the responsibility of the student to become familiar with the policies and regulations of the University of Alaska Anchorage published in the Student Handbook, UAA Catalog and this Registration Guide.

The Student Handbook can be found at www.uaa.alaska.edu/studentaffairs/fact-finder.cfm.

The UAA Catalog can be found at www.uaa.alaska.edu/records/catalogs/catalogs.cfm.

The University of Alaska Anchorage has a strong institutional commitment

to the principles of diversity and takes affirmative action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy, or parenthood. Decisions affecting individuals shall be based on the individual's qualifications, abilities and performance, as appropriate.

The University of Alaska Anchorage includes the units of Anchorage, Kenai, Kodiak and Matanuska-Susitna.

UAOnline is the central access point for all registration activity. You can access UAOnline directly at uaonline.alaska.edu or from the UAA home page, www.uaa.alaska.edu.

UAOnline fall 2013 priority registration begins Friday, March 29. UAOnline open registration begins Monday, April 15. See the calendar on the cover for details.

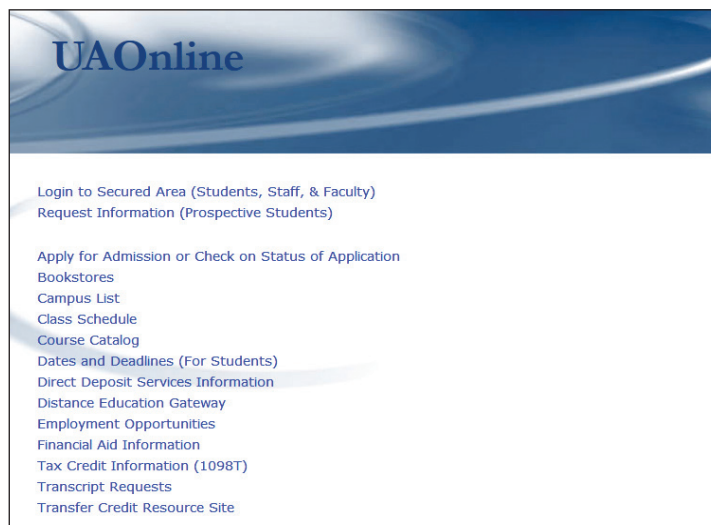
UAOnline registration will remain open 24 hours a day, seven days a week until the close of registration. Expect occasional outages for system maintenance. Telephone assistance is available during regular business hours at (907) 786-1480, option 3.

The UAOnline home page offers the following:

- Information for prospective students
- Admissions applications
- Bookstore information
- Campus lists
- Class schedule
- Course catalog
- Dates and deadlines
- Financial aid information
- Transcript requests
- Blackboard login

The secured area (after logging in) offers:

- Class registration
- Student records
- DegreeWorks/electronic degree audit
- Enrollment verifications
- Scholarship information
- Student account information
- Feedback survey



- Confidentiality/directory hold options
- Additional resources for military students
- And much more!

How to Log In

- On the UAOnline home page, uaonline.alaska.edu, click on "Login to Secured Area."
- On the login page, enter your eight-digit UA identification number and PIN and click the "Login" button. If you're logging in for the first time, use the PIN that the university mailed to you. Change your PIN after logging in for the first time. If you do not know your ID number or PIN, follow the directions on the page to log in.
- For detailed information on how to register, see Page 12 or www.uaa.alaska.edu/records/registration.

Semester Checklist

- **Be aware of dates and deadlines**, which can be found on the cover or at www.uaa.alaska.edu/records/calendar.cfm.
- **Apply for admission**. Everyone who wants to take classes at UAA must first be admitted to the university as a certificate- or degree-seeking or non-degree-seeking student. For more information, see Page 4 or www.uaa.alaska.edu/admissions.
- **Meet with your major advisor** every semester for assistance in selecting your courses. See Page 6 or www.uaa.alaska.edu/advising-testing for advising contacts. You may also find your advisor by viewing DegreeWorks, which can be accessed through UAOnline.
- **Verify financial aid** and check disbursement information at uaonline.alaska.edu.
- **View available classes** by going to the Class Schedule link on uaonline.alaska.edu.
- **Review any registration restrictions or prerequisites** of the courses you wish to take by clicking on the course CRNs in the UAOnline class schedule or by visiting the UAA Catalog at www.uaa.alaska.edu/records/catalogs/catalogs.cfm. Students who do not meet class requirements may be administratively dropped from the class. Any fees resulting from this will be the responsibility of the student.
- **Be aware of class dates**. Not all classes start or end on the same day.
- **Be aware of class locations**. The UAA main campus is over a mile

long and many classes are offered at the University Center, the Chugiak-Eagle River campus, Joint Base Elmendorf-Richardson and other off-campus locations. When registering, plan for the extra time needed for transportation to your classes. See the campus map on Page 5 or www.uaa.alaska.edu/map when planning your schedule. The Seawolf Shuttle schedule may be found at www.uaa.alaska.edu/fcs/maintenanceoperations/operations/shuttle.

- **Register for classes** through uaonline.alaska.edu. Step-by-step online registration information is on Page 12.
- **Purchase books and supplies**. More information is available on Page 15 or at www.uaa.alaska.edu/bookstore.
- **Pay tuition and fees** before published deadlines to avoid being assessed late fees. You are responsible academically and financially for your registration activity. More information is available on Pages 8 and 9 or at www.uaa.alaska.edu/budfin/ar.
- Remember to **officially drop or withdraw by the published deadlines** if you determine that you are unable to complete a course. Failure to do so may result in a grade of F or NB for nonattendance and may affect your financial aid and grade point average (GPA). Classes must be dropped within the 100 percent refund period to avoid tuition assessment. Students may withdraw online; courses will appear with a status of W on the transcript. Students cannot withdraw from a class after it has ended. Deadline information is available on the cover or at www.uaa.alaska.edu/records/calendar.cfm.
- **Regularly check your UAA e-mail** and UAOnline accounts for changes or updates.

Quick Directory

Advising and Testing Center	www.uaa.alaska.edu/advising-testing	(907) 786-4500
Blackboard	www.uaa.alaska.edu/classes	(907) 786-4646
Bookstore	www.uaa.alaska.edu/bookstore	(907) 786-1151
Campus map	www.uaa.alaska.edu/map	
Catalog, UAA	www.uaa.alaska.edu/records/catalogs/catalogs.cfm	
Chugiak-Eagle River Campus	www.uaa.alaska.edu/eagleriver	(907) 786-7600
Course descriptions	uaonline.alaska.edu (click on Course Catalog)	
Dates and deadlines	www.uaa.alaska.edu/records/calendar.cfm	
Dean of Students Office	www.uaa.alaska.edu/deanofstudents	(907) 786-1214
Dining services	www.uaaseawolfdining.com	(907) 751-7492
Disability Support Services	www.uaa.alaska.edu/dss	(907) 786-4530
Distance Education Services	www.uaa.alaska.edu/distanceeducation	(907) 786-4646
Elmendorf Air Force Base Campus	www.uaa.alaska.edu/militaryprograms	(907) 753-0204
Fact Finder/Student Handbook	www.uaa.alaska.edu/studentaffairs/fact-finder.cfm	
FERPA	www.alaska.edu/studentservices/ferpa	
Financial assistance	www.uaa.alaska.edu/financialaid	(907) 786-1480
Forms, enrollment-related	www.uaa.alaska.edu/records/registrarforms.cfm	
Fort Richardson Campus	www.uaa.alaska.edu/militaryprograms	(907) 428-1228
Housing services	www.uaa.alaska.edu/housing	(907) 751-7202
International Student Services	www.uaa.alaska.edu/iss	(907) 786-1573
Kenai Peninsula College	www.kpc.alaska.edu	(877) 262-0330
Kodiak College	www.koc.alaska.edu	(800) 486-7660
Matanuska-Susitna College	matsu.alaska.edu	(907) 745-9774
Multicultural Center	www.uaa.alaska.edu/multicultural	(907) 786-4070
Native Student Services	www.uaa.alaska.edu/nss	(907) 786-4000
Orientation	www.uaa.alaska.edu/orientation	(907) 786-1224
Parking services	www.uaa.alaska.edu/parking	(907) 786-1119
Registrar's Office	www.uaa.alaska.edu/records	(907) 786-1480
Residence Life	www.uaa.alaska.edu/residencelife	(907) 751-7444
Safety	www.uaa.alaska.edu/upd	(907) 786-1120
Seawolf Shuttle	www.uaa.alaska.edu/fcs/maintenanceoperations/operations/shuttle	
Student Life & Leadership	www.uaa.alaska.edu/SLL	
Student Union		
& Commuter Student Services	belong.uaa.alaska.edu	(907) 786-1204
Tuition Management Systems	www.afford.com/uaa	(800) 722-4867
Veteran & Military Services	www.uaa.alaska.edu/veterans	
Wolf Wire Student Events Calendar	www.uaa.alaska.edu/wolfwire	

Admissions

www.uaa.alaska.edu/admissions

Everyone who enrolls in classes at UAA must first be admitted to the university as a certificate-seeking, degree-seeking or non-degree-seeking student.

Application Fees

- Undergraduate certificate and associate degree programs: \$40
- Baccalaureate programs: \$50
- Post-baccalaureate certificate and graduate programs: \$60
- Non-degree-seeking applications: no fee

Application fees are nonrefundable. Fees for paper and online applications are the same. Online applications require payment by credit card. Applicants mailing their fees should send a check or money order; do not mail cash or fax credit card information.

Application Deadlines

Degree- and certificate-seeking applicants should complete an Application for Admission by the following dates:

- June 15 for fall semester admission
- November 1 for spring semester admission
- May 1 for summer term admission

For late application procedures, see www.uaa.alaska.edu/admissions

or Chapter 7 of the current UAA Catalog, located at www.uaa.alaska.edu/records/catalogs/catalogs.cfm.

How to Apply

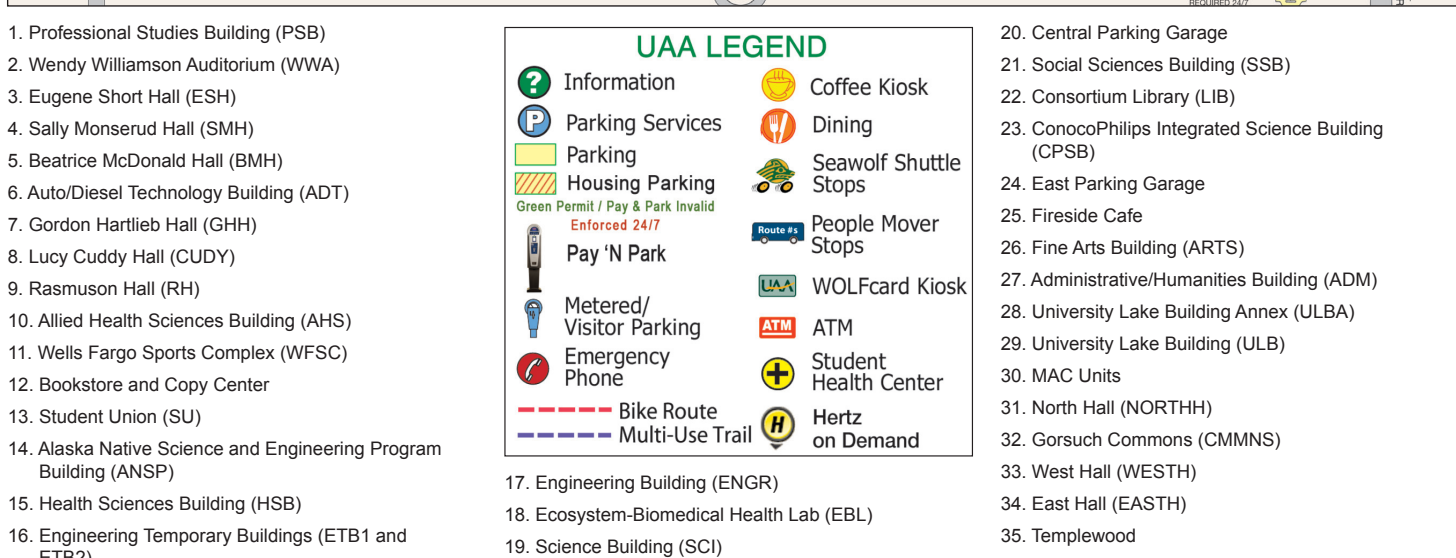
Detailed information and instructions for each type of admission can be found at www.uaa.alaska.edu/admissions or in Chapter 7 of the current UAA Catalog, located at www.uaa.alaska.edu/records/catalogs/catalogs.cfm.

- **Online applications** may be submitted via UAOnline. On the UAOnline home page, choose "Apply for Admission or Check on Status of Application" and follow the instructions.
- **Paper applications** may be downloaded at www.uaa.alaska.edu/admissions or picked up at the UAA One Stop in the University Center, 3901 Old Seward Highway, Anchorage. Completed paper applications can be dropped off at the UAA One Stop or mailed to P.O. Box 141629, Anchorage, AK 99514-1629.

Secondary School Students

Secondary school applicants may be enrolled on a semester-by-semester basis. Students may register on a space-available basis, as priority is given to certificate- and degree-seeking students. Guidelines may be found in Chapter 7 of the UAA Catalog or at curric.uaa.alaska.edu/admreg/Secondary_School_Enrollment.htm.

www.uaa.alaska.edu/map



Academic Advising

www.uaa.alaska.edu/advising-testing

The goal of academic advising is to assist students in developing educational plans consistent with career/life goals and to provide students with the information and skills needed to pursue those goals. Academic success is often greater when students and advisors share a good working relationship. It is important to know who your advisor is and to seek advice often, rather than meeting only when problems arise.

Associate of Arts, Bachelor's Degree Undeclared or Non-Degree Seeking

Contacts: Advising and Testing Center, UC 112, 786-4500, atc@uaa.alaska.edu; **last names A-D**, Rocky DeGarmo, wdegarmo@uaa.alaska.edu; **last names E-K**, Meredith McIntire, mcmintire@uaa.alaska.edu; **last names L-R**, Joanne von Pronay, jcvonpronay@uaa.alaska.edu; **last names S-Z**, Kristin Bogue, kmbogue@uaa.alaska.edu

College of Arts and Sciences

Programs: Anthropology, Environment and Society, Liberal Studies, Mathematical Sciences, Political Science, Psychology, Sociology **Contact:** Julie Cotterell, SSB 325, 786-1356, jmcotterell@uaa.alaska.edu

Programs: Art, English, History, International Studies, Journalism and Public Communications, Languages, Music, Philosophy, Theatre **Contact:** Deborah Ginsburg, ADM 101R, 786-1357, dmginsburg@uaa.alaska.edu

Programs: Biological Sciences, Chemistry, Geological Sciences, Natural Science **Contacts:** Helen Fleming, CPSB 102E, 786-4378, hrlfleming2@uaa.alaska.edu

College of Business and Public Policy

Programs: Accounting, Business, Computer Information Systems, Economics, Finance (Investment or Real Estate and Property Management concentrations), Global Logistics and Supply Chain Management, Logistics and Supply Chain Operations, Management, Management Information Systems, Marketing, Small Business Administration **Contacts:** RH 203, 786-4100; Pat Lee, palee@uaa.alaska.edu; Allyson Berg, aberg12@uaa.alaska.edu; Martha Massey, mmassey@uaa.alaska.edu

Programs: General Management, Global Supply Chain Management, Public Administration **Contact:** Janet Burton, RH 304, 786-4171, jeburton@uaa.alaska.edu

College of Education

Programs: Counseling Education, Early Childhood Development, Early Childhood Education, Elementary Education, Educational Leadership, Secondary Education, Special Education **Contacts:** PSB 209, 786-4401; Lindsay Negri, lmnegri@uaa.alaska.edu; Mikayla Savikko, mtsavikko@uaa.alaska.edu

College of Health

General Contacts: Danielle Dixon, 786-4416, dmead1@uaa.alaska.edu; Carey Brown, 786-4417, cbrow159@uaa.alaska.edu; Russ Pressley, PSB 205A, 786-4405, rhpessley@uaa.alaska.edu

Programs: General Allied Health Sciences **Contact:** Lynda Hernandez, AHS 115, 786-4346, lrhernandez@uaa.alaska.edu

Programs: Dental Assisting, Dental Hygiene, Medical Imaging Sciences **Contact:** Carrie Burton, 786-6929, ceburton4@uaa.alaska.edu

Programs: Emergency Medical Technology, Fire and Emergency Services, Medical Assisting, Pharmacy Technology **Contact:** Roxi Valentine, 786-6928, rovalentine@uaa.alaska.edu

Program: Health Sciences for Physicians Assistants (MEDEX) **Contact:** John Riley, DPL 305D, 786-6570, jpriley@uaa.alaska.edu

Program: Human Services **Contact:** Ira Rosnel, PSB 212, 786-6437, irosnel@uaa.alaska.edu

Program: Justice **Contact:** Justice Center, LIB 213, 786-1810

Program: Medical Laboratory Technology **Contact:** Gia Janvrin, 786-4930, gjanvrin@uaa.alaska.edu

Program: Nursing **Contacts:** HSB 101, 786-4550; Marie Samson,

Academic advising is not mandatory, but students are encouraged to utilize advising and are responsible for seeking advising. When seeing your advisor, please bring identification.

Below is a list of advising contacts. You may also find your advisor by viewing DegreeWorks, which can be accessed through UAOnline.

msamson@uaa.alaska.edu; Tory Volden, antav@uaa.alaska.edu

Program: Occupational Therapy **Contact:** Diana Steer, PSB 205L, 786-4490, dlsteer@uaa.alaska.edu

Program: Pre-Health Professions **Contact:** Dr. Quentin Reuer, CPSB 301M, 786-1747, qbreuer@uaa.alaska.edu

Program: Social Work **Contact:** School of Social Work, GHH 106, 786-6900

Community & Technical College

Contact for all CTC first-year students: Kevin O'Connor, SMH 102, 786-5856 or 786-6897, keoconnor@uaa.alaska.edu

Programs: Automotive Technology, Heavy Duty Transportation and Equipment **Contact:** Jamie Johnston-Eddy, ADT 207, 786-1485, jljohnstoneddy@uaa.alaska.edu

Programs: Aviation Technology **Contact:** Carolyn Sanborn, AVNC, 786-7205 or 786-7200, cdsanborn@uaa.alaska.edu

Programs: Career and Technical Education **Contacts:** UC 130; Morgan Grey, 786-4949, mgrey@uaa.alaska.edu; Jodi Pohl, 786-6945, jlpohl@uaa.alaska.edu

Programs: Computer Networking and Office Technologies **Contact:** Heather DeLoach, UC 130, 786-6426, hkdloach@uaa.alaska.edu

Programs: Construction and Design Technology **Contact:** Shana Kreh, UC 130, 786-6465, spkreh@uaa.alaska.edu

Programs: Culinary Arts, Hospitality, Dietetics **Contact:** Lynette Peplow, CUDY 126, 786-1487, lepeplow@uaa.alaska.edu

Program: Health, Physical Education and Recreation **Contact:** Mary Moline, ESH 125, 786-4083, msmoline@uaa.alaska.edu

Programs: Industrial Welding, Nondestructive Technology, Technology **Contact:** Christine Van Valkenburgh, GH 111, 786-6475, civanvalkenburgh@uaa.alaska.edu

Chugiak-Eagle River Campus

Contact: Cheryl Smith, 694-3313, cesmith@uaa.alaska.edu

JBer Military Education Services

Contact: Cheryl Smith, 753-0204 (EAFB) or 428-1228 (FORT), cesmith@uaa.alaska.edu

College Preparatory and Developmental Studies

Areas of study: English as a Second Language, Preparatory Writing, Reading, Mathematics **Contact:** Kevin O'Connor, SMH 102, 786-6856 or 786-6897, keoconnor@uaa.alaska.edu

Honors College

Contact: RH 115, 786-1086, ayhonor@uaa.alaska.edu

School of Engineering

Programs: Civil Engineering, Computer Science, Electrical Engineering, Geomatics, Mechanical Engineering, Applied Environmental Science and Technology, Arctic Engineering **Contact:** Crickett Watt, ENGR 201, 786-1085, dcwatt@uaa.alaska.edu

Programs: Engineering Management, Project Management, Science Management **Contact:** UC 155, 786-1924

Graduate School

General contact: Elisa Mattison, DPL 101, 786-1096, emattison@uaa.alaska.edu

Placement Testing

www.uaa.alaska.edu/advising-testing/testing-and-assessment

Placement testing is offered through the Advising and Testing Center in Anchorage and at most UAA community campuses.

For information or to schedule an appointment for placement testing at the University Center in Anchorage, call 786-4500.

A placement fee and picture ID are required at the time of testing.

Students outside Anchorage may call (907) 786-4500 for information about testing at a different location.

For more information, please visit

www.uaa.alaska.edu/advising-testing/testing-and-assessment.



English Placement Tests

If you have taken the Advanced Placement, ACT or SAT test, check the chart below for placement or credit in English courses.

Test taken	Minimum Scores	Placement	Credit
Advanced Placement: Literature and Composition	3		ENGL A121
Advanced Placement: Language and Composition	3		ENGL A111
ACT English	22 30	ENGL A111 ENGL A211, A212, A213 or A214*	
SAT English	530 620	ENGL A111 ENGL A211, A212, A213 or A214*	

** All students are required to complete 6 credits of Written Communications Skills courses regardless of placement.*

Math Placement Tests

Please refer to the UAA Catalog or uaonline.alaska.edu for information on prerequisites for math courses. If you have not completed the prerequisites but have completed courses with similar content, you may use the following table as a placement guide.

Please note that for math placement, the ACT, SAT and Accuplacer test scores are valid for one year from the date taken. You will be required to produce proof of test scores on the first day of class. If you do not have the appropriate Accuplacer, SAT or ACT scores, or the appropriate prerequisites, you will be required to take a UAA-approved placement test.

If you have met the prerequisites but get an error when trying to register online for math classes, contact the Mathematics Department at (907) 786-1744.

ACT (MATH) Score	SAT (MATH) Score	ACCUPLACER (MATH) Score	Enroll in the following course
		Accuplacer Arithmetic > or Elementary Algebra < 48	MATH A054 or MATH A060
	400 - 479	Elementary Algebra 48 - 69	MATH A055
18 - 21	480 - 519	Elementary Algebra > 70 or College Level Math < 50	MATH A105
22 - 25	520 - 589	College Level Math 50 - 59	MATH A107 or MATH A109 or MATH A172 or STAT A252
24 or higher	560 or higher	College Level Math 60 - 79	MATH A108 or MATH A272 or STAT A253
26 or higher and trigonometry or precalculus course	590 or higher and trigonometry or precalculus course	College Level Math \geq 80 and trigonometry or precalculus with trigonometry course	MATH A200

Tuition

www.uaa.alaska.edu/financialaid/costs.cfm

Alaska Residency

A person eligible for resident tuition is a person who, at the end of the add/drop period for semester-length courses, is a U.S. citizen or eligible non-citizen who has been physically present in Alaska for two years and who declares the intention to remain in Alaska indefinitely. The University of Alaska policy on resident and nonresident tuition may be referenced in the current University of Alaska Board of Regents' Policy and University Regulation, Chapter 05.10 Tuition and Student Fees, at www.alaska.edu/bor/policy-regulations.

The Application for Resident Tuition Assessment may be found at www.uaa.alaska.edu/admissions/admission-forms.cfm. The deadline for requesting residency and submitting all required documentation is prior to the last day of the add/drop period for semester-length classes of the first semester in which residency is sought.

Nonresident students who restrict their registration to 4 or fewer credits each semester will be charged resident tuition. Nonresident students taking 5 or more credits are assessed nonresident fees on all academic credits.

Senior Citizens

UAA welcomes senior citizens to its classrooms and waives tuition for those eligible under Board of Regents policy R05.10.080. To qualify, students must be age eligible to receive full Social Security retirement benefits. Individuals who were eligible for senior citizen tuition waivers on Sept. 21, 2005, under the previous policy, shall continue to be eligible for a waiver. The Student Government, Student Media and Student Activities fees are waived for senior citizens receiving a tuition waiver. Other course fees, such as an art class supply fee, are not waived.

Students should complete a Tuition Waiver Request, available at the University Center or at www.uaa.alaska.edu/budfin/budget/forms.cfm. Waiver



forms should be completed and submitted, with proof of age eligibility, to the UAA Cashiering Office in the University Center.

Senior citizens using a tuition waiver can register on or after the first day of class, and on a space-available basis.

Senior citizens electing to pay full tuition and fees may register before instruction begins; however use of a senior citizen tuition waiver will not be accepted. Senior citizens electing to pay tuition and fees are subject to all payment deadlines. Refunds will not be available to senior citizens who drop courses and then re-register in the same course using a tuition waiver.

Tuition Rates

<u>Course</u>	<u>Resident</u>	<u>Nonresident</u>
Undergraduate lower division (course numbers 050 - 299)	\$168 per credit hour	\$600 per credit hour
Undergraduate upper division (course numbers 300 - 499)	\$204 per credit hour	\$636 per credit hour
Professional development (course numbers 500 - 599)	Tuition costs vary — please contact the academic department	Nonresident fees do not apply
Graduate (course numbers 600 - 699)	\$391 per credit hour	\$799 per credit hour

Tuition Calculator

<u>Number of Credits</u>	<u>Rate</u>	<u>Equals</u>
<u>Resident</u>		
Lower division credits:	x \$168	
Upper division credits:	x \$204	
Graduate credits:	x \$391	
	<u>Total tuition costs*</u>	
<u>Nonresident</u>		
Lower division credits:	x \$600	
Upper division credits:	x \$636	
Graduate credits:	x \$799	
	<u>Total tuition costs*</u>	

*Tuition totals do not include lab fees, course fees or student fees.

Fees

www.uaa.alaska.edu/financialaid/costs.cfm

Mandatory Student Fees

Mandatory student fees are charged to all students (including secondary school students) registering in 3 or more credits for courses held on the Anchorage campus, based on the total registration once the 3-credit on-campus criteria is met. The Aviation Complex, King Career Center and University Center are considered on-campus facilities for purposes of fee assessment. Student fees are not refundable unless the student totally withdraws during the 100 percent refund period.

Students may elect to pay certain student fees if they are registered in 1 to 5 credits, or 200 or more contact hours, in one semester. The Student Life Fee for students registered in fewer than 6 credits is set at a fixed rate. Contact the Issue Cage in the Wells Fargo Sports Complex for information about the Athletics/Sports Complex Fee; contact Student Activities in the Student Union regarding the Student Activity Fee. Student Health and Counseling Center services are not available to students registered in fewer than 6 academic credits.

Breakdown of Mandatory Student Fees

- **Green Fee:** \$3 for students registered in 3 or more credits to support sustainable and environmental practices and programs.
- **Student Concert Board Fee:** \$10 for students registered in 3 or more credits to support major concerts and speakers.
- **Student Government Fee:** \$1 per credit for students registered in 3 or more credits. Maximum charge \$12. Allocation: student advocacy for academic, student and legislative affairs; USUAA activities, Board of Cultural Activities; Club Council; legal services; and operating expenses.
- **Student Life Fee:** \$20 per credit hour for students registered in 6 or more credits. Maximum charge \$240. Allocation:
 - **Student Activities:** \$3 — supports Campus Kick-Off and Homecoming events, Collegiate Link, the Publicity Center, and the Student Union Gallery. Free or reduced admission to musical events, comedy shows, featured lectures, multicultural events and other social programs.
 - **Student Health and Counseling Services:** \$8 for students enrolled in 6 or more credits. No charge for routine physical exams, TB and HIV testing, or health education. Laboratory and pharmacy services available at a reasonable cost. No charge for mental health counseling, wellness programs and services, and alcohol and other drug education may be provided at Student Affairs-approved satellite locations at the Anchorage campus at no charge or at a reasonable price based on the cost of services provided.
 - **Athletics/Sports Complex:** \$9 — free or reduced admission to athletic events, use of Wells Fargo Sports Complex facilities, including pool, ice rink, weight room, gymnasium.
- **Student Media Fee:** \$11 for students registered in 3 or more credits. Allocation: KRUA 88.1 FM student radio station (\$5.50); The Northern Light student newspaper (\$5.50).
- **Student Transportation Fee:** \$13 for students registered in 3 or more credits. Supports campus shuttle service, U-Pass People Mover Program (citywide bus pass), bicycle racks, trail/sidewalk maintenance and Call Team walking escorts.
- **Technology Fee:** Mandatory \$5 per credit hour for students registered in 1 or more credits, maximum charge \$60. Provides up-to-date equipment, software, maintenance, training and support for students.

Course Fees

Course fees vary and are shown on the UAOnline detailed class information pages. To view fees for a given class, go to the uaonline.alaska.edu Class Schedule search and click on the CRN.

Example of Mandatory Student Fees

<u>Student registered for:</u>	<u>3 to 5 credits</u>	<u>6 to 12+ credits</u> <i>fees capped at 12 credits</i>
Green Fee	\$3	\$3
Student Concert Board Fee	\$10	\$10
Student Government Fee <i>\$1/credit up to \$12</i>	\$3 min to \$5 max	\$6 min to \$12 max
Student Life Fee <i>\$20/credit up to \$240 for students enrolled in 6 or more credits</i>	\$0	\$120 min to \$240 max
Student Media Fee	\$11	\$11
Student Transportation Fee	\$13	\$13
Technology Fee <i>\$5/credit up to \$60</i>	\$15 min to \$25 max	\$30 min to \$60 max
Total Mandatory Student Fees	\$55 min to \$67 max*	\$193 min to \$349 max*

**A 2 percent network charge will be assessed on total tuition costs in addition to the above student fees.*

- **Two Percent Network Charge:** The 2 percent network charge is to cover rapidly rising costs, especially in the maintenance and enhancement of our university-wide technology infrastructure. This will be applied on a course-by-course basis to tuition, nonresident surcharges if applicable, and fees in lieu of tuition, for credit and noncredit courses. Courses with applicable fees charged in lieu of tuition less than the lower division credit hour tuition rate (\$168 for academic year 2013-2014) will be exempt from the charge. All calculated fees will be rounded to the nearest dollar. The minimum network charge per course will be \$3.
- **Administrative Fee:** An administrative fee may be charged instead of tuition.
- **Distance Fee:** A \$38 distance fee is charged for each distance education class offered through Educational Media Services. Call (907) 786-6177 for additional information about distance classes.
- **Lab and Materials Fees:** These additional charges cover the costs of lab supplies. Refer to the specific class listing on UAOnline for more information on lab and material fees. These fees are not refundable unless you drop during the 100 percent refund period.
- **Special Fees:** Special fees are assessed to pay for travel, equipment or facilities out of the ordinary.

Other Fees

The following fees are applicable in specific circumstances and may not apply to everyone.

- **Continuous Registration Fee** (graduate students): The continuous registration fee is \$391 per semester.
- **Late Payment Fees:** A \$125 fee will be assessed on all accounts which are not paid by the payment deadline, 5 p.m. September 16. An additional \$175 fee will be assessed on all accounts still outstanding and not paid by 5 p.m. November 1. Students who pay for or drop their courses prior to the published payment deadline will not be required to pay the fee.
- **Parking Fee:** Fee paid to use parking lots on campus each semester. Students may buy parking decals at www.thepermitstore.com. For more information, call the Parking Office at (907) 786-1119.

Financial Assistance

www.uaa.alaska.edu/financialaid

Applying for and receiving financial aid is a multi-step process. For a step-by-step explanation, visit the financial aid checklist at www.uaa.alaska.edu/financialaid/checklist.cfm. For more information on financial aid, call (907) 786-1480 or stop by the University Center One Stop.

Financial aid is available to qualified students at UAA. Financial aid is any grant, scholarship, loan, tuition assistance or employment opportunity with the express purpose of assisting students with educational-related expenses. Financial aid is available only to students enrolled in eligible degree-seeking programs. Not all certificates are eligible programs.

Financial aid funding comes primarily from four sources: the federal government, state government, colleges and universities, and private organizations. Descriptions of the aid programs, eligibility requirements, application procedures and award amounts are outlined on the Student Financial Assistance website at www.uaa.alaska.edu/financialaid. Additional financial aid resources are available at www.studentaid.ed.gov and acpe.alaska.gov. UAA scholarship information is available at www.uaa.alaska.edu/scholarships.

Students who wish to be considered for assistance from most aid programs administered by UAA must complete a Free Application for Federal Student Aid (FAFSA) annually. The FAFSA should be completed online at www.fafsa.ed.gov.



Satisfactory Academic Progress

To be eligible for financial aid, a student must demonstrate satisfactory academic progress (SAP). Under federal law and regulation, the college is required to establish, publish and enforce minimum academic standards for the continued receipt of federal Title IV student aid. A satisfactory progress policy must include both a qualitative and a quantitative measure of the student's progress. Students must meet the minimum requirements of the SAP policy to retain eligibility for federal Title IV student aid.

- **Quality:** To maintain eligibility for financial aid, undergraduate students must maintain a 2.00 cumulative GPA and graduate students must maintain a 3.00 cumulative GPA.
- **Quantity:** The minimum satisfactory completion rate is 67 percent (rounded to the nearest 1 percent). Passing grades for this purpose are A, B, C, D and P. This is a cumulative percentage based on all

credits attempted at the University of Alaska and/or transferred into UAA.

- **Maximum time frame:** Commonly referred to as the 150 percent rule, this final component requires students to complete their degree program within 150 percent of the required credits of the program. For example, if you are in a bachelor's degree program that requires 120 credits for graduation, you may receive funding for the first 180 credits attempted.

Academic progress is reviewed at the end of each semester. You can view your academic progress status in UAOnline.

To see the entire academic progress policy, please refer to the Office of Student Financial Assistance website at www.uaa.alaska.edu/financialaid/policies.cfm.

Aggregate Loan Limits

Grade level determines the maximum amount a student may receive in federal loan monies for an award year. The following are the required number of credits a student must complete for each grade level. Annual aggregate (total) loan limits are driven by grade levels. Students are also held to aggregate lifetime limits.

An undergraduate dependent student is allowed a total of \$31,000, up to \$23,000 of that in subsidized loan money. An undergraduate independent student is allowed a total of \$57,500, up to \$23,000 of that in subsidized monies. Graduate students are allowed a maximum of \$138,500 in federal loans.

<u>Grade level</u>	<u>Number of credits</u>	<u>Yearly aggregates dependent student</u>	<u>Yearly aggregates independent student</u>
Freshman	0 - 29	\$5,500, no more than \$3,500 in subsidized federal loans	\$9,500, no more than \$3,500 in subsidized federal loans
Sophomore	30 - 59	\$6,500, no more than \$4,500 in subsidized federal loans	\$10,500, no more than \$4,500 in subsidized federal loans
Junior bachelor level*	60 - 89	\$7,500, no more than \$5,500 in subsidized federal loans	\$12,500, no more than \$5,500 in subsidized federal loans
Senior bachelor level*	90 - 120	\$7,500, no more than \$5,500 in subsidized federal loans	\$12,500, no more than \$5,500 in subsidized federal loans
Graduate	Master's degree or certificate	Independent only	\$20,500, no more than \$8,500 in unsubsidized federal loans

*Junior and senior grade levels and funding are strictly for those students in pursuit of a bachelor's degree.

Repeated Coursework

Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course.

Examples of repeated coursework that may count toward a student's enrollment status for the purpose of determining financial aid eligibility are:

- Repeated coursework may be included if the student received an unsatisfactory or failing grade. Students may repeat a failed course until it is passed.
- Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a previously passed course, such as a minimum grade. For example, a student receives a D in a course which requires a minimum of C for his/her major. Please note that this is limited to one repetition of a passed course.

Post 9/11 GI Bill Recipients /VA Educational Benefits

- **Deferment for Post 9/11 GI Bill Beneficiaries:** Students using Post 9/11 GI Bill benefits will have their tuition and fees deferred at the beginning of each semester as long as they have no outstanding balances. This will prevent late fees and registration holds from being assessed for current term balances for all students expected to have 100 percent of their tuition and fees paid for by the VA. If the student's Post 9/11 eligibility rating is for less than 100 percent, then the student's portion is expected to be paid by the payment deadline. Post 9/11 GI Bill recipients who have outstanding balances from previous terms will have late fees assessed and will not be allowed further registration activity until their past-due balance is paid.
- **Title IV Funds (financial aid) and Post 9/11 GI Bill:** When financial aid (student loans, Pell grants, etc.) disburses to your account, it is applied to your account balance to cover tuition and fees for the semester. Any funds that remain are disbursed to the student on the scheduled disbursement date as long as the student has met all requirements. Tuition and fees are not submitted to the VA until after the add/drop period. Once tuition and fees are submitted, the amount of funds to be paid by the VA will be determined and that portion of the remaining financial aid funds will be disbursed to the student in a second disbursement after the add/drop date.
- **Veterans Educational Benefits Certification:** Students using VA educational benefits must complete an online certification form to request certification for benefits when their registration is complete. The forms are available at www.uaa.alaska.edu/financialaid/Veterans.

Accounting Services / Cashiering

www.uaa.alaska.edu/budfin/ar

Students are held financially responsible for all courses for which they register. University policy requires a financial hold be placed on your account if you fail to meet your financial obligations. The hold will prevent any registration, transcript or graduation activity.

Past due accounts will be sent to a collections agency. Interest, late fees and/or collection costs will be added to your account. Past due accounts may be reported to a local credit bureau. The university is authorized to garnish Alaska Permanent Fund dividends for payment of past due accounts.

View Your Bill Online

To view your electronic bill, log in to UAOnline and choose Student Services and Account Information, then Student Account, then Statement and Payment History.

An electronic bill will be generated on the 15th of each month and made available via UAOnline. An e-mail reminder will be sent to your UAA-assigned e-mail address each time the bill is generated.

A paper bill will not be mailed.

Payment Information

All tuition, fees and other charges for the semester must be paid at the time of registration or by the payment deadline even if a bill is not received. There will be no university-initiated drop for non-payment. Payment may be made in cash, by check, or VISA or MasterCard.

Students requiring a payment plan may contact Tuition Management Systems (TMS) at www.afford.com/UAA or 1-800-722-4867. See www.uaa.alaska.edu/budfin/ar/tuition.cfm for payment plan options.

Tuition and fee charges may be audited, corrected and adjusted before the end of the current semester. Students are notified of adjustments by mail. The university reserves the right to change its tuition or fees at any time.

Refund Policies

Refund processing is automatic for students who officially drop courses or withdraw from the university by the semester deadlines.

Students are responsible for reading the academic calendar and being aware of the published refund deadlines for their particular classes. The date of official drop or withdrawal activity determines eligibility for a refund. Students who drop or withdraw or who are administratively dropped or withdrawn from courses as a result of university disciplinary action forfeit



all rights to any refund.

If there is a refund due to the student and the tuition was paid by credit card, the credit card account will be credited. If tuition was paid by cash or check, a refund check will be mailed to the student's address of record. Refunds will not be issued for amounts of less than \$5.

- **Canceled classes:** If UAA cancels a class, a 100 percent refund of tuition and fees is automatically processed.
- **Drop/Withdrawal:**
 - **Full-semester length classes:** A 100 percent refund of tuition and fees is automatically processed when official drop/withdrawal activity is completed prior to the published add/drop deadline. No refund is issued for a drop/withdrawal after the add/drop deadline for full-semester length classes.
 - **Classes with irregular start or end dates:** The 100 percent refund period ends at 5 p.m. five business days after the first class day.
 - **Noncredit, CEU and self-support classes:** One hundred percent of tuition is refunded if the student officially drops at least two business days before the first class day. There is no refund after this time.

Registration

uaonline.alaska.edu

UAOnline is the central access point for all registration activity. You can access UAOnline directly at uaonline.alaska.edu or from the UAA home page, www.uaa.alaska.edu.

You may also register using an Add/Drop Form, available at www.uaa.alaska.edu/records/registrarforms.cfm or at the One Stop in the University Center.

Priority Registration

UAOnline fall 2013 priority registration begins Friday, March 29, and continues through Sunday, April 14. UAOnline open registration begins Monday, April 15. See the calendar on the cover for details.

UAOnline registration will remain open 24 hours a day, seven days a week until the close of registration. Expect occasional outages for system maintenance. Telephone assistance is available during regular business hours at (907) 786-1480, option 3.

Registration by Proxy

Students unable to register in person may have a proxy (someone else) register for them. Spouses, parents and friends are required to have a signed authorization to register for another person, including secondary school students.

The student must provide the proxy with a signed Proxy for Registration Form or other signed authorization to do so. The proxy must submit the signed authorization and the student's picture ID at the time of registration. An updated proxy form must be submitted each semester.

The Proxy for Registration Form is available at www.uaa.alaska.edu/records/registrarforms.cfm.

Registration Questions?

Check out www.uaa.alaska.edu/records/registration for a wide variety of helpful information on prerequisite and registration restriction errors, auditing classes, time conflicts, withdrawing from classes and much more.

How to Search and Register for Classes

1. Go to UAOnline at uaonline.alaska.edu.

Click on "Login to Secured Area."

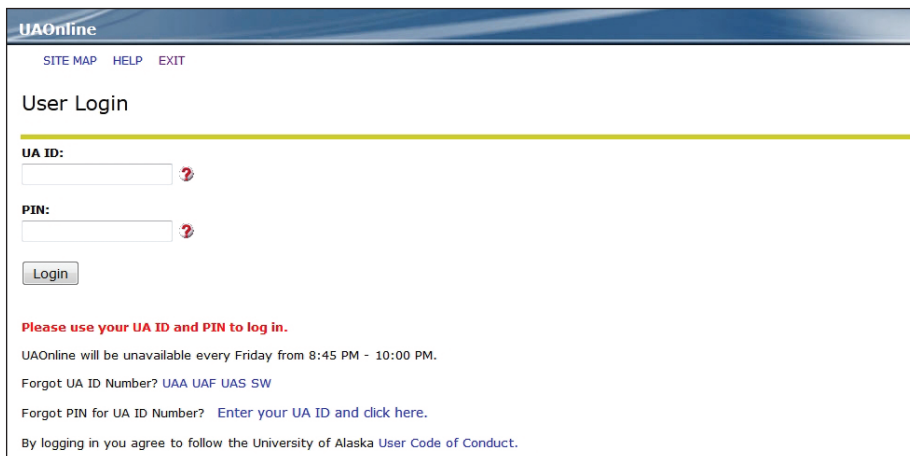


2. Enter your **eight-digit UA identification number and PIN** and click the "Login" button.

If you're logging in for the first time, use the PIN that the university mailed to you. Change your PIN after logging in for the first time.

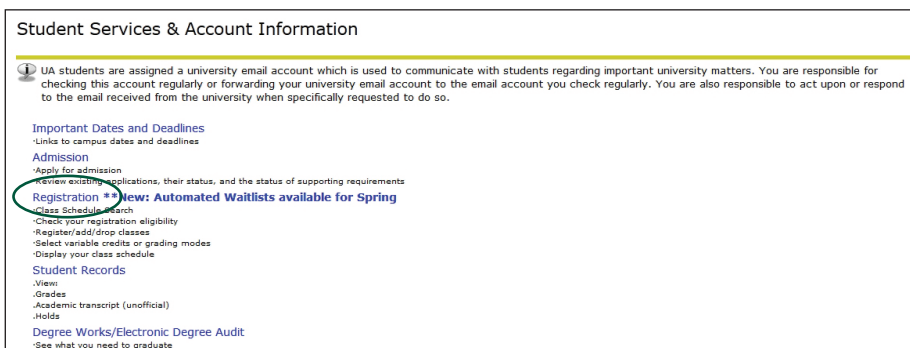
If you do not know your ID number or PIN, follow the directions on this page to log in.

Once in the secured area, click on the "Student Services & Account Information" tab.



3. In the Student Services & Account Information menu, click on "Registration" to go to the class schedule search.

From the Student Services & Account Information menu, you can also review your schedule, order transcripts, check your account balance and make payments.



4. In the Registration menu, click on “Class Schedule Search.”

RETURN TO MENU SITE MAP HELP EXIT

Registration

If you plan to use the Senior Citizen Tuition Waiver, click here to read important information before you register for classes.
-How to register for a course -How to Find a CRN

Stay on TRACK - Finish Your Degree Faster

Select Term

Check Your Registration Eligibility

Class Schedule Search

Traditional and Distance Education courses across Alaska

Register/Add/Drop Classes

Change Class Options

Registration Fee Assessment

Week at a Glance

Student Detail Schedule

5. On the Class Schedule Search page, select “Fall Semester 2013.”

To search for Anchorage, Chugiak-Eagle River and Joint Base Elmendorf-Richardson courses, choose “**UAA - Main Campus**.”

Select the **type of course**.

Select **one or multiple subjects** from the Subject menu or enter a **keyword** in the Keyword Search field. See the instructions at the top of the page for tips on using the Keyword Search.

Click “**Course Search**.”

If you want more search options, click on the “**Advanced Search**” button near the top of the page.

Class Schedule Search

Be certain to click on the CRN to see critical information about the class including prerequisites and other restrictions, special notes and instructions, timelines, equipment requirements, etc.

Choose a Campus and - either select a Subject or use the Open Search. Other fields are optional.

Choose any combination of fields to narrow your search, but broad searches are often better. The Advanced Search has new criteria available.

The Open Search looks beyond the class title for your keyword, reaching into the description, days of the week and other course information to find matches.

Try using one key word plus a subject (ex: Open Search: 'Wednesday' + Subject: 'Art' = Art courses on Wednesdays)

If you have been granted permission to add a closed class, you must do so under the Register/Add/Drop option (enter 5 digit CRN in the Add Class Table). Contact the department for information about getting permission.

Consult your campus website for more information about e-learning or distance education at your campus.

Need More?
Advanced Search

Search by Term:

Spring Semester 2013
2012-13 Indp Learn Year Long (View only)
Fall Semester 2012 (View only)
Summer 2012 (View only)
Spring Semester 2012 (View only)

Campus:

PWSCC - Prince William Sound
UAA - Kenai Peninsula Campus
UAA - Kodiak Campus
☒ UAA - Main Campus
UAA - Mat-Su Campus
UAF - Bristol Bay (RB)
UAF - Chukchi Campus
UAF - Correspondence Study(CS)

Keyword Search:
(subject, course name, CRN, description)

Try this out! You can search by subject, course name, CRN and more!

Type of Course Delivery:

☐ Traditional Courses Only - 51% or more location-based delivery
☐ eLearning courses only - No location-based delivery
☐ Blended courses only - up to 50% location-based
☒ All courses - any type of delivery

Subject:
(select a single subject or All Subjects. This works well with the Keyword Search.)

All Subjects
Accounting - ACCT
Adult Basic Education - ABE
Aerospace Science ROTC - AIRS
Agriculture - AGRI
Air Traffic Control - ATC
Alaska Native Studies - AKNS

Course Number:

Course Search

[Week at a Glance | Student Detail Schedule | View Holds]

6. On the search results page, you will see a list of classes. For each class, you'll see the course reference number (CRN), campus, credit hours, meeting days and times, maximum and wait list capacities, and other information.

Click on the **CRN** for any class to see additional detailed class information.

Class Schedule Listing

The following codes may be found in the Select column:

C = Course closed (no available seats)
NR = Course not available for registration via UAOnline at this time (For example, registration period not open yet or is past; must register in person; etc.)
SR = Student restricted from registration at this time (For example, section restrictions are in place - contact the department for information or verify Your Eligibility Status)

Days: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday, U = Sunday

The **Crse** (course number) prefix refers to the major academic unit: A = UAA, F = UAF, S = UAS, V = Prince William Sound CC

The **Cmp** (campus) refers to the campus where classes are held (unless the location is DIST)

UAA Campuses (A = Anchorage, B = Military, D = Kodiak, I = Kenai, P = Mat-Su, R = Homer)
UAF Campuses (F = Fairbanks, N = Kuskokwim, N = Northwest, Z = Chukchi, 1 = Rural/CDE, 2 = Correspondence, 3 = Juneau)
UAS Campuses (J = Juneau, K = Ketchikan, T = Sitka)
PWSCC (V = Prince William Sound)

Page 1: Records 1 through 30 of 30 total records

Sections Found
Spring Semester 2013
Computer Info & Office Systems

Select	CRN	Subj	Crse	Sec	Campus	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	Act	Rem	Instructor	Date	Location	Attribute
<input checked="" type="checkbox"/>	31022	COS	A101	001	UAA - Main Campus	3.000	Keyboarding	TR	05:30 pm- 06:45 pm	7	17	0	0	0	0	0	Kimberly A. Griffis (P), Aleta K. Duncan	Jan 14-	University Center 133	
<input checked="" type="checkbox"/>	31024	COS	A101A	001	UAA - Main Campus	1.000	Keyboarding A: Basic Keyboarding	TR	05:30 pm- 06:45 pm	10	7	3	0	0	0	0	Kimberly A. Griffis (P), Aleta K. Duncan	Jan 14-	University Center 133	

7. The Detailed Class Information page provides special notes as well as information on course type and pacing, whether the class has scheduled meeting times, instructional delivery methods, pre-requisites, corequisites, registration restrictions, fees, available seats, and links to the course description and equipment requirements.

When you find the class you'd like to register for, return to the search results page, **click the check box next to the CRN** and hit the **"Add to Worksheet"** button at the bottom of the page. This will take you to the Register/Add/Drop page.

8. On the Register/Add/Drop page, you'll see the CRN you selected. If the CRN is correct, click **"Complete Registration Changes"** to enroll in the class.

To search for more classes, click on "Class Search."

For information on textbooks, click on "Bookstore Directory."

Registration shortcut: If you already know the CRN of the class you want or if you're registering for a class that requires a corequisite, simply access the Register/Add/Drop page from Registration menu, enter the CRN(s) and click the "Complete Registration Changes" button.

Detailed Class Information

Detailed Class Information

Keyboarding - 31022 - CIOS A101 - 001

This is an accelerated course that combines CIOS A101A, CIOS A101B and CIOS A101C. Students should be typing a minimum of 35 net words per minute to enroll in the course.

Associated Term: Spring Semester 2013
Levels: Undergraduate - UAA

Lecture Schedule Type
 Class

Type of Course: Traditional: 51-100% location based.

3.000 Credits
Scheduled Meeting Times: Yes
Course Pacing: Instructor-Paced

Course Delivery Methods: Click for Course Equipment Requirements.
 Face-to-face

[View Catalog Entry](#)

Registration Availability	Capacity	Actual	Remaining
Seats	24	7	17
Waitlist Seats	0	0	0

Base fees (other charges may apply)

Level	Description	Amount
	Network Charge	9.00
	CTC - One Time Lab	90.00
	CTC Res Tuition Lower Level	495.00

Register/Add/Drop Classes:

Use this form to register, add or drop classes for this semester. If you have already registered, your classes appear in the Current Schedule section.

To **register or add a class**, enter the Course Reference Number (CRN) in the Add Class table below. Please **Complete Registration Changes** when you have entered all of the CRNs for the courses you want to add.

If you are unsure of which classes to add, press **Class Search** to review the class schedule.

To **drop a class**, use the pulldown menu in the Change area of the Current Schedule for each course you wish to drop. Press **Complete Registration Changes** when you have indicated the class or classes you wish to drop. (To register for a class you previously dropped, use **reregister** on the Change pulldown menu.)

If you are **waitlisted** and did not get added to a course, you will be automatically removed from the waitlist by the end of the semester with no charge. DO NOT use the "Withdrawal - Web" option to attempt removal from the waitlist. This option will add class charges to your account. See the **Wait List FAQ** for more information.

IMPORTANT! You must press **Complete Registration Changes** after adding classes and/or making class changes. **By doing so, you acknowledge that you understand and accept the academic and financial responsibilities associated with the transaction you have initiated. You will be held responsible for payment of tuition and fees related to this action. Refunds or credits will only be made if you drop or withdraw from classes during a refund period listed in the applicable campus class schedule. Please be aware that all official university communication, including student billings, course changes, correspondence, etc., will be sent to your university student generated email account. You will not receive a paper bill.**

Important: To change credits on variable credit courses or to audit a class, use the **Change Class Options** form.

Add Classes Worksheet

CRNs
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Complete Registration Changes"/> <input type="button" value="Class Search"/> <input type="button" value="Reset"/>
<input type="button" value="Bookstore Directory"/>

Common Registration Error Messages

- Closed section:** Registration is closed because the class is full. If the class has wait list seats available you may choose to add your name to the wait list. See the wait list instructions below.
- Department approval:** Registration is limited to students who have department approval. Contact the department to request an override.
- Duplicate CRN:** 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.
- FORT/EAFB:** Class is held on Joint Base Elmendorf-Richardson (JBER). Call the JBER office at (907) 753-0204 for information or to request an override. See Page 15 for more information on JBER classes.
- Instructor approval:** Registration is restricted to students who have

instructor approval. Contact the instructor to request an override.

- Maximum hours exceeded:** Registration in the class will exceed the maximum number of credits allowed for the semester. To enroll in extra credits, submit a Request for Credit Overload Form (www.uaa.alaska.edu/records/upload/Credit-Overload-Request.pdf).
- Prerequisite and test score:** 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.
- Registration changes not allowed:** The registration period for the class has not yet opened or has passed.
- Time conflict:** The class times conflict with another class in your schedule. Choose a different class or submit a Time Conflict Form (www.uaa.alaska.edu/records/upload/Time-Conflict-2.pdf).

Wait Lists

To add yourself to a wait list for a closed class, enter the CRN in the Register/Add/Drop page and click the "Complete Registration Changes" button. Then select "Wait List" from the drop down menu and click "Complete Registration Changes" again.

If a space becomes available in the class and your name is at the top of the wait list, you will receive an e-mail in your preferred e-mail account. (You can check your preferred e-mail in the Personal Information Menu in UAOnline.) You will have 48 hours after the e-mail is sent to register for the class.

If you do not register within 48 hours, the system will remove you from the list, and the next student will be given a chance to register. You may add yourself back onto the wait list and you will be notified again by e-mail if a

space becomes available.

You will not be able to wait list for a class if:

- the class conflicts with another class in which you are enrolled or wait listed.
- the class would exceed the maximum allowed credits.
- you have holds on your account.
- you do not meet the prerequisites or other restrictions for the class.

You may add yourself to a wait list until the class begins. After the class begins, you will need the instructor's permission to enroll. Being on the wait list does not guarantee you a seat in the class.

JBER Access for Students

www.uaa.alaska.edu/militaryprograms

Classes on Joint Base Elmendorf-Richardson (JBER) require special access. Attending classes offered at these locations is a privilege extended by JBER to UAA students. Students are reminded they are entering a military installation during a time of war. Compliance with all directions of the Army Military Police and the Air Force Security Forces is required while on the installation.

JBER requires students to have a driver's license, a current vehicle insurance card and current registration. These are the same items required to legally drive a vehicle in Alaska.

Students registered for classes at JBER education centers are added to the access list starting on the first day of the class. Students must call UAA Military Programs at (907) 753-0204 and provide required information at least two weeks before the start of classes. Students must provide the last

four digits of their Social Security number and their driver's license number and state. Additions to the access list take up to 10 working days for processing by security forces.

For the first class, stop at the Visitors Center at the Boniface Parkway gate or Fort Richardson Glenn Highway gate. Students will be issued a temporary pass.

JBER access is provided only to registered students. Students may not bring additional civilians on JBER. If a student needs to obtain a ride to class on JBER, anyone holding appropriate military ID may escort them. Students holding foreign student visas must contact the UAA Military Programs for specific base access procedures.

JBER access is granted only to attend classes at the base and post education centers.

Blackboard / eLive

www.uaa.alaska.edu/classes

UAA offers distance classes with a variety of delivery methods including Blackboard and eLive. To view or register for distance classes, go to uaonline.alaska.edu.

A \$38 distance fee applies to most Anchorage distance classes. Some distance classes may charge different fees. Check the specific class listing on UAOnline for more information.

If you have questions about Anchorage distance classes, visit www.uaa.alaska.edu/distanceeducation, e-mail distance@uaa.alaska.edu, or call (907) 786-4646, option 3, or toll-free at 1-877-633-3888 to speak with a representative.

Kenai, Kodiak and Mat-Su distance classes

Kenai, Kodiak and Mat-Su college distance classes are open to UAA students. To view these colleges' class schedules, go to uaonline.alaska.edu.

What Is Blackboard?

Blackboard is an Internet-based course management system. Through Blackboard, students and faculty interact within a distance class. Students use Blackboard to access course materials, assignments and other important items related to their class.

All UAA distance classes, and many non-distance classes, require the use of Blackboard. Your Blackboard courses can be accessed on the Internet from your computer at any time. Students enrolled in UAA distance classes are required to log in to Blackboard to retrieve course information.

Blackboard Technology Requirements

To see technology requirements for Blackboard classes, go to kb.uaa.alaska.edu/Wiki%20Pages/Online%20Class%20Requirements.aspx.

Logging in to Blackboard

- Go to www.uaa.alaska.edu/classes and log in with your username and password. If you don't know your username or password, follow the



links on the page to log in.

- After you've logged in, you'll see on the home page the courses that your instructors have made available. Not all classes you are enrolled in will show up on Blackboard, but all distance classes will be available here.
- Click on a course title to see the materials your instructor has posted.
- Click on the UAA tab at any time to return to the home page.

What Is eLive?

Elluminate Live (eLive) is UAA's web meeting tool. It is used for distance classes, meetings, virtual office hours, guest speakers in traditional classes and more.

eLive is accessed through your Blackboard account. For more information about eLive, including technology requirements, go to kb.uaa.alaska.edu/Wiki%20Pages/Elluminate%20Live.aspx.

Bookstore

www.uaa.alaska.edu/bookstore

With two locations plus online shopping, the UAA Bookstore is a convenient on-campus source to meet your needs.

The main campus location, next to the Student Union, carries textbooks (traditional, digital and rentals); fiction, non-fiction, and reference books; a wide array of Apple products, technology accessories, and software at academic pricing; and UAA apparel, school supplies, snacks and gift items.

The University Center Bookstore carries a limited number of textbooks, UAA apparel, supplies, snacks, and offers a variety of coffee drinks at the UAA Perk.

Textbook orders

To view or order class textbooks, go to www.uaa.alaska.edu/bookstore/Textbooks. Experienced staffers are also available to help students in stores.

Final Exam Schedule

www.uaa.alaska.edu/finalexams

Final exams for full-semester length classes will be held December 9-14.

Final exams are held in the regularly assigned classrooms unless there is a scheduling conflict, in which case, students will be notified by the

departments where the final exams will take place. If your class meets once a week, you may have a time/room conflict. Please verify the time and location of your exam at www.uaa.alaska.edu/finalexams.

If your regular class meets on MW, MWF, M or W and starts at any time between:		If your regular class meets on TR, T, or R and starts at any time between:	
CLASS BEGINS:	YOUR FINAL EXAM MEETS:	CLASS BEGINS:	YOUR FINAL EXAM MEETS:
7:00 a.m. - 8:29 a.m.	M 12/9 7:00 a.m. - 9:45 a.m.	7:00 a.m. - 8:29 a.m.	T 12/10 7:00 a.m. - 9:45 a.m.
8:30 a.m. - 9:59 a.m.	W 12/11 7:00 a.m. - 9:45 a.m.	8:30 a.m. - 9:59 a.m.	R 12/12 7:00 a.m. - 9:45 a.m.
10:00 a.m. - 11:29 a.m.	M 12/9 10:00 a.m. - 12:45 p.m.	10:00 a.m. - 11:29 a.m.	T 12/10 10:00 a.m. - 12:45 p.m.
11:30 a.m. - 12:59 p.m.	W 12/11 10:00 a.m. - 12:45 p.m.	11:30 a.m. - 12:59 p.m.	R 12/12 10:00 a.m. - 12:45 p.m.
1:00 p.m. - 2:29 p.m.	M 12/9 1:00 p.m. - 3:45 p.m.	1:00 p.m. - 2:29 p.m.	T 12/10 1:00 p.m. - 3:45 p.m.
2:30 p.m. - 3:59 p.m.	W 12/11 1:00 p.m. - 3:45 p.m.	2:30 p.m. - 3:59 p.m.	R 12/12 1:00 p.m. - 3:45 p.m.
4:00 p.m. - 5:29 p.m.	M 12/9 4:00 p.m. - 6:45 p.m.	4:00 p.m. - 5:29 p.m.	T 12/10 4:00 p.m. - 6:45 p.m.
5:30 p.m. - 6:59 p.m.	W 12/11 4:00 p.m. - 6:45 p.m.	5:30 p.m. - 6:59 p.m.	R 12/12 4:00 p.m. - 6:45 p.m.
7:00 p.m. - 8:29 p.m.	M 12/9 7:00 p.m. - 9:45 p.m.	7:00 p.m. - 8:29 p.m.	T 12/10 7:00 p.m. - 9:45 p.m.
8:30 p.m. - 9:59 p.m.	W 12/11 7:00 p.m. - 9:45 p.m.	8:30 p.m. - 9:59 p.m.	R 12/12 7:00 p.m. - 9:45 p.m.
If your regular class meets on F and starts at any time between:		If your regular class meets on S and starts at any time between:	
CLASS BEGINS:	YOUR FINAL EXAM MEETS:	CLASS BEGINS:	YOUR FINAL EXAM MEETS:
7:00 a.m. - 9:59 a.m.	F 12/13 7:00 a.m. - 9:45 a.m.	7:00 a.m. - 9:59 a.m.	S 12/14 7:00 a.m. - 9:45 a.m.
10:00 a.m. - 12:59 p.m.	F 12/13 10:00 a.m. - 12:45 p.m.	10:00 a.m. - 12:59 p.m.	S 12/14 10:00 a.m. - 12:45 p.m.
1:00 p.m. - 3:59 p.m.	F 12/13 1:00 p.m. - 3:45 p.m.	1:00 p.m. - 3:59 p.m.	S 12/14 1:00 p.m. - 3:45 p.m.
4:00 p.m. - 6:59 p.m.	F 12/13 4:00 p.m. - 6:45 p.m.	4:00 p.m. - 6:59 p.m.	S 12/14 4:00 p.m. - 6:45 p.m.
7:00 p.m. - 9:59 p.m.	F 12/13 7:00 p.m. - 9:45 p.m.	7:00 p.m. - 9:59 p.m.	S 12/14 7:00 p.m. - 9:45 p.m.

Parking / Transportation

www.uaa.alaska.edu/parking

UAA Parking Services offers many options for commuters who drive to campus, providing over 5,500 parking spaces and covered parking in two multi-deck garages.

Parking permits are required for all vehicles on campus during the hours of enforcement, 7:30 a.m. to 7:30 p.m. Monday through Thursday. Daily and hourly permits can be obtained from any of eight drive-through Pay 'n' Park machines on campus, at the Bookstore, or at the Parking Services office in the Bookstore lower level.

Visit www.thepermitsstore.com to order annual or semester permits and update vehicle information.

For information about the Seawolf Shuttle, including schedules and routes, visit www.uaa.alaska.edu/fcs/maintenanceoperations/operations/shuttle.



Wolfcard

www.uaa.alaska.edu/wolfcard

The UAA Wolfcard serves students as their official ID, as a U-Pass for free transportation on municipal buses, and as a debit card for on-campus food and services. The Wolfcard may also be used at a select number of off-campus restaurants. See www.mywolfbucks.com for more information.

To receive your initial Wolfcard student ID, you must first register for classes. Beginning August 19, you may bring your photo ID to the Wolfcard Office in the University Center to get your card. Existing Wolfcards are automatically updated, so there is no need to visit the Wolfcard Office in later semesters.

Student Rights, Freedoms & Responsibilities

Campus Safety & Emergency Procedures

The website www.uaa.alaska.edu/students/campussafety.cfm serves as UAA's central access point for campus safety information. From this site, links take you to more information about personal safety, the Campus Security and Fire Safety Report, safety escorts, and the University Police Department. For more information, contact the University Police Department at (907) 786-1120.

Campus Security & Fire Safety Report

The Campus Security and Fire Safety Report is required by federal law and contains policy statements and crime statistics for UAA. The policy statements address UAA's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by UAA, and on public property within or immediately adjacent to the campuses. In addition, the report includes fire safety information and statistics pertaining to the residential community on the Anchorage campus. This report is available at www.uaa.alaska.edu/safety. You may also request a paper copy from the UAA Dean of Students Office, Student Union Room 204.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act's intent is to extend the protections of sex offender registries to college campuses. Sex offenders who already must register with the state of Alaska, as required by state law, must provide notice to the state that they are employed, carry on vocation at, or are a student at UAA. Members of the campus community may obtain information concerning registered sex offenders from the Alaska Department of Public Safety at www.dps.state.ak.us/sorweb/sorweb.aspx.

Drug Free Schools Notification

The Drug Free Schools Notification contains UAA's alcohol and other drug policies, behavioral expectations for students and employees, disciplinary actions for violations of these policies, and resources available for assistance with alcohol and other drug issues. This notification contains physiological effects, risks and criminal penalties associated with alcohol and other drug use. The notification is available at www.uaa.alaska.edu/students/drugfreeschoolsreport.cfm. You may also request a paper copy from the UAA Dean of Students Office, Student Union Room 204.

Family Educational Rights & Privacy Act

UAA provides information on its policies regarding who has legal access to students' educational records, procedures to inspect and challenge the contents of a student's educational records, and complaint procedures for alleged violations of FERPA policies. Please refer to the UAA Catalog or the Fact Finder Student Handbook for the policy text and a link to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding education records.

Gainful Employment Programs

Many UAA certificate and occupational endorsement programs are defined as Gainful Employment programs for the purposes of student financial aid. Valuable consumer information about these programs, including program cost, graduation rates, job placement rates and student loan debt, can be found at www.uaa.alaska.edu/financialaid/gainful_employment_disclosures.cfm.

Notification of Civil Rights Compliance

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Office of Civil Rights Vocational Educational Guidelines;

and all other federal, state and school rules, laws, regulations and policies, the University of Alaska Anchorage and community campuses shall not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy, or parenthood in its educational programs or activities.

It is the intent of UAA and its community campuses to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX and Section 504 have been established for students and employees who feel an act of discrimination has been shown by UAA and its community campuses.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (disability) should be referred to:

Title IX/Section 504 Compliance Coordinator, UAA Office of Campus Diversity and Compliance

3211 Providence Drive, ULB 108

Anchorage, AK 99508

(907) 786-4788

Title IX complaints may also be filed with the Office of Civil Rights:

Office for Civil Rights/Seattle

U.S. Department of Education

915 Second Ave., Room 3310

Seattle, WA 98174

(206) 220-7900

Students attending UAA, including its community campuses, may participate in educational programs and activities, including, but not limited to, health, physical education, and vocational and technical education, regardless of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy or parenthood.

Student Dispute/Complaint Resolution

Procedures for resolving student complaints or concerns may be found in the UAA Fact Finder Student Handbook. Copies of the handbook may be found at various locations around campus; in the Dean of Students Office, Student Union Room 204; or at www.uaa.alaska.edu/studentaffairs/fact-finder.cfm.

Students' Right to Know

UAA provides general consumer information such as tuition costs and fees, timelines, procedures to officially withdraw, refund schedules, financial assistance programs, and eligibility and application process. This information may be found in the UAA Catalog, or you may request it from the UAA One Stop in the University Center or by calling (907) 786-1480. Student completion and graduation rates, transfer-out rates, and retention rates are available from UAA Office of Institutional Research by calling (907) 786-1493 or visiting www.uaa.alaska.edu/ir.

Voter Registration

Students can find voter registration information at www.elections.alaska.gov. On-campus voter registration is available at the USUAA office, Student Union Room 201; the Dean of Students Office, Student Union Room 204; and other locations around campus. Voter registration for UAA students experiencing disabilities is available at Disability Support Services, Rasmuson Hall Room 105, or call (907) 786-4530 or (907) 786-4536 TTY. For additional information about voter registration at the Anchorage campus, visit www.uaa.alaska.edu/voterinfo.

More information

For details on university policies and student rights, freedoms and responsibilities, please refer to the UAA Catalog at www.uaa.alaska.edu/records/catalogs/catalogs.cfm or the Fact Finder Student Handbook at www.uaa.alaska.edu/studentaffairs/fact-finder.cfm.