Student Checklist

1. Apply for Admission
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4. Academic Advising
5. Placement Testing
6. Apply for Housing
7. Follow-Up
8. Register for Classes
9. Purchase Textbooks
10. Pay Your Account Balance
11. Access & Attend classes
1. Apply for Admission

1. Review admission requirements

2. Apply online: http://uaf.edu/admissions/apply/
   - Select UAF Application
   - Select New User to create an account
   - Select My Profile to create a profile
   - Then select My Applications to apply
   - Select Kuskokwim Campus under which campus you plan to attend.
   - Complete the online application and pay the application fee.
     - $40 Certificate, Associate Degree
     - $50 Bachelor’s Degree
   - Late fees are applied when applying after published deadlines.

3. Submit official transcripts
   - Mail to UAF Office of Admissions and the Registrar, PO Box 757480, Fairbanks AK 99775-7480

4. Submit official test scores.
   - UAF/KuC School Codes:
     - ACT: 0650  SAT: 4866
   - To arrange for placement testing call KuC.

5. Check your email to UA ID#
   - You’re UA ID number is emailed to you.

6. Set your Username and Password
   - Step 1: Go to https://elmo.alaska.edu
   - Step 2: Select an option.
   - Step 3: Answer the following questions correctly!
   - Step 4: You should see your UA ID number and UA Username displayed on the left side of your screen. You may also reset your password here.
   - **Note:** Your UA Username is extremely important, as it is your login for UAOnline, Blackboard, Google Apps, UA Webmail, and Computer Lab accounts.
Before we can determine your eligibility for any kind of financial aid, you must first fill out and submit the Free Application for Federal Student Aid (FAFSA). Apply as early as October 1.

Visit https://fafsa.ed.gov/

UAF/KuC's FAFSA school code: 001063

You will need the following for both you and your parents (dependent students):
- Social security number
- Driver's license (if any)
- W-2 forms and other records of money earned (this filing year, if available)
- Untaxed income records including social security, Temporary Assistance to Needy Families, welfare or veterans benefits

Many scholarships require you to apply for FAFSA even if you do not qualify for the Pell grant.

For help, contact KuC’s Financial Aid Coordinator at 1-800-478-5822 or 543-4563.
Before you begin applying for scholarships, make sure you have filed your FAFSA.

You may need the following when applying for scholarships:
- Social security number
- Original or coy of birth certificate
- Copy of Tribal ID card
- High School or college transcript
- Acceptance letter
- FAFSA Student Aid Report
- W-2 forms for parents and student
- Scholarship essay
- Two letters of recommendation

1 Apply for UA scholarships. Deadline: Feb. 15

A limited number of merit, service and retention-based scholarships are awarded each year. Visit http://uaf.edu/finaid/scholarships/ for eligibility and award amounts.

- Log into UAOnline.
- Once logged in, choose the Student Services menu.
- Choose Scholarships from the Student Services menu.
- Complete steps 1-5 of the scholarship application (single application).

2 Apply for Other Scholarships

Apply for scholarships to avoid taking out loans. Visit www.uaf.edu/rural and select Financial Aid for a list of local scholarships, federal and state grant programs. Deadlines vary so check the deadlines!

For help, contact KuC’s Financial Aid Coordinator at 1-800-478-5822 or 543-4563.
Academic advising is mandatory at UAF for all undergraduate degree seeking students. You must meet with an academic advisor before registering for classes.

The Advising Center at the Kuskokwim Campus provides registration assistance, degree evaluation, academic and career advising, placement testing and many more services to students taking classes via distance from their villages or on campus in Bethel.

Academic advisors help students select classes, create an academic plan and complete their educational goals. If you have declared a major, your advisor will be a faculty member from your academic department.

To schedule an advising appointment call 1-800-478-5822 or 543-4500.
Why placement test?

UAF’s mandatory course placement policy requires students to have ALEKS, ACT, SAT, Accuplacer, or ASSET test scores or have the course prerequisite before registering for English, Reading (Developmental Studies), Math/Statistics, core Natural Sciences, General Education Requirements, and Developmental English and Mathematics courses.

Who is required to take placement tests?
- A first-time degree or certificate seeking student;
- A transfer student with fewer than 30 UA transferable credits;
- A student planning to take 100-level English (writing, reading) courses.

1 Reading/Writing Placement

ACT, SAT, Accuplacer, ASSET, or COMPASS
- Results from the ACT or the SAT or, for associate degree or certificate students, the ASSET, Accuplacer, or COMPASS test must be filed with the Office of Admissions and the Registrar before students can register for classes.
- Submit official test scores. School codes: ACT: 0650  SAT: 4866
- Test results must be less than two years old.
- Accuplacer is Free. A proctor is required. Accuplacer can be taken at KuC or remote proctors can be arranged. Contact 1-800-478-5822 or 543-4500.

2 Math Placement: ALEKS Math Placement

Anyone who is planning on taking a course that requires mathematics placement (DEVM, Math, Statistics, Natural Sciences, general education courses) and does not have current MATH credit from a course at the appropriate level must take the ALEKS Math Placement test.

To take the placement exam visit : go.alaska.edu/mathplacement
- Free
- Not proctored

Math placement exams must be taken within one calendar year prior to the start of the course. Students enrolling in developmental or lower division core courses must have completed any prerequisite courses within two calendar years of their enrollment.
If you plan to live on campus:

1. Complete the Sackett Hall Housing Application

   Download at http://www.uaf.edu/bethel/student-services/campus-housing/ or contact KuC at 1-800-478-5822 or 543-4500.

2. Return the application with the application fee* to:

   UAF Kuskokwim Campus
   Student Services
   PO Box 368
   Bethel, AK 99559

Sackett Hall houses up to 36 students in 4 person suites with bathroom, refrigerator, and phone. Sackett Hall includes meal service, a spacious common area, cable TV, wireless connection, coin-operated laundry; it is within close walking distance of the campus and the Consortium Library.

*Fee waivers available contact 543-4566.

For help, contact the Kuskokwim Campus at 1-800-478-5822 or 543-4500.
1. Check Admission Application status on UAOnline
   Visit https://uaonline.alaska.edu to ensure your admission file is complete.

2. Check FAFSA application status
   - Go to https://fafsa.edu.gov/ and select Login OR
   - Call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243)

3. Check Financial Aid status
   - Log into UAOnline
   - Choose "Financial Aid" from the personal information menu.
   - Choose "Financial Aid Status" from the financial aid menu.
   - Choose the academic year for which you are receiving financial aid.

4. Respond to requests or additional requirements from the US Department of Education or UAF Financial Aid
   - Your aid will not be complete until any additional requirements are fulfilled.
   - Finalize financial aid details as soon as possible before the fee payment deadline.
   - For assistance, contact KuC’s Financial Aid Coordinator at 1-800-478-5822 or 543-4563.

5. Confirm housing arrangements

6. Check your UA Webmail
   - Go to https://www.alaska.edu/google
   - Login using your UA Username & Password obtained from ELMO.
   - UA email can forwarded to an email address of choice. www.alaska.edu/google/faqs/top/
   - Selected your preferred email at UAOnline: select "Personal Identification" tab, then click on "Update Student Preferred Email Address."
     This will be the primary contact for the university.

7. Keep contact information up to date
   - Log into UAOnline
   - Select Personal Information to make updates.
1. Degree seeking students must meet with an advisor in person or by phone before registering for classes.

2. Registering for Classes on UAOnline

   Step 1: Go to [https://uaonline.alaska.edu](https://uaonline.alaska.edu)
   Step 2: Log in to UAOnline
   Step 3: Go to “Student Services and Account Information”, then “Registration”
   Step 4: Check your Registration Eligibility
   Step 5: Under “Registration”, select “Register/Add/Drop Classes”
   Step 6: Use the Class Schedule Search to look up classes to add.
   Step 7: Add your classes in the “Add Class Worksheet by entering the CRNs of the classes
   Step 8: Select “Complete Registration Changes.
   Step 9: Review your schedule and resolve errors.

Use UAOnline to register for classes, add or drop courses, view/print your class schedule, print or view academic transcripts, retrieve tax information (1098T), view student account balances and make payments.

For help, call KuC at 1-800-478-5822 or 543-4500.
9. Purchase Textbooks

1. Get your class schedule

   Step 1: Go to https://uaonline.alaska.edu
   Step 2: Select Login to Secure Area
   Step 3: Select Student Services & Account Information
   Step 4: Select Registration to determine your course information
   Step 5: Select Student Detail Schedule

2. Order books

   Step 1: Go to www.uaf.edu/bookstore/ or call 1.888-280-8500.
   Step 2: Search for your textbooks and course materials determined by your course information and add them to your cart.
   Step 3: Check out and pay by charging it to agency or using a credit or debit card.

   **For help, contact bookstore staff at 1-888-280-8500 or Kuskokwim Campus at 1-800-478-5822 or 543-4500.**
1. View your Student Account

Step 1: Go to https://uaonline.alaska.edu
Step 2: Select Login to Secure Area
Step 3: Select Student Services & Account Information
Step 4: Select Student Account
Step 5: Select Account Detail for Term (Semester) / Pay Term Balance

2. Make a Payment

Select Pay Now. You will be forwarded to a separate secure website to:

- Make your payment via a credit card or ACH payment
- Sign up for a Payment Plan
- Establish or update an authorized user who can make payments on your account.
- Schedule your payments in advance for automatic payment on the scheduled date.
- Receive email notification on payments made to your account by you or an authorized user.

When you are done making your payment or establishing your authorized user, logout and close the payment system window before returning to UAOnline.

Check Academic Calendar in UAOnline under Important Dates and Deadlines for payment deadlines to avoid late fee penalties or being dropped from your classes for nonpayment.

For help, contact the Kuskokwim Campus at 1-800-478-5822 or 543-4500.
11. Access & Attend Class

1  Access UA Blackboard/Collaborate

   Step 1: Go to https://classes.alaska.edu
   Step 2: Login using your UA Username & Password obtained from ELMO

2  Access Audio Conference

   Step 1: Go to www.uaf.edu/rural
   Step 2: Select Audio Conference Pin Numbers under Quick links for Students

3  Distance Education Support

   Contact the KuC Distance Education staff at 907-543-4500 or 1-800-478-5822 for support with distance delivered, audio conference, video conference and e-learning courses or visit our website at http://uaf.edu/bethel/course-support/

4  Technology Assistance

   UAF Office of Information Technology (OIT): 1-800-478-8226 or helpdesk@alaska.edu
   KuC helpdesk: 907-543-4500 or 1-800-478-5822; kuc-helpdesk@alaska.edu

   Missing Classes:
   Let your instructor know if you have to miss a class or if you have difficulty accessing your class. Students who stop attending must withdraw through their local campus. Failure to withdraw will cause a failing (or no basis) grade.

For help, contact the Kuskokwim Campus at 1-800-478-5822 or 543-4500.