Bursar Office Checklist: Things to Remember for Your First Year at UAF

☐ **Office of the Bursar: One Stop Shop!**
  - 130 Signers’ Hall
  - Tuition and fee payment
  - Get your parking decal
  - Get your PolarExpress ID card

☐ **Know your payment deadline dates!**
  - See [http://www.uaf.edu/finserv/bursar](http://www.uaf.edu/finserv/bursar)
  - Registration Guide is online! [http://www.uaf.edu/register/](http://www.uaf.edu/register/)
  - Don’t get dropped for non-payment, pay in full or enroll in a payment plan by posted deadlines

☐ **NEW Online bearbucks system!**
  - Add bearbucks online with a credit card payment: [https://eacct-ualaska-sp.blackboard.com/eaccountsuaf/](https://eacct-ualaska-sp.blackboard.com/eaccountsuaf/)
  - Parents or others can add bearbucks with student name and ID #
  - Deactivate a lost or stolen card immediately

☐ **Visit UAOnline (http://uaonline.alaska.edu)**
  - Has the most up-to-date information about your account
  - Real-time account payment with web check or credit card
  - Manage your email account
  - Create an authorized payer
  - Enroll in a payment plan (if necessary)
    - Down payment is required at time of enrollment.
    - Enroll early to save on set-up fees and make payments lower!
  - Sign up for direct deposit
    - It’s the fastest way to get your refund!

☐ **We’re Green!**
  - Student bills are not mailed – sent via email only.

☐ **UA-generated email address**
  - Ends in “@alaska.edu”
  - Automatically generated
  - All UA communication and student bills go there!
  - Visit [http://google.alaska.edu](http://google.alaska.edu) to login
  - Click on the gear icon within the email to forward your email to another address
  - New user or forgot password? [http://elmo.alaska.edu](http://elmo.alaska.edu)

☐ **Family Education Rights and Privacy Act (FERPA)**
  - Enables us to speak with your parent or anyone you authorize about your account

☐ **We’re here to help!**
  - Email: uaf-bursar@alaska.edu
  - Phone: 907.474.7384
  - Follow us on Facebook and Twitter!