To access UAOnline, visit [http://uaonline.alaska.edu/](http://uaonline.alaska.edu/)

Click on “Login to Secured Area (Students, Staff, & Faculty)”:

UA ID: this will be your student ID number: 3xxxxxxxx
PIN: Unless you already know your PIN, you will have to contact IPI to have your PIN reset.
Click “Login” once you’ve entered this information:
Click “Student Services & Account Information”:

This is your Student Services & Account Information Screen.

From this page, you will be able to access all of your student records including:

1. Looking up classes to add (see page 3)
2. Adding/dropping classes (see page 4)
3. Making a payment (see page 9)
1. Look Up Classes

On your Student Services & Account Information Screen, click “Registration”:

This is your Registration Screen.

Click “Class Schedule Search”:

Make sure to select the following:

“Search by Term”:
Select the term you are wishing to register for

“Campus”:
UAF – Fairbanks Campus

“Subject (Required)”:
All Subjects - %

Once you are familiar with this screen, you can add more search criteria, such as by a specific Subject or by the CRN number.

Once you hit “Class Search,” you can search for courses by subject.
2. Add/Drop a Class

There are two ways to register for, or add, a class. One is (a) if you already know the class’s CRN (5-digit Course Registration Number), the other is (b) if you don’t.

(a) If you know the class CRNs, go to your Registration Screen, and click “Register/Add/Drop Classes”. The next screen will ask you to Select Term. Make sure the semester you wish to register for is displayed, and Click “Submit”:

Enter up to 10 CRNs, and then click “Complete Registration Changes.”

(b) If you don’t know the class CRNs, go through the process to “Look Up Classes” (for this example, we are using ANS F242, Native Cultures of Alaska).

If you can click on the box under “Select,” do so, and then click “Register.” You will have to do this for each class. If you cannot click on the box, there will be a letter indicating why you cannot. “C” means that the class is full, and that you may have to waitlist (see section on Waitlisting). You may also come across Registration Errors (see section on Registration Errors).
If the class is not full and you do not have any Registration Errors, this screen will show all of the classes you are registered for. You can also choose to drop any courses from this screen.
Waitlisting

Each class at UAF has a maximum number of students who may enroll in the course. This number may be affected by the size of the room in which the class will take place, the optimum number of students for a particular class, etc. Students beyond this maximum number may join the waitlist. If enrolled students drop the class, waitlisted students will receive an email to notify them of a spot opening up. They will then have 48 hours to add the class on UA Online. Most emails will be sent to the official “@alaska.edu” address, so if you do not have access to this email and are waitlisted for a class, contact IPI right away. If you would like to take a class but it is full, please add yourself to the waitlist and attend the first day of class.

If a class if full, you will have to be added to the waitlist. For example, RECR F140H-T01, Beginning Rock Climbing, is full:

The numbers after the Time of the course will have more information:

Cap: 17 (Capacity: This is the total number of students who may enroll in this course.)
Act: 17 (Actual: This is the total number of students currently enrolled in this course.)
Rem: 0 (Remaining: This is the total number of students who may still enroll in this course.)
WL Cap: 5 (Waitlist Capacity: This is the total number of students who may be added to the waitlist for this class.)
WL Act: 2 (Waitlist Actual: This is the total number of students who are currently on the waitlist.)
WL Rem: 3 (Waitlist Remaining: This is the total number of students who may still waitlist for this course.)
Go to your Registration Screen, and follow the procedure to “Add/Drop a Class.” Once you’ve typed in the CRN for a class that is full and hit “Save Registration Changes,” you will receive an error message:

Click “OK.” The error message will also show how many students are on the waitlist (in this case, “Closed – 1 Waitlisted”).

Choose “Waitlist” under “Change?”, and click “Complete Registration Changes.” You’re now waitlisted for the course. If space opens up in the course, you will receive an email when a spot opens up. You will then have to manually change your registration on UA Online. You may also choose to drop yourself from the waitlist from this screen.
Registration Errors
If you have a Registration Error, you will not be able to register for a course at the moment. These courses require permission from the instructor before you can register. Some types of Registration Errors you might come across are:

- Class Restriction
- Degree Restriction
- Field of Study Restriction
- Instructor Approval
- Level Restriction
- Major Restriction
- Prerequisite and Test Score Error

You will need to obtain special approval to override the Registration Error.

If you are on campus already, you may get a Special Permission form from either the instructor or IPI and obtain the instructor’s signature. Submit this form to IPI.

If you are not on campus, you will have to contact the instructor for special permission. To do this, determine the name of the instructor, and look up his/her contact information in our online directory, EDIR:
https://edir.alaska.edu/?style=uaf

Then, contact the instructor for special approval. A sample email might look like this:

Dear Professor X:

Hello! My name is Erica, and I am an exchange student who will be attending UAF during the Spring 2013 semester. I am interested in enrolling in your ANS F242-F01 course (CRN 76124), but require special permission to do so. My UAF student ID number is 31012345.

I am a degree-seeking student in Journalism at Central Washington University in Ellensburg, Washington, and will have Senior standing while attending UAF. I have attached a copy of my home university transcript for your review.

If you are willing to have me enroll in this course, I would appreciate it if you could send an email to the UAF Office of Admissions and the Registrar, at registrar@uaf.edu, that you give instructor and prerequisite approval for me to take your course.

Please let me know if you have any questions. Thank you very much!

It is a good idea to attach a copy of your transcript, and also describe why you might be qualified to take the course. If the instructor approves and has given you permission, you should be able to register, unless you have another Registration Error, such as Time Conflict, which you will also need to resolve.

If the instructor is unavailable or unlisted, contact the Department for the class; you can look up departmental emails in EDIR as well.
3. Make a Payment

On your Student Services & Account Information Screen, click “Student Account”:

Click “Account Detail for Term (Semester) / Pay Term Balance”:

This will show all of your tuition and fees charges for the semester. From this page, you can also add a parking decal and post office box, if necessary. Other charges that may appear are your housing, meal plan, etc.
After you have finalized your course list with your advisor and made any adjustments on your student account, you may pay your tuition and/or fees online. Click “Pay Now”:

(You can also pay your tuition and/or fees in person at the UAF Business Office.)

Click on “Make a Payment”:

Click on “Pay”:

You will be able to enter your credit card information in the next step.