

REGISTRATION ONLINE

- 1 Log on** to the secured area of UAOnline (<http://uaonline.alaska.edu>). Select "Student Services & Account Information," then "Registration."
- 2 Look up courses to add.** On the "Registration" page, select "Class Schedule Search." (You may also select "Register/Add/Drop Classes" and then "Class Search.") In either case, be sure to choose the proper semester or term, and choose "UAF-Main Campus" from the list of campuses. (A key for abbreviations, acronyms, etc., is available under "Course Finder Definitions" at www.uaf.edu/coursefinder/.)
- 3 Add your classes.** In the "Add Classes Worksheet" on the "Register/Add/Drop Classes" page, enter the CRNs of the classes you wish to take.
- 4 Variable Credit Class/Auditing a Class.** If you register for a course that has variable credit or you want to audit a course, select "Change Class Options." Enter the amount of credit you want. Press the "Grade Mode" menu and highlight "Audit" to select that option. *The audit option may not be available at UAOnline because not all courses allow auditors. Contact the instructor or the department for more information.*
- 5 Review your schedule.** After you select "Complete Registration Changes," your current schedule will be displayed.
- 6 Resolve errors.** If there are any errors, check the error message. If you select "Error," you will find more information about the error. Some errors, such as scheduling two courses at the same time, can be resolved online by dropping a class.

However, the following errors cannot be resolved online:
 - **Special-permission courses**
 - **Individual-study courses**
 - **More than 18 undergraduate credits**
 - **Courses that appear to conflict in time.** To take courses offered at times that conflict, you must obtain instructor approval. Once approval has been forwarded to the Office of Admissions and the Registrar, the conflicting courses will be made available for you to add after you register for your other courses.
 - **Registration hold.** If you have a registration hold, you may not register until the hold is removed by the initiating office. Registration holds may result from:
 - » *Unpaid tuition and fees/outstanding balances on your student account* (e.g., parking fines, course fees). See the Business Office, or call 474-7384.
 - » *Judicial/disciplinary holds.* See Student Services, or call 474-7317.
 - » *Other registration holds.* See the Office of Admissions and the Registrar, or call 474-7500.

UAF is part of a statewide system. Therefore, a hold at one unit of the University of Alaska will affect your registration at all UA units.
- 7 Buy your textbooks.** Select "Bookstores" for bookstore contact information. (Books are purchased through bookstore websites, not at UAOnline.)

REGISTRATION IN PERSON

- 1 Availability.** In-person registration is available at the Office of Admissions and the Registrar (102 Signers' Hall) or Community and Technical College (604 Barnette St.).

AFTER YOU'VE REGISTERED

- 1 Pay tuition and fees** by the deadline, published at www.uaf.edu/register/. *Graduate students with graduate fellowships or assistantships must still go through the fee payment process.*
- 2** A copy of your class schedule and estimate of tuition and fees can be obtained from UAOnline. If you resolved any schedule errors in step 6 above by consulting your advisor, academic department, or the Office of Admissions and the Registrar, the status of the courses involved will be changed to allow you to register for them online.
- 3 Attend classes** beginning the first day of instruction.

CHANGE YOUR UAONLINE PIN

Your PIN (personal identification number) is a secure number that allows access to your student records on the web. Your PIN was mailed to you via the U.S. Postal Service. To guard against unauthorized access to your records, you will be required to change your PIN to a 6-character password and establish a secret question and response that will allow you to access your information if you forget your PIN. Your birth date cannot be used as a valid PIN. Your PIN can include numbers, letters, punctuation and/or spaces. Your PIN must be only 6 characters in length and is case-sensitive. Set your "Forgot PIN" question wisely. Once you change your PIN, be sure to remember the new number.

If you forget your PIN, or need your PIN reset:

- 1** At UAOnline (<http://uaonline.alaska.edu>), enter your student ID number under **Login to Secured Area**. Select "Forgot PIN."
- 2** If you are not able to reset your PIN using the "Forgot PIN" question, do one of the following:
 - Bring a picture ID to the Office of Admissions and the Registrar to request a PIN reset.
 - Fax to 474-7097 a legible copy of your picture ID, phone number, email address, signature and request to reset PIN. You will be contacted via your UAF email once reset.
 - Contact the Office of Admissions and the Registrar at 474-7500 to request a PIN reset. You will be asked a series of security questions before we are able to reset your PIN. *A directory or confidentiality hold on your records will require you to present a picture ID at a local campus to have your PIN reset.*



UNIVERSITY of ALASKA FAIRBANKS

QUICK GUIDE TO REGISTRATION

www.uaf.edu/register/

PREPARING FOR REGISTRATION

DEGREE STUDENTS

1 APPLY FOR ADMISSION

- Go to www.uaf.edu/admissions/apply/ if you have not yet applied or been accepted to a degree program.

I've been accepted to a degree program.

2 REVIEW YOUR REGISTRATION FORM

- Go to UAOnline (<http://uaonline.alaska.edu>) to print your registration form. Select "Student Services & Account Information." Select "Registration" and "Check Your Registration Eligibility."
- You can also pick up your registration form from your advisor.

I got my registration form.

- Correct any errors in your personal data at UAOnline.

I checked the form for errors in my personal data.

3 MEET WITH YOUR ADVISOR

- If your advisor's name is not listed on your registration form, talk to your academic department. If you have not declared a major, go to the Academic Advising Center, 509 Gruening Building, and an advisor will assist you.
- You can check progress toward your degree using DegreeWorks online at UAOnline (<http://uaonline.alaska.edu>). Under the "Student Services & Account Information" menu, select "DegreeWorks/Electronic Degree Audit."

I planned my schedule with my academic advisor.

I completed the course information on my registration form.

My advisor signed my registration form.

4 TURN IN YOUR REGISTRATION FORM

- Deliver your registration form, along with any special-permission and/or individual-study forms, to one of the following locations:
 - » Office of Admissions and the Registrar (102 Signers' Hall)
 - » Advising Center (509 Gruening Building)
 - » Rural Student Services (main floor, Brooks Building)
 - » 201 Bunnell Building
 - » 101 Chapman Building
 - » 194 or 308 Reichardt Building
 - » 164 University Park
 - » Community and Technical College, 604 Barnette St.

I turned in my completed and signed registration form at least a day before I plan to register.

➔ IF YOU CHECKED ALL THE BOXES ABOVE, YOU ARE READY TO REGISTER ONLINE OR IN PERSON. (SEE BACK)

NON-DEGREE STUDENTS

1 CHECK THE REQUIREMENTS

- You are not working toward a degree, and have not been accepted to a degree program.
- You want to enroll as a non-degree student for the upcoming semester.
- You will be subject to examination requirements for math and English placement.
- You must maintain a 2.0 GPA to remain in good standing.
- You will not be eligible for financial aid.
- You must meet regular admission requirements to become a degree student.

I understand the requirements for non-degree students.

2 CONFIRM YOUR REGISTRATION STATUS

A CONTINUING NON-DEGREE STUDENTS

- You registered as a non-degree student at any UAF campus last semester.

I'm a continuing non-degree student.

➔ IF YOU CHECKED BOXES 1 AND 2A ABOVE, YOU ARE READY TO REGISTER IN PERSON OR ONLINE. (SEE BACK)

B NEW OR RETURNING NON-DEGREE STUDENTS

- You have never taken any courses at a UAF campus (or have not taken any courses within the last five years).
- Visit UAOnline (<http://uaonline.alaska.edu>), select "Apply for Admission," then select "New Students" and follow the instructions for "No Degree Intended."
- Alternatively, you can complete a registration form and submit it to the Office of Admissions and the Registrar during in-person registration.

I'm a new or returning non-degree student, and I completed the online "No Degree Intended" process.

➔ IF YOU CHECKED BOXES 1 AND 2B ABOVE, YOU ARE READY TO REGISTER IN PERSON OR ONLINE. (SEE BACK)

C HIGH SCHOOL STUDENTS

- Qualified high school students must complete a "High School Student Enrollment Form," available at www.uaf.edu/reg/forms/ or from the Office of Admissions and the Registrar.
- You must obtain permission of instructors, and you must register *in person* (not online).
- If you want to use university credit to meet high school requirements, contact your high school counselor before you enroll at UAF.

I got a "High School Student Enrollment Form" and followed the instructions on the form.

➔ IF YOU CHECKED BOXES 1 AND 2C ABOVE, YOU ARE READY TO REGISTER IN PERSON OR ONLINE. (SEE BACK)

GRADUATE STUDENTS

1 CONFIRM YOUR REGISTRATION STATUS

A FIRST-SEMESTER GRADUATE STUDENTS

- If you're starting your graduate program this semester, follow the checklist at left for Degree Students.

I completed the checklist for Degree Students.

B CONTINUING GRADUATE STUDENTS

- Consult with your advisor and/or committee before registering.
- If you register for a course that is not on your Graduate Study Plan, the course may not count toward your graduation requirements.
- If your tuition is paid through a grant, fellowship or stipend, courses must be approved by your committee to be funded, and you must still go through the fee-payment process.

I'm continuing in my current graduate program, and consulted with my advisor and/or committee.

➔ IF YOU CHECKED BOXES 1A OR 1B ABOVE, YOU ARE READY TO REGISTER ONLINE OR IN PERSON. (SEE BACK)

FOR MORE INFORMATION

• www.uaf.edu/register/
More about fees and tuition, financial aid, refunds, how to waitlist classes or change your registration, what to do about closed classes, and information about student responsibilities and campus safety

• www.uaf.edu/coursefinder/
Another useful tool to help you choose classes and plan your schedule

• www.alaska.edu/student-services/Student/how-to-videos/Registration/Registration.swf
A step-by-step video guide to registration

• **Office of Admissions and the Registrar**
www.uaf.edu/admissions/
First floor Signers' Hall
907-474-7500, toll-free 1-800-478-1823
fax 907-474-7097
admissions@uaf.edu