Academic Calendar 2015–2016

Fall Semester 2015

- Fall 2015 course list available at UAOnline ……………… Monday, March 23
- Begin registration and fee payment for fall 2015 semester ……………… Monday, April 6
- Begin registration and fee payment for nondegree students ……………… Monday, April 13
- Deadline to apply for admission for fall semester (UA Scholars) ………… Friday, May 1
- Deadline to apply for admission for fall semester (graduate students) ……………… Monday, June 15
- Deadline to apply for admission for fall semester (undergraduate students) ……………… Monday, June 15
- Residence halls open, 8 a.m. …………… Sunday, Aug. 30
- Orientation for new students …………… Sunday–Wednesday, Aug. 30–Sept. 2
- First day of instruction; late registration begins …………… Thursday, Sept. 3
- Labor Day (offices closed) — no classes, registration or fee payment) ……………… Monday, Sept. 7
- Deadline for adding classes, late registration and fee payment; 5 p.m. in person, midnight at UAOnline …………… Friday, Sept. 11
- Last day for 100 percent refund of tuition and fees …………… Friday, Sept. 18
- Last day for student- and faculty-initiated drops (course does not appear on academic record) …………… Friday, Sept. 18
- Freshman progress reports due …………… Sunday, Oct. 11
- Deadline to apply for fall 2015 graduation …………… Thursday, Oct. 15
- Spring 2016 course list available at UAOnline …………… Monday, Oct. 26
- Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript) …………… Friday, Oct. 30
- Begin registration and fee payment for spring 2016 semester ……………… Monday, Nov. 9
- Thanksgiving holiday (no classes, most offices closed) … Thursday–Sunday, Nov. 26–29
- Last day of instruction …………… Monday, Dec. 14
- Final examinations …………… Wednesday–Saturday, Dec. 16–19
- Residence halls close, noon …………… Sunday, Dec. 20
- Deadline for faculty to post grades, noon …………… Wednesday, Dec. 23
- Winter holiday (no classes, most offices closed; reopen Monday, Jan. 4, at 8 a.m.) ………… Thursday–Sunday, Dec. 24–Jan. 3

Spring Semester 2016

- Deadline to apply for admission for spring semester (graduate students) ……………… Thursday, Oct. 15
- Spring 2016 course list available at UAOnline …………… Monday, Oct. 26
- Deadline to apply for admission for spring semester (undergraduate students) ……………… Sunday, Nov. 1
- Begin registration and fee payment for degree students for spring 2016 semester and WINTERmester 2016 ………… Monday, Nov. 9
- Begin registration and fee payment for nondegree students for spring 2016 semester and WINTERmester 2016 ………… Monday, Nov. 16
- WINTERmester courses begin …………… Monday, Jan. 4
- Deadline for adding WINTERmester classes; 5 p.m. in person at Summer Sessions, midnight at UAOnline ………… Monday, Jan. 4
- Deadline for 100 percent refund of WINTERmester tuition and fees ………… Monday, Jan. 4
- Deadline for WINTERmester fee payment; 5 p.m. in person, midnight at UAOnline ………… Monday, Jan. 4
- Deadline for WINTERmester student- and faculty-initiated withdrawals (W grade appears on academic transcript) …………… Friday, Jan. 8
- Residence halls open, 8 a.m. …………… Tuesday, Jan. 12
- Orientation for new students …………… Wednesday, Jan. 13
- First day of instruction; late registration begins …………… Thursday, Jan. 14
- Alaska Civil Rights Day (no classes, most offices closed) …………… Monday, Jan. 18
- Deadline for adding classes, late registration and fee payment; 5 p.m. in person, midnight at UAOnline …………… Friday, Jan. 22
- Last day for 100 percent refund of tuition and fees …………… Friday, Jan. 29
- Last day for student- and faculty-initiated drops (course does not appear on academic record) …………… Friday, Jan. 29
- Freshman progress reports due …………… Sunday, Feb. 14
- Deadline for UA Foundation and privately funded scholarship applications …………… Monday, Feb. 15
- Deadline to apply for spring 2016 graduation …………… Monday, Feb. 15
- Spring break (no classes) …………… Monday–Friday, March 14–18
- University holiday (most offices closed for spring break) …………… Friday, March 18
- Last day for student- and faculty-initiated withdrawals (W grade appears on academic transcript) …………… Friday, March 25
- Begin registration and fee payment for fall 2016 semester (degree students) ……………… Monday, April 4
- Begin registration and fee payment for fall 2016 semester (nondegree students) ……………… Monday, April 11
- SpringFest (no classes) …………… Friday, April 22
- Last day of instruction …………… Monday, May 2
- Final examinations …………… Tuesday–Friday, May 3–6
- Commencement …………… Sunday, May 8
- Residence halls close, noon …………… Monday, May 9
- Deadline for faculty to post grades, noon …………… Wednesday, May 11

Check www.uaf.edu/coursefinder/ for current course listings.
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UAF: www.uaf.edu
Blackboard: http://classes.uaf.edu
Catalog: www.uaf.edu/catalog/
Course Finder: www.uaf.edu/coursefinder/
DegreeWorks: www.uaf.edu/reg/degeworks/
Directory: https://edir.alaska.edu
Grades, Registration and More: http://uaonline.alaska.edu
Registration Guide: www.uaf.edu/register/
Tuition Calculator: www.uaf.edu/register/tuition/

Check www.uaf.edu/coursefinder/ for current course listings.
This registration guide will help you start the semester with confidence, whether you are a new or returning student to UAF. Information about how to register for courses, calculate your semester expenses, get admitted to the university and find helpful student services are all included in this guide. The websites at right also can be helpful as you prepare for the semester. If you have questions, please contact the Office of Admissions and the Registrar at registrar@uaf.edu or 907-474-7500.

- New student information/Trail Guide www.uaf.edu/admitted/
- Registration information www.uaf.edu/reg/
- Register for classes http://uaonline.alaska.edu
- Order textbooks www.uaf.edu/bookstore/
- Electronic degree audits http://uaonline.alaska.edu
- Google Apps for UA www.uaf.edu/google/
- Email account information www.uaf.edu/google/faqs/general/
- Online tuition calculator www.uaf.edu/register/tuition/

**Why Take Online Courses?**

- Cutting-Edge Curriculum
- Engaging Faculty
- Flexible to Fit Your Schedule
- Available to Take Anywhere
- Success Initiatives for Online Learners
- + More

Go to elearning.uaf.edu to learn more about course and degree options available online at UAF!

Effective December 2015, UAF is a smoke-free, tobacco-free campus.

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability status as a Vietnam era or disabled veteran, marital status, changes in marital status, pregnancy or parenthood pursuant to applicable state and federal laws. This registration guide was prepared on the basis of the best information available. All information, including the academic calendar and statement of tuition and fees, is subject to change without notice.

The provisions of this guide are not to be regarded as an irrevocable contract between the student and the University of Alaska Fairbanks. The university reserves the right to change any provision or requirements at any time during the period in which this guide is in effect.

This publication was released by the University of Alaska Fairbanks to provide information about UAF semester registration procedures. Produced by Marketing and Communications. UAF photos by Todd Paris unless otherwise noted. 04/2015

Check www.uaf.edu/coursefinder/ for current course listings.
DATES AND DEADLINES

Web registration and fee payment are available every day through the last day of registration/fee payment, except during system maintenance (typically Fridays at 9 p.m.).

**Fall 2015**

Tuition and fees can be paid immediately upon registration, but no later than Friday, Sept. 11, to avoid late fees. See “Semester Expenses” (page 13) for specific information.

| Registration/fee payment at UAOnline (http://uaonline.alaska.edu) or in person |
|-----------------------------|---------------------------|
| April 6–Sept. 11, 2015      | Open for all degree students |
| April 13–Sept. 11, 2015     | Open for nondegree students |

**Payment due deadlines**

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<tr>
<th>Description</th>
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</tr>
<tr>
<td>One day/shortened</td>
<td>Due by first day of class</td>
</tr>
<tr>
<td>Early start</td>
<td>Due by first day of class</td>
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<td>Employee tuition waivers</td>
<td>Sept. 11, 2015</td>
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<td>Due on day of enrollment (cannot enroll before the first day of class)</td>
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<td>Audit classes</td>
<td>Sept. 11, 2015 — all tuition/fees apply</td>
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<td>Added insurance and other additional fees</td>
<td>5 days (to pay)</td>
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</table>

For fall 2015, the last day to register and pay tuition and fees without incurring late fees is **Friday, Sept. 11, 2015.**

**Spring 2016**

Tuition and fees can be paid immediately upon registration, but no later than Friday, Jan. 22, to avoid late fees. See “Semester Expenses” (page 13) for specific information.

| Registration/fee payment at UAOnline (http://uaonline.alaska.edu) or in person |
|-----------------------------|---------------------------|
| Nov. 9, 2015–Jan. 22, 2016  | Open for all degree students |
| Nov. 16, 2015–Jan. 22, 2016 | Open for nondegree students |

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</table>

For spring 2016, the last day to register and pay tuition and fees without incurring late fees is **Friday, Jan. 22, 2016.**

**Late fees will be assessed if accounts are not paid in accordance with the above deadlines.** Payment is due by the published deadline even if a bill is not received. Other than tuition, mandatory and additional fees (including insurance), housing and dining, which are due according to the schedule above, any charges owed to the university are due within 30 days. You may be dropped from your classes if your account is not paid or other payment arrangements have not been made by the fee payment deadline. It is your responsibility to periodically check your account to ensure you are in good standing.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Degree Students

Degree students who have been accepted to a degree program may register on the web, after meeting with their advisor, beginning April 6, 2015, for the fall 2015 semester, or Nov. 9, 2015, for spring 2016.

1 APPLY FOR ADMISSION. Go to www.uaf.edu/admissions/apply/ if you have not yet applied or been accepted to a degree program. See page 36 for more information.

2 REVIEW YOUR REGISTRATION REQUEST FORM.
   • Go to UAOnline (http://uaonline.alaska.edu) to obtain your registration request form. Select “Student Services & Account Information.” Select “Registration” and “Check Your Registration Eligibility.”
   • If you have trouble obtaining your registration request form, see your academic advisor or the Office of Admissions and the Registrar for assistance.
   • Correct any errors in your personal data at UAOnline.

3 REVIEW DEGREEWORKS. Go to www.uaf.edu/reg/degreeworks/ to check which classes you need to take. See page 25 for more information.

4 MEET WITH YOUR ACADEMIC ADVISOR.
   • If your academic advisor’s name is not listed on your registration request form, talk to your academic department. If you are a general studies (undeclared) student, contact an academic advisor at the Academic Advising Center, 510 Gruening Building, 907-474-6396.
   • If you are from rural Alaska, visit Rural Student Services, 200 Brooks Building, 907-474-7871.
   • Students in certificate, AAS or AA programs should contact the Community and Technical College Student Advising and Registration Center at 604 Barnette St., 907-455-2800.

5 TURN IN YOUR REGISTRATION REQUEST FORM. Deliver your registration request form, and/or individual or directed study forms, to one of the following locations:
   • Office of Admissions and the Registrar (102 Signers’ Hall)
   • Academic Advising Center (510 Gruening Building)
   • Rural Student Services (main floor, Brooks Building)
   • 201 Bunnell Building
   • 101 Chapman Building
   • 194 or 308 Reichardt Building
   • 164 University Park
   • UAF Community and Technical College, 604 Barnette St.

IF YOU HAVE COMPLETED STEPS 1–5, YOU ARE READY TO REGISTER AS A DEGREE STUDENT (SEE PAGE 6).

You must go to the web and register for classes to complete the process. Submitting a signed registration request form does not mean you are now enrolled in classes. See page 6.

Graduate Students

1 CONFIRM YOUR REGISTRATION STATUS

a First-semester graduate students
   If you’re starting your graduate program this semester, follow steps 1–4 for Degree Students.

b Continuing graduate students
   • Consult with your academic 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.

IF YOU COMPLETED STEP 1A OR 1B, YOU ARE READY TO REGISTER AS A GRADUATE STUDENT (SEE PAGE 6).

Nondegree 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 nondegree student for the upcoming semester.
   • You will be subject to examination requirements for math, reading and English placement.
   • You must maintain a 2.0 GPA to remain in good standing.
   • You will not be eligible for financial aid.

2 CONFIRM YOUR REGISTRATION STATUS

a Continuing nondegree students
   You registered as a nondegree student at any UAF campus within the last two years.

IF YOU MEET THE CONDITIONS IN 1 AND 2A ABOVE, YOU ARE READY TO REGISTER ONLINE AS A CONTINUING NONDEGREE STUDENT (SEE PAGE 6).
BEFORE YOU REGISTER CONTINUED

New or returning nondegree students
• You have never taken any courses at a UAF campus (or have not taken any courses within the last two years).
• Visit UAOnline (http://uaonline.alaska.edu), select “Apply for Admission,” then select “New Students” and follow the instructions for “No Degree Intended.”
• For help applying or registering, visit the Office of Admissions and the Registrar.

IF YOU MEET THE CONDITIONS IN 1 AND 2B ABOVE, YOU ARE READY TO REGISTER ONLINE AS A NEW OR RETURNING NONDEGREE STUDENT (SEE PAGE 6).

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.
• For more information on options for high school students to enroll at UAF, visit www.uaf.edu/admissions/apply/highschool/.
• If you want to use university credit to meet high school requirements, contact your high school counselor before you enroll at UAF.

IF YOU MEET THE CONDITIONS IN 1 AND 2C ABOVE, YOU ARE READY TO REGISTER IN PERSON AS A HIGH SCHOOL STUDENT (SEE PAGE 6).

YOUR UNIVERSITY RECORDS

Review Your Registration Request Form
Please make sure that the information on your Registration Request Form is correct.

Corrections you can make at UAOnline
You can make corrections to your address, email and phone information at UAOnline (http://uaonline.alaska.edu). Select “Personal Information” then “Manage Your Address, Email and Phone Information.”

• Your current mailing address and phone. This is your school-year contact information, which might be different from your permanent, year-round contact information.
• Your preferred email address. Note: You can forward your UAF-assigned email address by following the directions at www.alaska.edu/google/faqs/top/.

Corrections you must make in person or in writing
To change the following items on your registration form, follow the directions below or see the Office of Admissions and the Registrar.

• Name. This is how your name appears on your official records. If your name is listed incorrectly, please inform the Office of Admissions and the Registrar.
• Permanent address and phone. Please make sure this address and phone number are correct.
• College, degree, major. To change your degree or major, you must complete a change-of-major form.
• Level. Indicates your status (graduate, undergraduate, nondegree, etc.).
• Residency status. Check your residency status before paying your tuition and fees. If you need to request a change in your residency status, submit an “Application for Resident Tuition” form to the Office of Admissions and the Registrar. Applications for residency, along with supporting documentation, are due before the published first day of instruction. The residency form is available at www.uaf.edu/reg/forms/.

Information Release
The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. This is called a confidential hold. See www.alaska.edu/studentservices/ferpa/ for more about directory information.

Check www.uaf.edu/coursefinder/ for current course listings.
Registration Online

It’s important to register for classes early to get the best selection. Once you have met with your academic advisor, you can get started. Step-by-step instructions are available at [www.uaf.edu/register/](http://www.uaf.edu/register/). See page 3 for a list of dates and deadlines.

There are two options for registering online through UAOnline: the traditional online registration and the Schedule Planner. Schedule Planner lets you enter breaks during your day and gives you schedule options for courses.

If you need help logging in, follow the instructions for claiming or resetting your information. For more help, contact the OIT Support Center at 907-450-8300, toll free at 800-478-8226 or by email at helpdesk@alaska.edu.

Schedule Planner

1. **At UAOnline** ([http://uaonline.alaska.edu](http://uaonline.alaska.edu)), log on to the secured area.
2. **Select “Student Services & Account Information,”** then “Registration.”
3. **“Select “Schedule Planner”** then select the term and campus(es) you are interested in.
4. **Choose your search terms.** Click “Add Course” to add courses and “Add Break” to add times during the day that you do not wish to take classes, then click “Generate Schedules.” You can modify your search to include courses that are in wait-listed status by changing the “Course Status” option. You can also change your campus, term and course delivery options.
5. **View your schedule options.** Depending on your courses and breaks, there may be more than one schedule available. If no schedule is available, you may need to adjust your desired classes or break times.
6. **Send to cart.** Once you have selected a schedule, click “Send to Cart.” You will be redirected back to UAOnline. Choose “Complete Registration Changes” to register for your selected courses or “Save Cart” to return to it later.

Traditional Online Method

1. **At UAOnline** ([http://uaonline.alaska.edu](http://uaonline.alaska.edu)), log on to the secured area.
2. **Select “Student Services & Account Information,”** then “Registration.”
3. **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 a UAF campus from the list of campuses. (A key for abbreviations, acronyms, etc., is available under “Course Finder Definitions” at [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/).)
4. **Add your classes.** In the “Add Classes Worksheet” on the “Register/Add/Drop Classes” page, enter the course reference numbers (CRNs) of the classes you wish to take.
5. **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.
6. **Review your schedule.** After you select “Complete Registration Changes,” your current schedule will be displayed. Check class locations, times and dates to ensure that you registered for the sections you wanted.
7. **Resolve errors.** If there are any errors, check the error message. 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:

- **Test score and prerequisite errors**
- **Special-permission courses**
- **Exceeds maximum credits**
- **Courses that appear to conflict in time.** To take courses offered at times that conflict, you must obtain instructor approval to override the conflict. Once the approval has been entered by the instructor or the department, the conflicting courses will be available for you to add after you register for your other courses.

*You must have cookies enabled in your browser to use Schedule Planner.*
• **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 Bursar’s Office, or call 907-474-7384.
  » Judicial/disciplinary holds. See Student Services, or call 907-474-7317.
  » Other registration holds. See the Office of Admissions and the Registrar, or call 907-474-7500.
  » UA system holds. Because UAF is part of a statewide system, a hold at one unit of the University of Alaska will affect your registration at all UA units.

**After You’ve Registered**

1. **Pay tuition and fees** by the deadline (see page 3). A copy of your class schedule and estimate of tuition and fees can be obtained from UAOnline.

2. **Attend classes** beginning the first day of instruction. Note: you may be dropped if you do not attend the first class meeting without prior approval from your instructor.

3. **Buy your textbooks.** Select “Bookstores” for bookstore contact information. (Books are purchased through the bookstore website at www.uaf.edu/bookstore/ or in person at the UAF Bookstore in Constitution Hall.)

**COURSE OPTIONS**

**Waitlisting**

**What waitlisting means**

When a class is full, it is listed as “closed.” Some courses offer a waitlist option. If you want to be waitlisted for a closed class, select “Waitlist” from the drop down menu on the registration screen at UAOnline and select “Submit Changes.”

**Restrictions on waitlisting**

You will not remain on or have access to the waitlist for a class if:

- you are already enrolled or waitlisted in another section of the same course,
- the waitlisted class conflicts with another class in which you are enrolled or waitlisted,
- the waitlisted class would exceed your maximum allowed credits, or
- you have holds on your account.

After the first day of the semester, contact the instructor for permission to be added from the waitlist.

**After you are waitlisted**

You are not charged tuition for a waitlisted course until you are fully enrolled in the course. You must complete registration and pay tuition and fees for the other classes in which you are enrolled.

**Your position on the waitlist**

Use the web to check your status on a waitlist. You will receive an email notifying you when a space opens in the class. The email will be sent to the address you have designated as “preferred” under your personal information in UAOnline. To receive these notifications be sure your email is current and you have selected your preferred student email in UAOnline.

The email about your waitlisted class will instruct you to log in and add the course within a specified period of time (usually 48 hours from when the email is generated). If you take no action within the specified time frame, you will be dropped from the waitlist and the seat will be offered to the next person on the list. It is your responsibility to check your email regularly and to add yourself when a space opens in the class.

**Start attending classes on the first day**

Attend the first day of class for all waitlisted courses. Ask the instructor to add you from the waitlist if space becomes available.
Time limits on waitlisting
Waitlists are automatically updated until 48 hours prior to the first day of class by the Office of Admissions and the Registrar. If by the first day of class you are not enrolled in a course for which you are waitlisted, you must get special permission from the instructor of the course. If it appears you will not be able to enroll in a course for which you are waitlisted, you should select and enroll in a replacement class by the end of the add-drop period (fall 2015: Friday, Sept. 11; spring 2016: Friday, Jan. 22).

Fee payment for waitlisted classes
- Waitlisted classes appear on your schedule but are not included in the total number of credits needed to qualify for financial aid.
- Tuition and fees are calculated only for the credits you are officially enrolled in and do not include the waitlisted classes.
- If it appears you won’t get into the waitlisted class by the published last day to pay tuition and fees, you must immediately pay for any courses you are enrolled in to avoid late charges.
- No late add fee is charged if you are allowed into a class for which you were waitlisted after the published last day to pay tuition and fees, provided you pay for any other classes on time and pay for the waitlisted classes within five business days of registration.
- If you are waitlisted, it is your responsibility to check your registration status at UAOnline.

If, after you pay your tuition and fees, you are allowed into a class for which you have been waitlisted, payment must be made within five business days or late fees will apply.

Individual and Directed Study
To register for an individual or directed study course, access the form at www.uaf.edu/reg/forms/. Have it signed by your instructor, the chair of the department in which the course is being taught and the dean of your school or college, attach a syllabus from your instructor, and submit it to the Office of Admissions and the Registrar. Individual study course numbers end in -97. Directed study courses may be found in the current UAF catalog. The course reference number for an individual study course will be assigned by the Office of Admissions and the Registrar.

Permission-Only Classes
To register for a class with a “by permission” restriction, speak with the instructor or the administrative assistant in the department offering the course about getting permission, which they can grant online. Once permission is granted, the appropriate courses will be available for you to add to your schedule via UAOnline.

Auditing a Class
Students who want to enroll in one or more courses for informational purposes may register as an auditor if space is available and auditing is permitted in the class. You pay the standard credit fees for the course, but the credits are not included in the computation of study load for full-time/part-time determination or financial aid. If you want to audit a course for which you are already registered for credit, you must make the change by the end of the second full week of instruction and follow the add/drop process for changes to and from audit status in a course. Changing from credit to audit after this date requires the approval of the instructor of the course as well as your academic advisor. The deadline for late changes from credit to audit is the same as for student-initiated withdrawals.

Mandatory Course Placement
Make sure you’ve met writing, reading and math placement requirements and prerequisites or you will not be able to register for the following courses:
- All DEVE and ENGL courses
- All DEVN and MATH courses
- All core courses
- Other courses as specified by departments. See current placement information at www.uaf.edu/advising/placement/.

Credit/No-Credit Option
The credit/no-credit option enables you to enroll in courses without affecting your overall GPA. One elective course per semester can be taken under this option. You must apply for the option by the third Friday after the first day of instruction. Credit/no-credit option forms are available online at www.uaf.edu/reg/forms/ or at the Office of Admissions and the Registrar and may be turned in there.
Overloads
If you are a student in good standing and intend to register for more than 18 credits, you must have a GPA of 3.0 or higher and overload approval from your academic advisor.

eLearning & Distance Education
Location: Bunnell Building, first floor
Hours: Mon.–Fri., 8 a.m.–5 p.m.
Extended Hours: Wed., 8 a.m.–7 p.m.
Phone: 907-479-3444 or 800-277-8060
Email: uaf-elearning@alaska.edu
Web: http://elearning.uaf.edu
Facebook: https://www.facebook.com/uafelearning
Twitter: https://twitter.com/uafelearning

eLearning & Distance Education offers more than 350 courses in 60 disciplines. Additionally, eLearning offers degrees and certificates completely online (http://elearning.uaf.edu/degrees/). eLearning courses follow all university calendars and deadlines and must be completed within the semester time frame. For a complete listing of eLearning courses, visit our website at http://elearning.uaf.edu.

How to register for eLearning & Distance Education courses
eLearning courses are open to everyone. There are two ways to register:

1. Current UA students can register using UAOnline or through their local campus. eLearning courses are viewable at UAOnline by making the Campus Selection “UAF eLearning & Distance Ed” or by selecting “eLearning courses only” under Type of Course Delivery.

2. Everyone else can register at https://elearning.uaf.edu/register/registration/.
   - Select the course you want to register for.
   - Complete the eLearning Registration Form.
   - Select “Register Now”.
   - Once you are registered, you will receive an email confirmation.

Getting started
eLearning courses use the Blackboard Learning Management System (http://classes.uaf.edu). You are required to have reliable Internet access to complete the course. Once enrolled in the course:

1. Students new to eLearning will receive a Student Success Guide (also available online at https://elearning.uaf.edu/students/). Detailed instructions for accessing Blackboard are included, as well as other valuable information to help you succeed in your eLearning course(s).

2. Course Content won’t load into Blackboard until the first day of instruction but log in to Blackboard right away to get familiar with the navigation and resources. If you are new to UAF, it might take up to 24 hours after your registration to get your UA credentials created or activated (UAOnline account, Blackboard User account, Google Mail account, etc.)

3. Take the Online Success Lab by enrolling yourself through the eLearning tab in Blackboard. This will show you how your course may be set up.

4. Order any required course material early. All course materials can be purchased at the UAF Bookstore or online at www.uaf.edu/bookstore/.

5. Please see http://classes.uaf.edu for online instructions for using Blackboard. You may also contact the UAF Help Desk at 907-450-8300 or helpdesk@alaska.edu. More Blackboard help can be acquired from eLearning staff at 907-479-3444 or by email at uaf-elearning@alaska.edu.

Helpful information for eLearning courses
- eLearning courses follow the university’s academic calendar and catalog. All UAF policies that apply to classroom courses also apply to eLearning courses. This includes academic dates, payment deadlines, drop/withdrawal deadlines, grading policies, registration deadlines, incomplete deadlines and the Student Code of Conduct.
- Many (though not all) eLearning courses have proctored exams. Please check your course syllabus. A proctored exam means that a neutral, third-party person will verify your ID and supervise the exam. If you are in Fairbanks, you may take your proctored exams at eLearning. No appointment is necessary. If taking an exam at eLearning, you do not need to locate a proctor or fill out the exam request form. If you need to locate a proctor outside the Fairbanks area, review our Exam page at https://elearning.uaf.edu/students/exams/.

Check www.uaf.edu/coursefinder/ for current course listings.
Got questions?
- For questions regarding registration or prerequisite overrides, contact UAF eLearning at 907-479-3444 or by email at uaf-elearning@alaska.edu.
- For questions regarding course selection and degree planning, students can contact the eLearning academic advisor at uaf-elearning@alaska.edu, 907-479-3444 or 800-277-8060.
- For questions regarding financial aid, students should contact the UAF Financial Aid Office at finaid@alaska.edu, 907-474-7256 or 888-474-7256.
- For questions about course waitlisting, review the “Waitlist” section in this guide.

Did you know…?
eLearning & Distance Education offers full programs online, ranging from occupational endorsements to master’s degrees.

http://elearning.uaf.edu

CHANGING YOUR REGISTRATION

Closed or Canceled Classes
Information about closed classes, cancellations, changes and additions is updated daily during the registration period. Check UAOnline (http://uaonline.alaska.edu) for changes to classes, but note that canceled courses will not appear at UAOnline. If you are registered for a class that is canceled for low enrollment or other reasons, you will be notified immediately by email.

Making Changes on the Web
You can add and/or drop courses on the web through the last day of late registration (see page 3 for dates and deadlines). Follow these steps and pay any tuition and fees by the last day of fee payment.

1. Look up the course reference number (CRN) for each course you want to add, and identify the CRN for any course you want to drop.
2. Log on to UAOnline (http://uaonline.alaska.edu) with your UA username and password.
3. Under “Registration” go to “Register/Add/Drop.” Follow the instructions for dropping and adding courses. (Add your courses first and then drop — don’t try to do both at once.) Be sure to select “Submit Changes” when you have completed your changes. Select “Complete your registration” to finalize any changes made to your tuition and fees.
4. Be sure to log out of UAOnline when you are done.

Making Changes in Person
If the class is a late-start class, or you are making changes after the last day of late registration and fee payment, you will need to make changes in person. Complete an add/drop form (available at www.uaf.edu/reg/forms/).

- Your academic advisor’s signature is not required if you complete the transaction by the last day of late registration for the course.
- After the last day of registration, your academic advisor’s and instructor’s signatures will be required for any additions if you are a degree student.
- If you are given permission to add a course after the last day to add, you will be charged a late add fee of $50.
- Pay attention to the drop dates — they affect refunds.
- You must process any late add transactions only at the Office of Admissions and the Registrar or the Community and Technical College Student Advising and Registration Center. The signatures of the course instructor and your academic advisor are required after the last day of registration.

Withdrawing from Courses
Students can withdraw from course(s) until Friday, Oct. 30, for fall 2015 and Friday, March 25, for spring 2016. Get the appropriate withdrawal form from www.uaf.edu/reg/forms/.

Withdrawing after the deadline
Course withdrawals after the student-initiated withdrawal deadline are allowed only in exceptional cases and for serious and compelling reasons. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in the student’s immediate family; 2) medical emergency for the student or immediate family; and 3) factors outside the student’s control (e.g., fire or flood). Failing a course or avoiding an unsatisfactory grade is not an acceptable serious and compelling reason for seeking a late withdrawal or
refund, and will not be approved. Failure to comply with published deadlines or regulations is also not a serious and compelling reason to seek a late withdrawal or refund.

Appeals for late withdrawals after the deadline must be submitted within 30 class days after the beginning of the next regular semester. Written explanation of the serious and compelling reason and appropriate documentation is required upon submittal. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact the Office of Admissions and the Registrar for more information.

Faculty-initiated withdrawals
If you don't meet prerequisites for a course or if you haven't participated substantially in a course you are enrolled in, the instructor has the right to withdraw you. If you are withdrawn from a course, you will be notified through your assigned university email account.

Effect of withdrawing on financial aid
If a student totally withdraws or drops courses after a refund has been issued, financial aid may need to be repaid from the student's university account. If a balance remains on the account because of this, the student has five business days to pay or a late fee will be assessed and a hold placed on the account. Contact the Financial Aid Office for more information.

Changing Majors
Your major is printed on your registration request form and is considered official unless you change it. A completed change of major form must be submitted to be considered for a change of major. Forms can be obtained online at www.uaf.edu/reg/forms/.

Note:
- Students admitted for a semester that has not begun are not eligible to use the change-of-major form. Please contact the Office of Admissions and the Registrar.
- Pre-major students do not need to submit a change-of-major form to be changed to major status. This will occur once you meet major requirements. See pre-major information in the university catalog.

STAY ON TRACK:
TAKE A SUMMER CLASS
• 250+ courses offered
• Financial aid available
• The very same course next fall will cost 5% more—take it this summer and save $$!

Register NOW at uaonline or www.uaf.edu/summer/
For more information email summer@alaska.edu phone or text 907-474-7021

Check www.uaf.edu/coursefinder/ for current course listings.
FREQUENTLY ASKED QUESTIONS

I’m not able to register online. Why not?
There can be a number of reasons:

1. Did you submit your registration request form? Degree students must print their registration request form at UAOnline (http://uaonline.alaska.edu), have it signed by their academic advisor and return it to the Office of Admissions and the Registrar.

2. Are you a nondegree student who hasn’t taken courses within the last two years? If so, you must submit a “No degree intended” application online. Visit UAOnline (http://uaonline.alaska.edu), select “Apply for Admission,” then select “New Student.”

3. Do you meet the placement requirements or prerequisites?

4. Do you have holds on your account? Check your registration eligibility at UAOnline (http://uaonline.alaska.edu). Select “View Holds” and contact the office where the hold was originated. 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., late fees, course fees, parking fines). See the Bursar’s Office or call 907-474-7384.
   - Judicial/disciplinary holds. See Student Services or call 907-474-7317.
   - Other registration holds. See the Office of Admissions and the Registrar or call 907-474-7500.

Since UAF is part of a statewide system, a hold at one unit of the University of Alaska will affect your registration at all UA units.

For other problems, contact the Office of Admissions and the Registrar at 907-474-7500 or registrar@uaf.edu.

What is “enrollment verification”?
UAF is partnered with the National Student Clearinghouse to provide proof of enrollment electronically. Insurance companies accept national clearinghouse certificates. Once logged in to the secured area of UAOnline (http://uaonline.alaska.edu), select “Enrollment Verifications” from the “Student Services & Account Information” menu. Enrollment verification request forms may also be submitted to the Office of Admissions and the Registrar for purposes other than loan deferment.

What is a course override?
In some cases, your instructor may need to grant you a course override before you are allowed to register for a specific section. Common reasons for course overrides include:

- approval for waiver of a class prerequisite.
- instructor or department approval required for registration.
- course is restricted to certain majors, class standing, etc.
- approval for a time conflict.
- approval to register for a closed (full) class.
- permission to add a class from the wait list.

Only the primary instructor of the course can approve a course override for you.

I can’t log on to UAOnline. Help!
UAOnline allows you to log on using your UA username and password. These are the same credentials you use to log into webmail, Blackboard and many other applications at the University of Alaska. To find out your UA username or to reset your password, go to https://elmo.alaska.edu.
PAYMENT PROCESS

Fee Payment (All Students)

All payments must be received by the payment deadline. No paper bill will be sent. Check your account and get a printout of your charges at UAOnline (http://uaonline.alaska.edu).

Students are not considered registered for any courses until all tuition and fees are paid or other payment arrangements have been made by the fee payment deadline.

An electronic bill will be generated for you on or about the 15th of each month and made available via UAOnline. A reminder will be sent via email each time a new bill is generated. It is your responsibility to check your email address regularly. A link on the UAOnline “Statement and Payment History” page will take you to the page where you can pay with credit card or electronic check. To view your bill, go to UAOnline and choose “Student Services & Account Information” from the main menu, then “Student Account,” then “Statement and Payment History.”

Other than tuition, fees, housing and dining, which are due according to the schedule on page 3, any charges owed to the university are due within 30 days of when they are incurred to avoid additional late fees.

Payment Options

Pay online: Pay with Visa/MasterCard/Discover/American Express/China Union Pay/Diners Club/JCB or electronic check on the web at UAOnline (http://uaonline.alaska.edu). Be sure to review your account status after payment is confirmed.

Pay by mail: Mail your full payment to arrive by 5 p.m. on the fee payment deadline (see page 3). Payments received after this date will be assessed late fees. Make checks payable to UAF and mail to: University of Alaska Fairbanks, P.O. Box 757640, Fairbanks, AK 99775-7640.

Pay in person: See the schedule of dates and times on page 3.

Note: If you are paying with a debit card or have a daily limit on your credit card, contact your bank to tell them you are paying university tuition and fees to ensure your card won’t be declined.

International payments: Visit www.peertransfer.com/school/uaf/ to make a payment or for more information.

Consequences of Not Paying Tuition and Fees

Failure to pay your tuition and fees in full or make other payment arrangements by the final fee payment deadline may result in cancellation of your class schedule. UAF may withhold transcripts, grades and other services, and cancel meal plans and housing if you do not pay your financial obligations. If the university takes such action, you will still be responsible for your account balance in full. Registration may be withheld from any student who is delinquent in paying any amount due to the university. The registration process is not complete until the student has paid all fees and charges due to the university. The university may drop you from your courses after the fee payment deadline if you owe a balance to the university. A $100 reinstatement fee will be charged to re-enroll in dropped courses. Students have until the fourth Friday of the semester to re-enroll in dropped courses.

Failure To Meet Financial Obligations

University policy requires a financial hold be placed on your student account if you fail to meet your financial obligations. The hold will prevent any registration, transcript or graduation activity.

Past due accounts may be sent to a collection 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.

Graduate Students

If you are a graduate student who has been awarded a research or teaching assistantship or graduate fellowship that includes payment of tuition and graduate health insurance, you must bring a copy of your current contract letter to the Graduate School, 202 Eielson Building, after your registration is complete, so the payments can be applied to your account. This must be done every semester that your contract is valid.

If you have questions, please contact the Graduate School at 907-474-7464, Monday–Friday, 8 a.m.–5 p.m. (Alaska time).
Tuition

How Tuition Is Calculated

Tuition is determined by the following:

- the number of credit hours in which you are enrolled.
- the level (e.g., 100-level, 200-level) of the course.
- your residency status.

Students taking 4 or fewer credits are charged at the resident rate.

An online tuition calculator is available at www.uaf.edu/register/tuition/.

Full-Time Status

You are considered a full-time student if you enroll in 12 or more credits as an undergraduate or 9 or more credits as a graduate student.

Resident and Nonresident Tuition

All students should check their residency status and tuition charges each semester when they register.

Electronic processes, such as a new application, may cause a student’s status to change from one semester to the next.

In general, students are expected to have resided in Alaska for the prior two years to be eligible for resident tuition. However, there are additional criteria to meet the eligibility requirements. In the past two years, students must not have:

- been absent from Alaska for an aggregate of more than 120 days other than documented absences due to illness or attendance at another educational institution while maintaining Alaska residency;
- acted inconsistently with Alaska residency, such as claiming residency in another state or voting as a resident of another state;
- registered as a resident at an educational institution in another state; or
- paid tuition at the University of Alaska Western Undergraduate Exchange program rate.

Proof of eligibility for the Alaska Permanent Fund Dividend is the standard accepted documentation of

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Resident lower level (050-299)</th>
<th>Resident upper level (300-499)</th>
<th>Resident graduate level (600-699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,83</td>
<td>$221</td>
<td>$423</td>
</tr>
<tr>
<td>2</td>
<td>$366</td>
<td>$442</td>
<td>$846</td>
</tr>
<tr>
<td>3</td>
<td>$549</td>
<td>$663</td>
<td>$1,269</td>
</tr>
<tr>
<td>4</td>
<td>$732</td>
<td>$884</td>
<td>$1,692</td>
</tr>
<tr>
<td>5</td>
<td>$915</td>
<td>$1,105</td>
<td>$2,115</td>
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<tr>
<td>6</td>
<td>$1,098</td>
<td>$1,326</td>
<td>$2,338</td>
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<tr>
<td>7</td>
<td>$1,281</td>
<td>$1,547</td>
<td>$2,961</td>
</tr>
<tr>
<td>8</td>
<td>$1,464</td>
<td>$1,768</td>
<td>$3,384</td>
</tr>
<tr>
<td>9</td>
<td>$1,647</td>
<td>$1,989</td>
<td>$3,807</td>
</tr>
<tr>
<td>10</td>
<td>$1,830</td>
<td>$2,110</td>
<td>$4,230</td>
</tr>
<tr>
<td>11</td>
<td>$2,013</td>
<td>$2,431</td>
<td>$4,653</td>
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<tr>
<td>12</td>
<td>$2,196</td>
<td>$2,652</td>
<td>$5,076</td>
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<tr>
<td>13</td>
<td>$2,379</td>
<td>$2,873</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$2,562</td>
<td>$3,094</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$2,745</td>
<td>$3,315</td>
<td></td>
</tr>
</tbody>
</table>

TRY THE ONLINE TUITION CALCULATOR!

www.uaf.edu/register/tuition/
residency. You also need to complete a UAF residency application. Other specific proof of residency, as outlined at [http://pfd.alaska.gov](http://pfd.alaska.gov), may be accepted.

- PFD proof of eligibility — Submit a copy of your most recent Form 1099 or go to [http://pfd.alaska.gov](http://pfd.alaska.gov), click on “Check Application Status,” follow the instructions, print the final page that shows “approved, paid, or eligible” and submit it with your UAF residency application.

Students graduating from a qualified Alaska high school within one year of enrollment and enrolling in a degree program will automatically be considered residents when they provide their high school transcript. Other exemptions of the nonresident surcharge may be permissible. More information may be obtained at [www.alaska.edu/studentservices/student/residency/](http://www.alaska.edu/studentservices/student/residency/).

### Senior Citizen Tuition Waiver

UA Board of Regents policy waives regular tuition for Alaska residents at the age of eligibility for full Social Security retirement benefits. You are eligible to use the senior citizen tuition waiver and enroll in UAF courses if:

- you are a permanent resident of Alaska,
- you are age-eligible to receive full Social Security retirement benefits, and
- there is space (i.e., no waitlist) in the class or classes you want.

You must register in person and not until the first day of instruction to use a senior tuition waiver. You must meet both age and residency requirements by one of the following dates to be eligible for the corresponding semester: Sept. 1 for fall, Jan. 1 for spring and May 1 for summer. Reimbursements will not be made to senior citizens who pay for a course and then request a waiver. Please call 907-474-7384 for more information.

### Employee Tuition Waiver

Employee tuition waivers cover the cost of 16 credits per academic year (up to 8 credits per semester) for university employees. Tuition waivers are accepted for the current semester and cannot be applied to prior terms. Other criteria:

- Tuition waivers cover tuition only.
- The employee must have been employed for at least six months prior to the first day of instruction.
- Tuition waiver forms must be turned in by the fee payment deadline.
- The employee is responsible for paying all other fees by the payment deadline.
- Tuition waivers must be signed by the employee. A supervisor’s signature is required if the class takes place during the employee’s work day.
- Reimbursements will not be made to employees/dependents who pay for a course or courses and later become eligible for the waiver.
- Dependents must be under the age of 24 on the first day of instruction to be eligible.
- Waivers found to be ineligible will be reversed and the students will be responsible for payment of the waived tuition.
- Late fees and payment deadlines apply to those using tuition waivers.

To be eligible for education benefits, undergraduate students must maintain a 2.0 cumulative GPA; graduate students must maintain a cumulative GPA of 3.0.

### Submitting Tuition Waivers

Tuition waivers can be submitted via DocuSign, faxed to 907-474-5898, mailed to the Office of the Bursar at P.O. Box 757640, or emailed to uaf-bursar@alaska.edu. To submit electronic waivers via DocuSign visit [www.uaf.edu/finserv/bursar/ tuition-waivers/](http://www.uaf.edu/finserv/bursar/tuition-waivers/). Tuition waivers must be submitted prior to the fee payment deadline.
### 2015–2016 Fee Schedule

#### Required General Fees (both resident and nonresident)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASUAF fee (3 credits or more).</td>
<td>$42</td>
</tr>
<tr>
<td>Athletics (required for 3 credits or more)</td>
<td>$10 per credit to a maximum of $120</td>
</tr>
<tr>
<td>Health insurance (International Students only)</td>
<td></td>
</tr>
<tr>
<td>• Semester (9 credits or more; may be waived if student has equivalent insurance)</td>
<td>Fall: $408</td>
</tr>
<tr>
<td>• Other health insurance options available (may be waived if student has equivalent insurance)</td>
<td>Annual: $1,124</td>
</tr>
<tr>
<td>Student Health Center fee (9 credits or more)</td>
<td>$110</td>
</tr>
<tr>
<td>Student Recreation Center (optional for 3–8 credits, required for 9 credits or more)</td>
<td>$75</td>
</tr>
<tr>
<td>Student sustainability fee (3 credits or more)</td>
<td>$20</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$5 per credit to a maximum of $60</td>
</tr>
<tr>
<td>Transportation (4 credits or more)</td>
<td>$15</td>
</tr>
<tr>
<td>UA facilities fee</td>
<td></td>
</tr>
<tr>
<td>• Fall: $4 per credit. Spring: $6 per credit</td>
<td></td>
</tr>
<tr>
<td>UA network fee (4 percent applied on a course-by-course basis to tuition)</td>
<td>varies</td>
</tr>
<tr>
<td>Wood Center Student Life fee (9 credits or more)</td>
<td>$35</td>
</tr>
</tbody>
</table>

#### Meal Plans and Residence Halls

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double room/double occupancy</td>
<td>$2,030</td>
</tr>
<tr>
<td>Single room</td>
<td>$2,485</td>
</tr>
<tr>
<td>Cutler Apartment Complex (includes winter break)</td>
<td>$2,282–3,315</td>
</tr>
<tr>
<td>Double room/single occupancy</td>
<td>$2,990</td>
</tr>
<tr>
<td>Fairbanks campus family housing</td>
<td>$790–1,640</td>
</tr>
</tbody>
</table>

#### Parking Permit (Student)

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td></td>
</tr>
<tr>
<td>• 8 or fewer credits</td>
<td>Fall — $41; Spring — $41</td>
</tr>
<tr>
<td>• 9 or more credits</td>
<td>Fall — $78; Spring — $78</td>
</tr>
<tr>
<td>Annual</td>
<td>$143</td>
</tr>
<tr>
<td>Spring/summer</td>
<td>$143</td>
</tr>
<tr>
<td>Multi-vehicle</td>
<td>additional $10</td>
</tr>
</tbody>
</table>

#### Estimated Textbook Cost

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(depends on course load and selection)</td>
<td>$250–$1,100</td>
</tr>
</tbody>
</table>

*Rate unavailable at time of printing. Note: all fees subject to change. See [www.uaf.edu/register/](http://www.uaf.edu/register/) for most updates.

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### BASIC STUDENT FEES

#### Course Fees

Some courses require special materials, supplies or services and require a material fee in addition to tuition. Check course listings to see if material fees are required for any of your classes.

#### ASUAF

**Cost:** $42 per semester.

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 or more credits.

**What’s covered:** Associated Students of the University of Alaska Fairbanks (ASUAF) represents student views and concerns to the university administration, board of regents and Alaska Legislature. The ASUAF fee also partially funds publication of the UAF student newspaper, the *Sun Star*; the student-managed ASUAF Concert Board; KSUA, the student radio station; and other media. Other services provided through ASUAF include a free half-hour attorney consultation, academic travel funding, international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit [www.asuaf.org](http://www.asuaf.org).

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Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Athletics
Cost: $10 per credit hour (to a maximum of $120 per semester).
Who pays: All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 3 or more credits.
What's covered: The Athletics fee provides admission to all home athletic competitions. Admission will only be guaranteed until the start of each event. Fee excludes post-season competitions. For further details regarding event/ticket policies visit www.alaskananooks.com.

Health Insurance
Effective Fall 2015, student health insurance is no longer mandatory at UAF except for International Students studying in F-1 or J-1 immigration statuses. The University will no longer provide a Student Health Insurance Program except for International Students and students who are contracted with the Graduate Student Office as Teaching or Research Assistants on stipends or who are receiving graduate fellowships. Students without insurance who are interested in obtaining a plan may visit www.uaf.edu/chc/ for more information on shopping for a policy.

Parking Permit
Cost: fall 2015/spring 2016, single vehicle, $41 for 8 or fewer credits; $78 for 9 or more credits; $143 annual permit. With any of these permit options, for an additional $10, two or more vehicles (up to a total of four) may be registered for the multi-vehicle option. The hang tag allows one vehicle to be parked on campus at a time. (Campus residents may not purchase the multi-vehicle option. Employees are not eligible to purchase parking permits at student rates.)

Costs are based on the combined total credit hour enrollment at UAF, Community and Technical College, eLearning & Distance Education, or any class held at a UAF location where credit is given through another location.

Who pays: Students who choose to park a vehicle at any on or off-campus UA, UAF or Community and Technical College location are required to have a parking permit or permit displayed on the vehicle at all times, including evenings.

How to get your permit: Request your permit through UAF's online parking system at www.uaf.edu/finserv/bursar/parkingservices/. Select the type of parking permit(s) needed, your delivery option and payment method. You may instantly print a two-week temporary permit for use until your permit arrives in the mail or you pick it up. Permits can also be purchased and picked up at the Bursar's Office in Signers' Hall. Please bring your current vehicle registration with you to ensure correct information for your file.

How to pay: Complete your permit purchase at UAF’s online parking system at www.uaf.edu/finserv/bursar/parkingservices/. Payment options are MasterCard, Visa, Discover or “student account,” if you have added parking to your student account. You may also pay for the permit at UAOnline or at the Bursar’s Office in Signers’ Hall.

It is the responsibility of all students parking a vehicle on any UAF property (on or off campus) to know UAF parking regulations, available online at www.uaf.edu/finserv/bursar/parkingservices/. For more information, call 474-7384 or email uaf-bursar@alaska.edu.

Student Health and Counseling Center
Cost: $110 per semester.
Who pays: Students enrolled in 9 credits or more (optional for students taking 6–8 credit hours), students living in university housing, and all students purchasing student health insurance.
What’s covered: Basic medical and counseling services
at the Student Health and Counseling Center on the Fairbanks campus. See www.uaf.edu/chc/ for more information.

**Waivers:** Students who meet all of the following conditions may waive the Student Health and Counseling Center fee: 1) no courses on the Fairbanks campus or at University Park, 2) not living in university housing and 3) not enrolled in the university student health insurance plan for International Students and contracted graduate students. Pick up a student health center fee waiver form from the UAF Bursar’s Office on the Fairbanks campus, or call the Student Health and Counseling Center at 907-474-7043.

**Student Recreation Center**

**Cost:** $75 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 9 or more credits (eLearning classes do not count towards this total). Fairbanks-area students enrolled in 3–8 credits have the option of paying the SRC fee. Fairbanks-area students enrolled in 1–2 credits do not have the option. Students taking courses outside the Fairbanks area are not required to pay the fee.

**What’s covered:** The SRC fee allows you access to the SRC, as well as Patty Center pool, Hulbert Nanook Terrain Park, recreational skate sessions at the Patty Center ice arena and the outdoor climbing tower. With the SRC, you have access to the whole facility and group exercise classes. A belay class is required for the indoor climbing wall and costs extra. Students paying the SRC fee also receive discounts on personal training. Anyone under the age of 18 using the SRC and its facilities must be accompanied by a parent or guardian whose minimum age is 21, unless he/she is a full-time UAF student. For more information call 907-474-5886.

**Student Sustainability Fee**

**Cost:** $20 per semester.

**Who pays:** Students enrolled in 3 or more Fairbanks section credits (Fairbanks or UAF Community and Technical College sites).

**What’s covered:** The student sustainability fee is a student-initiated fee that is invested in energy efficiency programs and renewable energy projects at UAF.

**Technology**

**Cost:** $5 per credit hour (to a maximum of $60 per semester).

**Who pays:** All students.

**What’s covered:** The fee remains at the campus at which it was collected and is used to support technology that enhances academics.

**Transportation**

**Cost:** $15 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) taking 4 credits or more per semester during fall or spring semesters.

**What’s covered:** The transportation fee pays a portion of the costs of operating shuttle buses that provide transportation throughout campus and to various university facilities off campus.

**UA Facilities Fee**

**Cost:** $4 per credit fall; $6 per credit spring.

**Who pays:** All undergraduate and graduate students, including those enrolled in eLearning or distance education courses.

**What’s covered:** The UA facilities fee is assessed to all undergraduate and graduate students to address the capital reinvestment for university facilities and academic equipment. Capital reinvestment funds construction that modernizes university classrooms, laboratories, residence halls and other buildings so students have learning and living facilities that enhance the academic experience.

**UA Network Fee**

**Cost:** 4 percent of tuition.

**Who pays:** All students.

**What’s covered:** The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide technology infrastructure. The 4 percent network charge is applied on a per credit hour basis (rounded to the nearest dollar) to tuition, nonresident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is $7.

**Wood Center Student Life**

**Cost:** $35 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks campus or UAF Community and Technical College sites).
enrolled in 9 credits or more. Students taking courses outside the Fairbanks area are not required to pay the fee. **What’s covered:** The Wood Center student life fee supports Nanook traditions such as Starvation Gulch, Winter Carnival and SpringFest as well as student activities and student life programs.

**OTHER FEES**

**Application for Admission**

**Cost:** $40–$60.

**Who pays:** Applicants to certificate and associate degree programs should include $40 with their admissions application; applicants to baccalaureate programs should include $50; applicants to graduate programs, $60.

**What’s covered:** Assessment and processing of prospective student applications.

**Campus Housing**

**Fairbanks campus single-student housing**

**Cost:** $335 deposit ($40 non-refundable application fee, $315 refundable damage deposit).

- Double rooms, $2,030
- Single rooms, $2,485 (extremely limited availability)
- Cutler Apartment Complex, $2,282–$3,315 (includes winter break)
- Double room/single occupancy, $2,990 (extremely limited availability)

**Fairbanks campus family/graduate housing**

**Cost:** $75 non-refundable application fee.

- $600 damage deposit ($300 due when you are assigned a housing unit; $300 due at check-in).
- One-to three-bedroom apartments: $790–$1,640.

**Residence hall phone line**

To request a landline in your room, please email your request, including your contact information, to uaf-housing@alaska.edu.

**How to apply**

Send your completed application and application fee to the UAF Department of Residence Life. Applications are available online. Room rent and meal plan fees, along with all other fees, are due in full by fee payment end. Information about Residence Life is available at 907-474-7247, uaf-housing@alaska.edu, or www.uaf.edu/reslife/.

**Credit by Examination**

**Cost:** $40 per credit hour.

**Who pays:** Students using the credit-by-exam option for earning UAF course credit.

**What’s covered:** The fee pays for coordinating the exam or other evaluation requirements between student and professor, grade recording and transcription.

**Credit for Prior Learning**

**Cost:** $50 fee payment plus $10/credit hour for credits earned.

**Who pays:** Students using the credit for prior learning option to earn UAF course credits.

**What’s covered:** The fee pays for the portfolio or license/certificate review by faculty. If credit is awarded, the fee per credit hour earned pays for grade recording and transcription. For more information visit www.uaf.edu/advising/student-resources/.

**eLearning & Distance Education**

**Cost:** $25 per credit hour.

**Who pays:** Students enrolled in an eLearning & Distance Education course.

**What’s covered:** The fee pays for academic and advising support, online student resources, exam proctoring services, technology upgrades and enhancements to course delivery.

**Late Add / Late Registration Fee**

**Cost:** $50.

**Who pays:** Students given permission to add a full semester-length class after the last day to pay tuition and fees will be charged a late registration fee of $50 that must be paid within five business days. This includes add/drop (swap) courses. No late fee will be charged when:

- you add a late-start course during the regular registration period for that course.
- you are moved into a class for which you were waitlisted.
- you change from one section to a different section of the same course.
- you add a graduate thesis or research credits.
- you add a course to replace a canceled course in which you were previously enrolled.
- you are moved to a lower or higher level of a course (i.e. MATH F151X to DEVM F105) due to instructor’s recommendation.

This fee is refundable only if all classes for which
late payment plan payments.
Who pays: All students who have missed the fee payment
deadline and have a balance of $300 or more. An
additional $150 fee will be added to accounts which are
not paid in full by the withdrawal deadline.
What’s covered: Processing of late registrations.

Late Payment Fees
Cost: $100 for first; $150 for second; $35 per month for
late payment plan payments.
Who pays: All students who have missed the fee payment
deadline and have a balance of $300 or more. An
additional $150 fee will be added to accounts which are
not paid in full by the withdrawal deadline.
What’s covered: Processing of late payments.

Meal Plans
Cost: For current plans and costs, visit
www.uaf.edu/finserv/aux-bus/dining-services-meal-plan/meal-plans/
Who pays: All residence hall students are required to
purchase a meal plan, with the exception of residents
living in Cutler Apartment Complex, Sustainable Village
and graduate students. Students who do not live on
campus but are interested in purchasing a meal plan can
contact Dining Services at 907-474-6661 or
uaf-dining@alaska.edu. Please review your dining
contract for more details. All prices are per semester.
What’s covered: Meal plans will have two forms of
payment: daily meals and Munch Money. Munch Money
may be used at all dining and most vending locations on
campus. Munch Money will not roll over into the next
academic year.

Meal plans and Munch Money can be purchased from
Dining Services at 110 Eielson. Applications are available
online at www.uaf.edu/dining/; click on Meal Plans.

New Student Orientation
Cost: $115 for fall, covers all programs, except special
Outdoor Adventures activities; $10 for one-day fall
transfer student orientation, and $25 (plus $10 for each
additional guest) for two day fall family orientation. $35
for spring orientation.
Who pays: Any new student may participate in UAF
New Student Orientation on the Fairbanks campus.
New Student Orientation is required for all first-year
baccalaureate degree students (regardless of the number
of college credits earned) and international students
(undergraduate F-1 and international exchange J-1 visa
status). Domestic transfer students are also encouraged
to attend. Family members who choose to attend two-
day family orientation and transfer students who choose
to attend one day transfer orientation will be billed the
respective fees outlined above.

Payment Plan
Cost: $30–$75 depending on when you sign up. Discount
only applies to online enrollment via UAOnline.
Who pays: UAF degree seeking students who are unable
to pay all tuition and fees at the beginning of a semester.
What’s covered: Budgeting by distributing the costs of
tuition and fees over up to five payment dates. Payment
plans are available for UAF students via their UAOnline
account. (Note: Only UAF offers this option.) A down
payment and enrollment fee is required at time of
enrollment.

The earlier you enroll, the more payment plan options
are available, so enroll early!

Post Office Box
Cost: $45 per box per semester, $90 annual, $30 summer
only.
Who pays: Students who wish to receive U.S. Postal
Service mail on campus may rent a post office box in the
full-service post office located in Constitution Hall or
add it to their UAOnline account. USPS mail is delivered
campus to post office boxes only, not to street
addresses.
What’s covered: Post office box space, postal and mail
forwarding services.

Reinstatement Fee
Cost: $100.
Who pays: Students dropped from classes due to
nonpayment will be charged $100 to have classes
reinstated.
What’s covered: Reinstatement processing.
Returned Check Fee

Cost: $30.
Who pays: If a check is returned for any reason, a hold will be placed on the student's account, which will prevent the student from registering, viewing grades, participating in graduation activities and receiving transcripts until the check clears and a $30 fee is paid.
What's covered: Processing of returned checks.

Textbooks

Cost: The cost for your textbooks and course materials will vary between $15 and $400 per course, depending on your instructor's preferred textbook or course material. You can expect to pay $250 to $1,100 per semester on textbooks, depending on your course load. You can look up pricing information online at www.uaftext.com or through your UAOnline account (using the links through the registration website).
Who pays: All students who need their required textbook or course materials.
What's covered: Textbooks, assigned readings, or other course materials assigned by instructors. Visit www.uaf.edu/bookstore/ or www.uaftext.com for more information.
REFUNDS

2015–2016 Refund Schedule

Semester-length classes, including evening and weekend courses
through Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. 100% tuition and fees*
after Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. no refund
*Parking fee will be refunded, less $5 for processing, if you return your permit. If a permit was picked up, it must be returned when you drop your classes.

Courses dropped or withdrawn and added (swapped) on the same day
Through Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. 100% tuition and fees
After Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. no swap

Courses meeting four weeks or more, but less than a semester
Drop within five business days of the first class ................................................................. 100% tuition and material/course/lab fees

Courses meeting less than four weeks and self-support classes, including WINTERmester and MAYmester
Last day to drop for a full refund is the first day of the class.

CEU (Continuing Education Unit) courses
100% refund of all charges if you withdraw by the first day of class.

Regular semester-length evening and weekend courses beginning after Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester)
Drops must be processed the next business day for the refund policy to apply.

Canceled Courses
If your class is canceled, you may add another class of equal credit and level at no additional tuition cost. You must pay any additional fees. If you do not add a replacement course, the Bursar’s Office will automatically process a credit to your account.

Add/Drop (Swap)
For a complete schedule of refund dates and criteria, refer to the table above.
- A 100 percent swap of tuition only is allowed only if the drop and/or add is done on the same day during two weeks following the last day to pay tuition and fees.
- If an upper-level class is swapped for a lower-level class, the difference is refundable at 100 percent through the 100 percent tuition and fees refund period for that semester.
- If a lower-level class is swapped for an upper-level class, the student must pay the difference.
- Late fees apply for added classes.

Fee Refunds
Student Health Center, technology, network, transportation, student life, athletic, orientation, ASUAF, laboratory, material and miscellaneous fees are not refunded after the 100 percent refund deadline. Parking permits purchased and not received or purchased and returned by the fee payment deadline are refundable. Health insurance will be credited to your account if a total withdrawal takes place within the first 31 days of the insurance policy coverage. If you withdraw for medical reasons, you may appeal the reversal of your insurance enrollment with the Student Health and Counseling Center.

Exceptions to Policy:
Appeal for Refund of Tuition
Appeals for refund of tuition are exceptions to policy and are only allowed in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside student's control (for example, fire, flood). Not receiving expected financial aid, or failing to comply with published deadlines or regulations are not serious and compelling reasons to seek a refund and will not be approved.

Appeals for refund of tuition must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for refund of tuition are available online at www.uaf.edu/finerv/bursar/, through the Bursar’s Office in Signers’ Hall at the Fairbanks campus or through local campus student services offices. Once received, the appeal will be evaluated by a campuswide committee, which will return a decision to
REFUNDS CONTINUED

the student. The decision of the committee is final, and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact the UAF Bursar’s Office for more information.

In order for the committee to consider your appeal for a refund for a class, you must be fully withdrawn from the class. To withdraw from your class or classes, complete the Total Withdrawal or Late Withdrawal form (whichever is appropriate) and submit it to the Office of Admissions and the Registrar. Forms can be found online at www.uaf.edu/reg/forms/ or at the Office of Admissions and the Registrar.

**Refund Processing**

Financial aid will be disbursed to student accounts 10 business days prior to the first day of class for the semester and the Bursar’s Office will begin processing refunds at that time. Contact the Bursar’s Office for an advance of funds if you need your funds for books and supplies.

Refund processing is automatic for students who officially drop courses by published refund deadlines. Remember to return parking permits if you drop during the 100 percent refund time.

All refunds are processed electronically or by mail. The Bursar’s Office does not issue refund checks for amounts less than $10. It is your responsibility to check your account and contact the Bursar’s Office to receive your refund as cash or to apply it to your PolarExpress card as a nonrefundable payment.

If you paid tuition and fees by credit card only, the card will be credited up to the amount charged.

If your tuition was paid through external sources such as financial aid, federal loans, scholarships or grants, you will receive your refund as a check sent to your mailing address of record or direct-deposited in your bank account.

Once processed by the Bursar’s Office, direct deposit takes three to five business days to disburse to your bank account.

Your refund is subject to federal regulations. If you receive a refund due to dropped classes or a total withdrawal, you may no longer qualify to receive scholarships or financial aid. In that case, the funds may be returned to the lender or grantor pursuant to all applicable rules and regulations.

If you paid by cash or check, a refund check will be sent to your mailing address of record, or direct-deposited in your bank account. If you notify the Bursar’s Office that you have not received the check due to an incorrect address, a fee of $18.50 will be charged for all checks reissued due to a stop pay request by the student. Please be sure your current mailing address is on file.

If you paid your tuition and fees by check, refund processing will begin after your check has cleared the bank.

Any balance owed to the university will be deducted from your refund.

Students who drop during the 100 percent refund period and want to maintain health insurance coverage should contact the Student Health and Counseling Center at 907-474-7043.

**Direct Deposit of Refunds**

Enrolling in direct deposit allows your refunds to be electronically deposited into your bank account. It’s simple, safe and convenient. Enrollment is available through our secure self-service website. Sign up for direct deposit of your refund through UAOnline (http://uaonline.alaska.edu) by following these steps:

- At the “Student Services & Accounting Information” menu, select the “Direct Deposit Enrollment” link.
- Select “1st time setup of direct deposit”.
- Select the account type.
- Enter the bank routing code.
- Enter account number.
- Re-enter account number.
- Select “Submit”.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Many students receive some sort of financial aid from either the State of Alaska, federal government or institutional programs. Complete the required FAFSA (Free Application for Federal Student Aid, online at www.fafsa.ed.gov); the application process may take up to six weeks. The Financial Aid Office, located in 107 Eielson, has all the necessary applications.

The majority of financial aid awards will appear as credits applied to your student account, unless you are receiving a check from an outside agency.

**Financial Aid Reminders**

To be eligible for financial aid, you must:

- Be admitted to a UAF degree or certificate program and meet satisfactory academic progress standards.
- Be an undergraduate enrolled in 12 or more credits (or a graduate student enrolled in 9 or more graduate-level credits) if receiving full-time funding. Waitlisted and audit classes do not count toward determining your full-time student status.
- Complete online entrance counseling if receiving a Federal Direct Loan for the first time.

If your guaranteed financial aid or loans will not arrive before the last day to pay tuition and fees, you must arrange for a payment plan with the Bursar’s Office.

Before the last day of fee payment, you must make arrangements to pay tuition and fees, including housing if you are living on campus. A payment plan can be arranged if disbursement of financial aid for fall 2015 will be delayed past the payment deadline (see page 3). You must pay tuition and fees by that time or late fees will apply. Contact the Bursar’s Office if you are interested in setting up a payment plan.

To verify that financial aid has arrived at UAF and is available for disbursement:

- go to the financial aid website, www.uaf.edu/finaid/ and select “Check Your Aid Status,” or
- log on to UAOnline (http://uaonline.alaska.edu), or
- contact the Financial Aid Office, 107 Eielson Building, 907-474-7256, 907-888-474-7256 or uaf-financialaid@alaska.edu.

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### Financial aid programs

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Need-based?</th>
<th>Enrollment Status</th>
<th>Requires Program Admission</th>
<th>Amount (Prorated for PT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKAdvantage Grant</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$3,000 max</td>
</tr>
<tr>
<td>Alaska FEL (Family Education Loan)</td>
<td>No</td>
<td>FT only</td>
<td>Yes</td>
<td>$6,500 for vocational; $8,500 for undergraduate</td>
</tr>
<tr>
<td>Alaska Performance Scholarship</td>
<td>No</td>
<td>PT (at least halftime)</td>
<td>Yes</td>
<td>Varies, up to $4,755 per year</td>
</tr>
<tr>
<td>Alternative Loans</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>ASEL (Alaska Supplemental Educational Loan)</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$6,500 max for vocational; $8,500 max for undergraduate</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>FSEOG (Federal Supplemental Educational Opportunity Grant)</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies by institution; up to $4,000 per year</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>Yes</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>PLUS (Parent Loan for Undergraduate Students)</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Cost of attendance minus other aid received</td>
</tr>
<tr>
<td>Scholarships</td>
<td>No</td>
<td>FT (varies)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>Stafford Subsidized Loan</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Depends on year in school and dependency status; max $3,500 for first-year students</td>
</tr>
<tr>
<td>Stafford Unsubsidized Loan</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Depends on year in school and dependency status; max $7,500 for first-year students</td>
</tr>
<tr>
<td>TEACH Grant</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>$4,000 max for undergraduate</td>
</tr>
<tr>
<td>UA Grant</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Max benefit determined by VA</td>
</tr>
<tr>
<td>VA Benefits</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>Up to cost of attendance</td>
</tr>
</tbody>
</table>

**PT = at least 1 credit**  
**FT = 12 credits for undergraduate students**
UAF Communication by Email

UAF uses email to communicate with students on many important matters. Email is often the only way some information is distributed, so it is important that you regularly check your university email address or forward mail from your UAF address to an address you check frequently. The university automatically assigns each student an official UAF email account when the student enrolls (except students whose primary registration is through Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim or Northwest campuses). If you have multiple UAF email accounts, you should forward them to the one you check most often. You are responsible for knowing — and, when appropriate, acting on — the contents of all university communications sent to your official UAF email account.

All notifications regarding waitlisted courses will be sent to your student preferred email address. To receive these important notifications, be sure your email is current and you have selected your preferred student email at UAOnline (http://uaonline.alaska.edu): select “Personal Identification” tab, then click on “Update Student Preferred Email Address.”

If you want to receive university communications at a different email address, you need to forward email from your assigned UAF account to an email address of your choice. You can easily do this online at www.alaska.edu/google/faqs/top/.

Keep Your Mailing and Email Addresses Up-To-Date

To receive information about early registration for the next semester, and to receive other important information, be sure your current addresses are updated in the Office of Admissions and the Registrar. Your current mailing address may be updated on the web at UAOnline (http://uaonline.alaska.edu) or through the Office of Admissions and the Registrar. To forward your email address, see the paragraph above.

Attendance

Registration entitles you to a seat in the classes you want. However, you must begin attending classes on the first day of instruction or you may lose your place, regardless of whether or not you have paid tuition and fees. Not attending class and not paying tuition and fees will not remove your financial obligation to the university. If you do not plan to attend, you must drop your classes within the 100 percent refund period to avoid assessment of tuition and fees. The university may drop you from your classes for nonpayment.

DegreeWorks — Your GPS to Graduation

Check your progress toward graduation with DegreeWorks, our web-based degree audit software. DegreeWorks will enable you to:

- View your progress toward degree completion.
- Run your degree audit.
- See how your current and completed courses apply to graduation requirements.
- See any outstanding degree requirements still needed.
- Determine how changing your major will affect your graduation date.

Students can log into their DegreeWorks records via UAOnline (http://uaonline.alaska.edu). Under “Student Services & Account Information” select “DegreeWorks/Electronic Degree Audit.”

Students applying for graduation will be provided an official degree audit evaluation once graduation application processing begins.

Student Code of Conduct

As with all members of the university community, the university requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines described in university regulation and UAF rules and procedures, collectively referred to as the Student Code of Conduct, or code. Students and student organizations will be responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university. The entire student code of conduct, including prohibited conduct and sanctions, is online at www.uaf.edu/usa/student-resources/conduct/#condu.

Check www.uaf.edu/coursefinder/ for current course listings.
Blackboard
Blackboard is the university’s learning management system that gives students and faculty the ability to participate in classes delivered solely online and/or the flexibility to use online materials and activities to complement face-to-face teaching. UAF eLearning & Distance Education courses are offered through Blackboard and may use other technology to enhance course content delivery. Blackboard makes it possible for instructors to provide students with course materials, discussion boards, virtual chat rooms, online quizzes, an academic resource center and more. Using Blackboard, instructors can provide students with resources such as lecture notes, PowerPoint slide presentations or class handouts. If you’re enrolled in a course that uses Blackboard, be sure to find out how it will be used. For more information about Blackboard, please visit http://classes.uaf.edu. For Blackboard-related questions, please call the OIT Support Center at 907-474-7348 or helpdesk@alaska.edu, or UAF eLearning & Distance Education at 907-479-3444 or uaf-elearning@alaska.edu.

Bookstore
The Bookstore is located in the second and first floor of Constitution Hall. Products available include textbooks, UAF clothing, insignia gift items, general books, study aids, school and art supplies, calculators, snacks and sundries.

**Bookstore hours**
- Monday–Friday, 7:45 a.m.–6 p.m.
- Summer hours: Monday–Friday, 8 a.m.–5 p.m.
- Please visit [www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/) or [www.uaftext.com](http://www.uaftext.com) for the most up-to-date store special hours.

**How to buy textbooks**
You can browse and buy your textbooks by visiting the Text Bookstore located on the first floor of Constitution Hall or by visiting the website [www.uaftext.com](http://www.uaftext.com). In addition to new and used textbooks, many titles are now available for rent or as e-books to help save our students money. Please ask your bookstore associate for more information on these options.

The Bookstore website ([www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/) or [www.uaftext.com](http://www.uaftext.com)) has instructions on how to order your textbooks. You can order your books online and pick them up in the store for free or have them shipped directly to you. We ship all online orders via U.S. Postal Service or FedEx, depending on your shipping address.

Most orders going to Fairbanks, Anchorage, Juneau and the Lower 48 can ship FedEx. All orders going to other parts of Alaska and to post office boxes must be shipped by the USPS, and different shipping rates will apply.

**Questions? We’re here to help!**
- Phone: 907-474-7348
- Fax: 907-474-7739
- Email: [1191mgr@fheg.follett.com](mailto:1191mgr@fheg.follett.com)

Current UAF Catalog
Current and archived catalogs are online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).

Disability Services
UAF is committed to equal access for students with disabilities. Students experiencing a disability should contact the Disability Services office, 208 Whitaker Building, by phone at 909-474-5655, or on the website [www.uaf.edu/disability/](http://www.uaf.edu/disability/). Accommodations are determined through an interactive process that includes the completed application, the documentation of the disability and the essential requirements of the course. Academic accommodations are free of charge and available to eligible students enrolled for at least 1 credit. Accessible living accommodations are available to eligible individuals through the Residence Life program.

How To Get Your UAF Grades
Provided you do not have holds on your account, you can access your unofficial transcript, midterm and final grades at UAOnline ([http://uaonline.alaska.edu](http://uaonline.alaska.edu)).

- **Log on to UAOnline secured area.** If you need help logging on, refer to page 6.
- **Click on the following links:**
  - “Student Services & Account Information”
  - “Student Records”
- **Select “Midterm Grades,” “Final Grades” or “Academic Transcript.”** The midterm and final grade options will require you to select the term of interest. If a term is not listed, no grades have been posted for you for that term. The “Academic Transcript” option will require that you select the level before submitting. For example, if you are looking for your undergraduate Fairbanks record, you would select “Undergraduate-UAF” and then click on the submit button.

After grades are posted, you will see them in your
DegreeWorks audit at [www.uaf.edu/reg/degreeworks/](http://www.uaf.edu/reg/degreeworks/) the next day.

**Student Identification**

The PolarExpress card is your permanent, official university identification card. It is more than an ID card. You can deposit money in your PolarExpress card balance and use it to pay for goods at all Dining Services locations, vending machines, photocopiers, the Wood Center counter and the Bookstore. You will use your PolarExpress card for:

- Photo identification.
- Dining services.
- Residence hall access.
- Library access.
- Student labs access.
- Photocopiers and laser printers.
- Vending machine access.
- Student Recreation Center.
- Student Health and Counseling Center.
- Admission to university events.
- Voting.
- Fairbanks North Star Borough bus access (MACS).

Students can get a PolarExpress card at the Bursar’s Office, located on the first floor of Signers’ Hall. Please bring valid photo identification when you stop in to have your picture taken for your new PolarExpress card.

**Validity**

Your PolarExpress card is valid for two years after your last affiliation with the university. All privileges are eliminated upon departure from the university, with the exception of Bear Bucks. Holders who return to the university system within two years and no longer have their PolarExpress card must buy a replacement card.

**Returning students**

Your PolarExpress card will be updated when you register. There is no need to come to the PolarExpress office to have it activated. If your card does not have your UA ID number printed in the lower right-hand corner, please bring it to the PolarExpress office to exchange it for a new one at no charge. Cards that do not display a UA ID number will no longer work in the PolarExpress system.

**Replacement cards**

There is a $10 fee for a replacement card. If your card is lost, stolen or damaged, you must report it immediately by calling 907-474-7384 to deactivate your card. Replacement cards can be obtained at the Bursar’s Office, on the first floor of Signers’ Hall. If you find your card after reporting it lost, you must come to our office to reactivate it.

**Student Information Privacy and Social Security Number Information**

To protect your privacy, the University of Alaska will assign you a student ID number that is different from your social security number. Your student ID number, rather than your SSN, will be used to identify your educational records. You will be able to access your new student ID number when you log on to UAOnline.

UA is required to obtain your SSN for federal financial aid and tax reporting purposes. The Privacy Act Notice, Section 6109 of the Internal Revenue Code, requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. For more information please refer to IRS code 6050S.

Your SSN is required to use the secure web admissions application. (This will help us avoid duplication of student records.) If you do not wish to provide your SSN using the web application, you may download, complete and mail an undergraduate or graduate student application to the Office of Admissions and the Registrar, P.O. Box 757480, Fairbanks, AK 99775-7480.

**Supplemental Instruction**

Supplemental Instruction is an academic assistance program that utilizes peer-assisted study sessions. SI sessions are regularly scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools and predict test items. Students learn how to integrate course content and study skills while working together. Students who attend SI sessions have been shown to improve course grades as well as overall grade point averages. For more information, contact the Academic Advising Center (510 Gruening) at 907-474-6396 or visit [www.uaf.edu/advising/ir/](http://www.uaf.edu/advising/ir/).
Testing Services

As a national test center, the UAF Testing Services office contracts and administers paper and pencil and computer-based exams. We advise UAF students, prospective students and the community about national testing for college admissions and placements in addition to career and professional certification.

Our office administers a wide range of testing and assessment instruments used for admission, awarding of college credits, career and life planning, and professional certification. We coordinate private proctoring and credit by examination locally and through the College Level Examination Program (CLEP).

The ACCUPLACER, ALEKS and ASSET tests cover basic skill areas of reading, writing and math. They are used to help determine readiness for specific course work. All entering associate degree students, certificate students and students planning to take a 100-level written communications course are required to provide test scores from the ACCUPLACER, COMPASS, ASSET, ACT or SAT tests. All students planning to take a MATH, DEV or course with a math prerequisite will need to take the ALEKS placement test. This test is unproctored and available online.

UAF Testing Services also offers the following entrance/licensure and accreditation exams on computer: CLEP, CPA, DSST, GRE, GMAT, HOSET, LCE, MAT, MCAT, PAXRN, PRAXIS, TOEFL and others.

Registration in advance is required. In addition, Testing Services is an ETS, ACT and Prometric center, hosting a variety of other computer-based tests.

Disabled students may be entitled to special testing arrangements. For more information about services offered and registration materials, visit Testing Services at 211 Gruening Building, call (907) 474-5277 or email uaf-testing-dept@alaska.edu. Walk-in hours are 8 a.m. to 3 p.m. Monday–Friday.

Veterans’ Services

UAF makes a firm commitment to veterans and the active military communities in the Fairbanks area. Veterans’ Services includes staff members in Financial Aid, the Office of Admissions and the Registrar, Career Services, and the Veterans’ Resource Center who focus on veterans and their families. We are here to help you with any challenges you encounter while transitioning from a military to an academic environment.

Who can use the services?

All veterans — active duty, reserve, guard, separated and retired, and their dependents who are exploring the academic opportunities available to them at UAF — are eligible to use UAF services for veterans. The Veterans’ Resource Center is open to all veterans and dependents seeking help regardless of their academic intent or institutional affiliation.

Initiate your VA paperwork 60–90 days before your school start date. Apply for your GI Bill benefits through the VONAPP (see www.uaf.edu/veterans/).

The UAF Financial Aid Office helps veterans, service members and eligible dependents with paperwork for degree and certificate programs. As a liaison with the Department of Veterans Affairs, the school certifying official monitors the academic progress of eligible students in compliance with Title 38, Code of Federal Regulations.

If you are interested in applying for VA educational benefits under any of the chapters listed at www.uaf.edu/veterans/va-educational-benefits/, visit www.uaf.edu/veterans(using-your-va-benefits/) or contact us at:

Financial Aid Office
107 Eielson Building
907-474-7256 or 888-474-7256
uaf-va@alaska.edu

Office of Admissions and the Registrar
102 Signers’ Hall
907-474-7500 or 907-478-1823
cloehring@alaska.edu

Veterans’ Resource Center
111 Eielson Building
907-474-2475 or 907-799-9104
wecrary@alaska.edu
SAFETY AT UAF

UAF is committed to maintaining a safe environment for students, staff and faculty.

In an Emergency
- Dial 911 and provide information to the dispatcher.
- If it’s safe to do so, wait in the area until emergency services personnel arrive, and/or meet them at the building entrance.

Nonemergency Situations
- In a nonemergency situation, you can reach the dispatcher at 907-474-7721.

Closure or Emergency Information Updates
In the event of a closure, campus emergency or other disruption, information about the Fairbanks campus may be available by calling 907-474-7UAF (7823).
Information may also be disseminated via the following methods:
- Email or fax.
- Local radio and/or television broadcasts.
- Online at www.uafnews.com or www.uaf.edu/alert/.

Safety and Security Tips
- Walk in pairs at night or call 907-474-7721 at any time to have a community service officer escort you to your car or other Fairbanks campus location.
- Be aware of your surroundings.
- Trust your instincts.
- Keep your residence door locked at all times.
- Report suspicious persons or situations.
- Alert campus police if you will be working late or on weekends.
- Never leave personal items unattended.
- Lock your vehicle.
- Report all incidents of crime or suspected crime to the UAF Police Department, and never hesitate to call for help.
- More information about safety is available at www.uaf.edu/usa/student-resources/conduct/#safety.

Who Can Help?

Emergency
- UAF Police/Fire Department (911 or 907-474-7721)
- Alaska State Troopers (907-451-5100)
- Fairbanks Police Department (907-459-6500)
- Fairbanks Memorial Hospital (907-458-5565)
- Interior Alaska Center for Non-Violent Living (907-452-2293)
- Crisis Line (907-452-4357)
- UAF Student Health and Counseling Center (907-474-7043)
- UAF Student Services (907-474-7317)
- UAF Residence Life (907-474-7247)
- UAF Office of Diversity and Equal Opportunity and Title IX Coordinator (907-474-7300)

Contacting any of these resources doesn’t commit you to further legal action and is confidential.

Prevention
- UAF security escort (907-474-7721)
- UAF Student Health and Counseling Center (907-474-7043)
- UAF Disability Services (907-474-5655)
- UAF Student Services (907-474-7317)
- Interior Alaska Center for Non-Violent Living (907-452-2293)
- UAF Office of Diversity and Equal Opportunity and Title IX Coordinator (907-474-7300)
Download and print forms at www.uaf.edu/reg/forms/. This website offers the following forms:

**Registration**
- Add/drop a class
- Credit/no-credit options
- High school student enrollment form
- In-person registration
- Individual and directed study
- Residency form
- Summer Sessions registration

**Graduation services**
- Bachelor core petition
- Change of major
- Declaration of minor
- Graduation application
- Graduation application cancellation
- Replacement diploma
- Undergraduate petition form

**Withdrawal**
- Appeal for late withdrawal/audit (undergraduate students)
- Late withdrawal (graduate students)
- Total withdrawal (before the deadline)

**Transcripts**
- Official transcript request

**Miscellaneous**
- Document copying request
- FERPA release
- Grade appeal
- Grade appeal policy
- Request to withhold/release directory information
- Summer Sessions credit overload approval
- UA change form
- Verification of enrollment form

For information about payment plans, visit www.uaf.edu/finserv/bursar/studentinfo/paymentplan/.

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**Registration Worksheet**

<table>
<thead>
<tr>
<th>Course Reference Number</th>
<th>Dept.</th>
<th>Course no.</th>
<th>Section</th>
<th>Title</th>
<th>Day(s)</th>
<th>Times</th>
<th>Location</th>
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### Class Schedule Worksheet

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8–9 a.m.</td>
<td>8–9:30 a.m.</td>
<td>8–9 a.m.</td>
<td>8–9:30 a.m.</td>
<td>8–9 a.m.</td>
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<tr>
<td>9:15–10:15 a.m.</td>
<td>9:15–10:15 a.m.</td>
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<td>10:30–11:30 a.m.</td>
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<td>11:30 a.m.–1:00 p.m.</td>
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<td>11:45 a.m.–12:45 p.m.</td>
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<td>1–2 p.m.</td>
<td>1–2 p.m.</td>
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<td>1–2 p.m.</td>
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<td>2–3:30 p.m.</td>
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<td>2–3:30 p.m.</td>
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<tr>
<td>3:30–4:30 p.m.</td>
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<td>3:40–5:10 p.m.</td>
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<td>4:40–5:40 p.m.</td>
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<td>5:20–6:50 p.m.</td>
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<td>5:50–6:50 p.m.</td>
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<tr>
<td>7–8:30 p.m. or 7–10 p.m.</td>
<td>7–8:30 p.m. or 7–10 p.m.</td>
<td>7–8:30 p.m. or 7–10 p.m.</td>
<td>7–8:30 p.m. or 7–10 p.m.</td>
<td>7–8:30 p.m. or 7–10 p.m.</td>
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</tbody>
</table>

**The Schedule Planner tool is now available on UAOnline!**

Go to Student Services & Account Information > Registration > Schedule Planner.

You can view potential schedules and choose the one that works best for you.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
ADMISSION TO A DEGREE PROGRAM

Students interested in earning a degree at UAF should submit their application for admission for the semester they would like to begin taking classes toward their degree. If you have any questions about the application process, contact an admissions counselor.

When to Apply

<table>
<thead>
<tr>
<th>Application deadline</th>
<th>Undergraduate</th>
<th>Graduate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>For fall semester</td>
<td>June 15</td>
<td>June 1</td>
</tr>
<tr>
<td>For spring semester</td>
<td>Nov. 1</td>
<td>Oct. 15</td>
</tr>
</tbody>
</table>

Admissions applications are processed as they are received. Applications submitted after the deadline may not be reviewed in time to begin classes that semester. In order to review an application for admission, all supporting documentation, such as transcripts and test scores, must be received. Most financial aid is dependent upon being admitted to a degree program. If you are concerned about your application and the financial aid implications, contact an admissions counselor.

*Graduate application deadlines may vary among departments. Please refer to the department’s website.

Application Process

Application for admission

The information below details how to apply for admission as an undergraduate student. For information on how to apply for a graduate degree program visit www.uaf.edu/admissions/apply/.

The online application can be found at www.uaf.edu/admissions/apply/. There is a nonrefundable application fee due in order to submit the application. The fees for each type of degree are:

- certificate or associate degree: $40.
- baccalaureate degree: $50.

There is no charge for applications to occupational endorsement programs.

Transcripts

Official transcripts from previous academic experiences are required as a part of the application for admission. To be considered official, transcripts must be sent directly from the schools to the Office of Admissions and the Registrar. Transcripts from other campuses within the University of Alaska system are not required.

If you have not enrolled in a college or university before, submit your official high school transcript to the Office of Admissions and the Registrar.

If you have attended other colleges and/or universities, request official transcripts from each institution.

If you have earned fewer than 30 semester hours of credit, submit official high school transcripts in addition to all official college transcripts.

Test results

**ACT or SAT scores:** ACT or SAT test scores are required for freshmen applying to a bachelor’s degree program and transfer students with fewer than 30 semester hours of credit. These test scores are not required for students applying for an associate degree or certificate program. Baccalaureate-seeking transfer students with over 30 transferable semester hours do not need to submit ACT or SAT test scores.

**Additional testing information:** For students who have not submitted ACT or SAT test scores, ACT residual tests will be offered in 206 Gruening on:

- Thursday, Aug. 27, and Monday, Aug. 31, at noon for fall 2015.
- Thursday, Jan. 7, and Monday, Jan. 11, at noon for spring 2016.

If you plan on taking the ACT residual test, notify testing services ahead of time by calling 907-474-5277. On the test day, please bring:

- $60 test fee (in exact change).
- picture identification.
- calculator (visit www.act.org to view acceptable calculators).

**Computer-based testing:** UAF Testing Services offers the following entrance/licensure and accreditation exams on computer: CLEP, CPA, DSST, GRE, GMAT, HOBET, LCE, MAT, MCAT, PAXRN, PRAXIS, TOEFL and others. Registration in advance is required. In addition, Testing Services is an ETS, ACT and Prometric center, hosting a variety of other computer-based tests. For more information on the many resources offered by Testing Services, please call 907-474-5277.
Assessment program: The ACCUPLACER, ALEKS and ASSET tests cover basic skill areas of reading, writing and math. They are used to help determine your readiness for specific course work. All entering associate degree students, certificate students and students planning to take a 100-level written communications course are required to provide test scores from the ACCUPLACER, ASSET, ACT or SAT tests. All students planning to take a MATH, DEVM or course with a math prerequisite will need to take the ALEKS placement test. This test is unproctored and available online.

Daytime testing hours
Fairbanks campus
- Monday–Friday, 8 a.m.–3 p.m. on a walk-in basis in Testing Services, 211 Gruening (907-474-5277), or Rural Student Services, Brooks Building (907-474-7871)

Community and Technical College
- Monday–Friday, 8:30 a.m.–2:30 p.m. on a walk-in basis at the Community and Technical College, 604 Barnette St. Appointments can also be made by calling 907-455-2800.

Readmission of Former Degree Students Within Two Years of Last Enrollment
As a former undergraduate degree student, you must notify the admissions office in advance when you plan to resume your studies. You remain eligible to register for classes in your degree program if:
- you have not been academically disqualified.
- you have not attended a non-UA institution since you were last enrolled at UAF.
- your lapse in enrollment is less than two years.
- you are continuing with the same degree program.
If you do not meet all these requirements or have a lapse in enrollment of more than two years, you must reapply for admission.

Special Assistance for New Students
\textbf{New Student Orientation}
Any new student may participate in New Student Orientation on the Fairbanks campus. New Student Orientation is required for all first-year baccalaureate degree students entering UAF (regardless of the number of college credits already earned) and international students (undergraduate F-1 and international exchange J-1 visa status). These students will automatically be registered. Domestic transfer students are encouraged to attend and may register online at \url{www.uaf.edu/orientation/}.

New Student Orientation for the fall semester will take place Aug. 30 to Sept 2; orientation for spring is Jan. 13. Students will meet people from the UAF community, take a campus tour, and participate in specially designed sessions to get to know UAF. The fee for orientation ($115 for fall, $35 for spring) will be billed to your student account. For more information, call 907-474-1103 or visit \url{www.uaf.edu/orientation/}.

\textbf{Course Placement}
Many UAF courses require placement. All students planning to take courses with specific placement requirements must meet those requirements before registering for those courses. Check for prerequisites in the current class schedule, the university catalog \url{www.uaf.edu/catalog/current/courses/} and at UAOnline \url{http://uaonline.alaska.edu}.

Writing and reading placement scores from ACT, SAT, ACCUPLACER, or ASSET are used to assess placement into developmental English, developmental studies, English, core perspectives on the human condition and core natural sciences courses. Mathematics placement scores from ALEKS are used to assess placement into developmental mathematics, mathematics and core natural science courses. More information concerning placement tests and placement tables can be found at \url{www.uaf.edu/advising/student-resources/}.

\textbf{Academic Advising}
Academic advisors assist students with the development of an educational plan encompassing academic and co-curricular goals, major requirements and a semester-by-semester degree plan. Students must meet with an academic advisor at least once a semester before registration. Students who have declared a major will be advised by a staff or faculty advisor from the academic department that oversees the major. A list
of departmental advising contacts is at www.uaf.edu/advising/. Students are strongly encouraged to consult with DegreeWorks (www.uaf.edu/reg/degreeworks/) and with degree program roadmaps and outcomes (www.uaf.edu/outcomes/) before meeting with their academic advisor.

Academic Advising Center
The Academic Advising Center in the Gruening Building advises general studies (undeclared) and pre-major students as well as students in majors who are exploring other bachelor's or pre-professional degree programs. Furthermore, the Academic Advising Center provides information about nontraditional credit options like credit for prior learning and pre-professional academic programs like veterinary science, law, dentistry or pharmacy. The Academic Advising Center website www.uaf.edu/advising/ includes information concerning student resources that is beneficial for all undergraduate students. Contact the Academic Advising Center at 510 Gruening Building, 907-474-6396, toll free at 888-823-8780 or by email at uaf-advising@alaska.edu for more information.

Rural Student Services
Rural Student Services provides academic advising services for Native and rural college students, and provides vital links among the Fairbanks campus, rural communities and other UAF campuses. Students may choose an RSS advisor who will provide academic advising and referrals to various academic support services on the Fairbanks campus. For more information, call RSS at 907-474-7871 or 907-888-478-1452. Hours are Monday–Friday, 8 a.m.–5 p.m.

Community and Technical College
The Student Advising and Registration Center at CTC provides services that contribute to a successful learning experience and transition to a career. Staff at the center recognize the unique concerns of adult and returning students. The center provides advising with a focus on certificate and associate degree programs. The center also provides academic support through developmental course work, workshops, classroom presentations, learning and computer labs, and one-on-one advising. Services are available by appointment and on a walk-in basis. For more information:

- Contact the center at 907-455-2800, uaf-ctc@alaska.edu
- Stop by the center on the first floor of the Community and Technical College at 604 Barnette St.
### Suggested First-Year Courses

These suggestions are contingent upon placement recommendations (ACT, SAT, ACCUPLACER, ALEKS or ASSET test scores).

<table>
<thead>
<tr>
<th><strong>Communication</strong></th>
<th><strong>Natural Sciences</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits each semester</td>
<td>4 credits each semester</td>
</tr>
<tr>
<td>A developmental English course may be advised before enrolling in these courses.</td>
<td>For B.A., B.T. or B.B.A. degrees, choose any two courses. For B.S. degrees you must choose two courses in sequence in a single discipline. Check the requirements for your major.</td>
</tr>
<tr>
<td>ENGL F111X (3 cr) Intro to Academic Writing</td>
<td>ATM F101X (4 cr) Weather &amp; Climate of Alaska</td>
</tr>
<tr>
<td>COMM F121X (3 cr) Intro to Interpersonal Communication</td>
<td>BIOC F100X (4 cr) Human Biology</td>
</tr>
<tr>
<td>COMM F131X (3 cr) Fund of Oral Communication: Group or</td>
<td>BIOC F101X (4 cr) Biology of Sex</td>
</tr>
<tr>
<td>COMM F141X (3 cr) Fund of Oral Communication: Public</td>
<td>BIOC F103X (4 cr) Biology &amp; Society</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mathematics</strong></th>
<th><strong>Perspectives on the Human Condition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3–4 credits each semester</td>
<td>3 credits each semester</td>
</tr>
<tr>
<td>A developmental math course may be advised before enrolling in these courses.</td>
<td>ANTH or SOC F100X (3 cr) Indiv, Soc, Culture</td>
</tr>
<tr>
<td>For B.A. degrees (choose one):</td>
<td>ECON/PS F100X (3 cr) Political Economy</td>
</tr>
<tr>
<td>MATH F113X (3 cr) Concepts &amp; Contemporary Apps of Mathematics</td>
<td>HIST F100X (3 cr) Mod World History</td>
</tr>
<tr>
<td>MATH F151X (3 cr) Functions for Calculus</td>
<td>Two semester-length courses in an Alaska Native language or other non-English language (or three semesters of American Sign Language) may be substituted for two of the six perspectives courses required for the core curriculum.</td>
</tr>
<tr>
<td>MATH F122X (3 cr) Algebra: Bus &amp; Econ (B.T. degree)</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>Mathematics</strong></th>
<th><strong>Perspectives on the Human Condition</strong></th>
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<tr>
<td>For B.A. degrees (choose one):</td>
<td>ANTH or SOC F100X (3 cr) Indiv, Soc, Culture</td>
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<tr>
<td>MATH F113X (3 cr) Concepts &amp; Contemporary Apps of Mathematics</td>
<td>ECON/PS F100X (3 cr) Political Economy</td>
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<td>MATH F151X (3 cr) Functions for Calculus</td>
<td>HIST F100X (3 cr) Mod World History</td>
</tr>
<tr>
<td>MATH F122X (3 cr) Algebra: Bus &amp; Econ (B.T. degree)</td>
<td>Two semester-length courses in an Alaska Native language or other non-English language (or three semesters of American Sign Language) may be substituted for two of the six perspectives courses required for the core curriculum.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Perspectives on the Human Condition</strong></th>
<th><strong>Library Information and Research</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits each semester</td>
<td>LS F101X (1 cr) Library Information &amp; Research Recommended during first year</td>
</tr>
<tr>
<td>ANTH or SOC F100X (3 cr) Indiv, Soc, Culture</td>
<td></td>
</tr>
<tr>
<td>ECON/PS F100X (3 cr) Political Economy</td>
<td></td>
</tr>
<tr>
<td>HIST F100X (3 cr) Mod World History</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Suggestions</strong></th>
<th><strong>Library Information and Research</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1–4 credits each semester</td>
<td>LS F101X (1 cr) Library Information &amp; Research Recommended during first year</td>
</tr>
<tr>
<td>FYE F100 (1 cr) First Year Seminar</td>
<td></td>
</tr>
<tr>
<td>Any 100-level course needed for your major or other degree requirements (humanities, social sciences) or general elective. (This could be an exploratory course toward a potential major or a class that interests you.)</td>
<td></td>
</tr>
</tbody>
</table>

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**DID YOU KNOW...?**

Many first-year courses are available online. [www.elearning.uaf.edu/courses/](http://www.elearning.uaf.edu/courses/)

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Final Exam Schedule

**EXAM NOTES**

Faculty not requiring a final exam should hold a regular class session during the final examination period.

If a course has a lecture and lab, use the time of the lecture to determine the examination period. A course that meets four or five times a week will use the same period as assigned to those meeting three times a week at that hour (MTWRF uses exam time for MWF). Courses that meet only two days of a three-day sequence (MW or WF rather than MWF) will use the same schedule as the three-day sequence. Check with your instructor for additional exam information.

Final exam examinations for applied music courses (MUS 161, 162, 261, 262, 361, 362, 461, 462, 661 and 662) will be scheduled during exam week on an arranged basis. Check with the music department for examination times.

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**Fall 2015**

<table>
<thead>
<tr>
<th>Regular class meeting time</th>
<th>Final examination meeting time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Friday 8–9 a.m.</td>
<td>8–10 a.m., Wednesday, Dec. 16</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 9:15–10:15 a.m.</td>
<td>8–10 a.m., Friday, Dec. 18</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 10:30–11:30 a.m.</td>
<td>10:15 a.m.–12:15 p.m., Wednesday, Dec. 16</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 11:45 a.m.–12:45 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Friday, Dec. 18</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 1–2 p.m.</td>
<td>1–3 p.m., Wednesday, Dec. 16</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 2:15–3:15 p.m.</td>
<td>1–3 p.m., Friday, Dec. 18</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 3:30–4:30 p.m.</td>
<td>3:15–5:15 p.m., Friday, Dec. 18</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 4:40–5:40 p.m.</td>
<td>3:15–5:15 p.m., Wednesday, Dec. 16</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 5:50–6:50 p.m.</td>
<td>5:45–7:45 p.m., Friday, Dec. 18</td>
</tr>
<tr>
<td>Tuesday, Thursday 8–9:30 a.m.</td>
<td>8–10 a.m., Thursday, Dec. 17</td>
</tr>
<tr>
<td>Tuesday, Thursday 9:45–11:15 a.m.</td>
<td>8–10 a.m., Saturday, Dec. 19</td>
</tr>
<tr>
<td>Tuesday, Thursday 11:30 a.m.–1 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Thursday, Dec. 17</td>
</tr>
<tr>
<td>Tuesday, Thursday 2–3:30 p.m.</td>
<td>1–3 p.m., Saturday, Dec. 19</td>
</tr>
<tr>
<td>Tuesday, Thursday 3:40–5:10 p.m.</td>
<td>3:15–5:15 p.m., Thursday, Dec. 17</td>
</tr>
<tr>
<td>Tuesday, Thursday 5:20–6:50 p.m.</td>
<td>5:45–7:45 p.m., Thursday, Dec. 17</td>
</tr>
<tr>
<td>Tuesday, Thursday 5:50–6:50 p.m.</td>
<td>5:45–7:45 p.m., Tuesday, Dec. 16</td>
</tr>
<tr>
<td>Tuesday, Thursday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Thursday, Dec. 17</td>
</tr>
<tr>
<td>Wednesday, Thursday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Friday, Dec. 18</td>
</tr>
<tr>
<td>Thursday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Saturday, Dec. 19</td>
</tr>
<tr>
<td>Friday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>5:45–7:45 p.m., Thursday, Dec. 17</td>
</tr>
<tr>
<td>Any other time and day</td>
<td>Coordinate with your instructor</td>
</tr>
</tbody>
</table>

**Special examination periods**

- Freshman and sophomore English: 1–3 p.m., Thursday, Dec. 17
- All sections MATH F113X, F151X, F251: 10:15 a.m.–12:15 p.m., Saturday, Dec. 19

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**Spring 2016**

<table>
<thead>
<tr>
<th>Regular class meeting time</th>
<th>Final examination meeting time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Friday 8–9 a.m.</td>
<td>8–10 a.m., Tuesday, May 3</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 9:15–10:15 a.m.</td>
<td>8–10 a.m., Thursday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 10:30–11:30 a.m.</td>
<td>10:15 a.m.–12:15 p.m., Tuesday, May 3</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 11:45 a.m.–12:45 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Thursday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 1–2 p.m.</td>
<td>1–3 p.m., Tuesday, May 3</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 2:15–3:15 p.m.</td>
<td>1–3 p.m., Thursday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 3:30–4:30 p.m.</td>
<td>3:15–5:15 p.m., Thursday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 4:40–5:40 p.m.</td>
<td>3:15–5:15 p.m., Tuesday, May 3</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 5:50–6:50 p.m.</td>
<td>5:45–7:45 p.m., Thursday, May 5</td>
</tr>
<tr>
<td>Tuesday, Thursday 8–9:30 a.m.</td>
<td>8–10 a.m., Wednesday, May 4</td>
</tr>
<tr>
<td>Tuesday, Thursday 9:45–11:15 a.m.</td>
<td>8–10 a.m., Friday, May 6</td>
</tr>
<tr>
<td>Tuesday, Thursday 11:30 a.m.–1 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Wednesday, May 4</td>
</tr>
<tr>
<td>Tuesday, Thursday 2:15–3:15 p.m.</td>
<td>1–3 p.m., Friday, May 6</td>
</tr>
<tr>
<td>Tuesday, Thursday 3:40–5:10 p.m.</td>
<td>3:15–5:15 p.m., Wednesday, May 4</td>
</tr>
<tr>
<td>Tuesday, Thursday 5:20–6:30 p.m.</td>
<td>5:45–7:45 p.m., Friday, May 4</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>5:45–7:45 p.m., Tuesday, May 3</td>
</tr>
<tr>
<td>Tuesday, Wednesday, Friday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Wednesday, May 4</td>
</tr>
<tr>
<td>Thursday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Thursday, May 5</td>
</tr>
<tr>
<td>Friday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>5:45–7:45 p.m., Wednesday, May 4</td>
</tr>
<tr>
<td>Any other time and day</td>
<td>Coordinate with your instructor</td>
</tr>
</tbody>
</table>

**Special examination periods**

- Freshman and sophomore English: 1–3 p.m., Wednesday, May 4
- All sections MATH F113X, F151X, F251: 10:15–12:15 p.m., Friday, May 6

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Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Want the fastest route to your degree? DegreeWorks
...your GPS to graduation.

- Run your own degree audit.
- View progress toward your diploma.
- See how your current courses apply to your graduation requirements.
- Determine how changing your major will affect your graduation date.
- Track progress of petitions.