

Registration Worksheet

COURSE REFERENCE NUMBER	DEPT	COURSE#	SECTION	TITLE	DAYS	TIMES
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Web Registration Instructions:

1. Once you obtain your advisor's signature and submit your registration form, go online to <http://uaonline.alaska.edu>
2. Select "Log on to the secured area" and enter your student ID number and your PIN.
3. Select "Student Services and Account Information".
4. Select "Registration" and click "Select Term" (select the term you are enrolling)
5. Select "Register/Add/Drop": To register for classes, enter the Course Reference Number (CRN) in the **Add Class** section. When you have entered all of the CRNs for your classes, click **Submit Changes**. Your current schedule will appear.
6. When your schedule is complete, select "Complete Your Registration" to tally your tuition and fees. Then select "Student Detail Schedule" to see the times and classrooms for your classes in a weekly schedule format.
7. Be sure to **LOG OUT** of UAOnline when you are done.