

UAF Registration Process for Undergraduates

- Fall Registration starts: early April, materials online and classes for view late March
- Spring Registration starts: early November
- Summer Registration starts: mid February

Four Steps For Registration:

- 1) Get your personalized registration form from your UA Online and get course recommendations from your advisor
- 2) Find the recommended courses and fill out the registration form
- 3) Return the filled out and signed form to your advisor for signature & pinning (in person, fax, or scan/email)
- 4) Go back to your UA Online account and lock in your classes

STEP 1:

UA Online - www.uaf.edu and choose UA Online from the drop down menu at the top

Login to the secure area - your id is the 3XXXXXX number you have and the pin should have been mailed to you if it is the first time you're signing on (or whatever you have changed it to if you have been on already). You will be required to change your pin the first time you log on (still 6 characters long). VERY IMPORTANT! If you can't remember your pin and have logged on before, do your security question [forgot pin] and then it will ask you to change your pin BECAUSE if you enter the pin incorrectly too many times, it will lock you out and you will have to go in person to the Registrar's office w/photo id to get it reset.

Then choose in order:

• Student Services and Account info • Registration • Check Registration Eligibility • Term = current one • Submit

At the top will be the information about any holds you may have and who to see to take care of them (usually things like overdue books, parking tickets, or you haven't finished paying previous semester's tuition). If you have no holds, then part way down in pale blue or purple is "Print Registration Form" link (look close – it's nearly invisible). You will need to print out this form **before** you see your advisor, even if you don't have it filled out. If you are registering long distance (via email or fax) you will still need to fill out & return this form every semester **before** you can put yourself into classes.

STEP 2:

Course recommendations are made based upon your degree choice, as well as Math and English placements. **Courses listing prereqs of math and/or English placement require current placement scores prior to registration** – English scores are good for 24 months, and math for 12 months:

English placement scores can be from ACT/SAT, ACCUPLACER, AP credits or college/university transfer credits. **If your placement is outdated, you will be required to take ACCUPLACER to establish placement prior to registration.** Ask your advisor for more information if you need placements as this can be done at UAF Testing Services or coordinated through your local certified testing proctor.

Math placement is from either AP scores, transfer credits (both must be from the past 12 months) or ALEKS placement exam. You must have math placement before we can make class recommendations for math and science courses, and you can take ALEKS online anywhere you have computer access: go.alaska.edu/mathplacement

Your advisor will make suggestions for your courses based upon placements but you are ultimately responsible for selecting your schedule – full time student status is 12 credits minimum, 18 credits maximum. In order to graduate in 4 years, you will need to average 16 credits each semester. **Science degrees are not easy degrees and you will be expected to take multiple science/math courses concurrently in a semester.** If you are coming in with a math deficiency (below the MATH 151, Precalculus level) you are expected to take math every semester until you complete the required math courses for your degree. If you are unable or unwilling to undertake this, you may need to explore and select a different major.

Find classes at UA Online – you don't have to log in but go down to [Class Schedule]. Current semester, UAF Main Campus or UAF All Campuses if you'd like online choices, and then check all of the departments you need classes from for the full listing. Pay attention to location as some of the courses are offered downtown (604 Barnett St – bus or car needed), off campus but walking distance (Old UPark and Hutchison), on the military bases (Eielson AFB, Ft. Wainwright – car and clearance), or even out of town (North Pole, Palmer and Delta Junction – not possible unless you are living in those areas). If you have questions about courses, be sure to check in w/your advisor to discuss your options for the upcoming semester. If you are out of town during registration, email also works great for communicating courses

choices and recommendations between you and your advisor. They should be able to tell you your math and English placements, the courses that are upcoming in sequence you may need to take based upon those placements, and help you with an overall long term plan for your degree.

STEP 3:

Once your registration form is filled out completely (see below), with your student ID in the upper right box on the form, and you've signed the form, you will need to have your advisor sign off on it – even if you are a senior who knows exactly what you need to take and didn't need a regular advisor appointment. If you are out of town, touch bases with your advisor about which courses and then you can scan and email the form to your advisor or call them for a fax number. Once they sign off on the form, it then goes to the Dept. office or the Registrar's office for processing (pinning).

CRN*	Dept =Subject	Course Number	Section	Course Title	# of Credits	Yes if Audit**
76047	PHYS	F103X	F03	College Physics I	4	

* Course Registration Number – is unique for each course and time/way/place it's offered – look for time/location differences before making your selection as a CRN may have both lecture and lab times associated w/it and it all goes together. Look for the next CRN listing and everything in between is for the above CRN. Some have lecture and lab separate and you will need both selections.

**Audit means you're taking a course, paying for it, attending and turning in work but you're not taking it for a grade. Does not usually apply to most students.

STEP 4:

Registration materials are usually available two weeks before registration actually opens. Your form can be filled out and turned in early so that once the system accepts registrations, you will be able to go back on line at UA Online and sign up for your chosen courses. Log into UA Online and go to [Register/Add/Drop]. **VERY IMPORTANT!** You will need to log into UA Online again to enter the CRNs (Course Registration Numbers) to lock in your class choices once you have turned in your registration form. This is a bit odd, but neither the Registrar's office nor your advisor knows what your backup plan is should a class be unavailable. **The registration paper form lets the Registrar's office know you have talked w/an advisor and have planned what you should be taking, but it does not put you in the classes until YOU put yourself in at UA Online.** If you get an error message that you cannot register for a specific course, be sure you have the pre-requisites–this could include a prior class (part A before B), math/English placement, proper class standing (sophomore, junior, senior), and/or permission of instructor. If you believe you have met all the requirements, contact your advisor or the Registrar's office to find out the problem. If you contact them via email, be sure to include your name, UAF student ID number, the course CRN and the specific error message.

Once you have registered for your classes, you will also need to order your textbooks –there are many sources online as well as the UAF Bookstore on campus. Be sure to have your books for your classes BEFORE classes start. If books and materials are not listed at the[Buy Textbooks Now] on the registration page of your UA Online account, check back as sometimes it takes a bit time to get the materials listed (more common in summer for the fall courses). Be sure to order the correct edition/matching ISBN for the textbooks–different editions may have different or updated material, different homework questions, etc.

Final word of advice–just because you were able to register on line for a course, does not mean you will remain in the course. Faculty check pre-reqs early in the semester and they can drop any student who lacks the pre-reqs with little or no warning. In addition, many classes, due to limited seats and waiting lists, have a policy of dropping students who do not show up for the first two class sessions so be sure to be present and on time. If you fall into either of these two categories, check your UA Online status once classes have started to see that you are still in all the classes or if you need to add an additional courses to remain at full-time student status (12 credits for undergraduates) especially if you have financial aid. Do not hesitate to contact your advisor if you have any questions regarding registration or courses in general. Also very important, if you decide not to attend classes, do not assume the faculty will automatically drop you for no show. **You are financially responsible for the courses you have signed up for, even if you do not attend.** Therefore, if you're not going, YOU need to drop them in a timely fashion to avoid fees and penalties. Failure to do so may also impact your financial aid if you attend a different institution because your FASFA information follows you!!

For the best selection of courses . . . Contact your advisor & Register Early!