

# Registration

Registration is the process of signing up and paying for classes for a particular semester. Students may attend classes at UAA only after they have properly completed the registration process for the course. Course offerings, dates, times, deadlines and other important registration details specific to each semester are included in that semester's class listing through UAOnline (<https://uaonline.alaska.edu>). Not every course listed in this catalog is offered each semester.

It is the responsibility of the student to become familiar with UAA policies, procedures and deadlines. Refer to the academic calendar (<https://www.uaa.alaska.edu/students/registrar/calendar/index.cshtml>) for specific deadlines. Students are expected to register only for course sections that they plan to attend and to complete all courses for which they register.

Students may register in person or use the UAOnline web registration system during the dates published in the academic calendar. Noncredit, continuing education unit (CEU), and professional development (500-level) courses have unique registration processes; interested students are advised to contact the appropriate school or college for more information.

The university holds students academically and financially responsible for their registration. Students who change their plans or become unable to attend must officially drop or withdraw from their courses within published deadlines in order to avoid a final grade of F for nonattendance. Courses must be dropped within the 100 percent refund period to avoid tuition assessment. Refer to the academic calendar (<https://www.uaa.alaska.edu/students/registrar/calendar/index.cshtml>) for specific deadlines.

All students should meet with a faculty or academic advisor prior to registering each semester. Advising can help students clarify their goals, make suitable course selections and understand academic expectations. However, the student is ultimately responsible for meeting university requirements.

## Priority Registration

For fall and spring registration, UAA follows a priority schedule for the opening days of registration based on the student's class standing. Class standing is determined by total credits earned. Students can check their standing in UAOnline (<https://uaonline.alaska.edu>) on the "Check Your Registration Eligibility" screen. See the academic calendar (<https://www.uaa.alaska.edu/students/registrar/calendar/index.cshtml>) each semester for the open registration dates. Registration will open at 12:01 a.m. to each group of students according to the schedule below.

Sequence	Class standing	Credits earned
1	Graduate Students	
2	Seniors	90+ credits
3	Juniors	60-89 credits
4	Sophomores	30-59 credits
5	Freshmen	1-29 credits

6 New applicants for degree-seeking admission

7 Open registration (all students)

Continuing and new degree-seeking students admitted to any UAA campus will register before non-degree-seeking students and students from other UA campuses. Summer registration opens first to all degree-seeking students and then to all others, including non-degree-seeking students.

## Add, Drop and Withdrawal Deadlines for Semester-Length Courses

For fall and spring semesters, a two-week add/drop period begins on the first day of the semester. Registration for semester-length courses (15 weeks) is not permitted after the second week of the semester. Even if students have been attending class from the beginning of the course, their registration will not be accepted after the registration deadline.

Students may adjust their schedules and add or drop courses throughout the add/drop period. Some courses may require instructor approval for this activity. Caution: Dropping, withdrawing, or auditing courses may affect eligibility for current and future financial aid. Students receiving financial aid should check with the UAA Office of Financial Aid before dropping, withdrawing or auditing a course. See Financial Aid (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/financialaid>) for further information.

Students may withdraw from a semester-length course through the 10th week of the semester.

Students must complete business in person before 5 p.m. of the deadline day or by 11:59 p.m. via UAOnline. Please see the academic calendar (<https://www.uaa.alaska.edu/students/registrar/calendar/index.cshtml>) for specific dates.

## Add, Drop and Withdrawal Deadlines for Courses with Irregular Dates

The add/drop deadline for courses with irregular start or end dates is five business days after the published class start date.

The withdrawal deadline is the posted withdrawal deadline for that semester. For classes starting after the withdrawal deadline, students have the option to drop the class within five business days after the published class start date.

## Add, Drop and Withdrawal Deadlines for Summer Courses

The add/drop deadline for any summer course will be one week after the published start date. Caution: Dropping, withdrawing, or auditing courses may affect eligibility for current and future financial aid. Students receiving financial aid should check with the UAA Office of Financial Aid before dropping, withdrawing or

auditing a course. See Financial Aid (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/financialaid>) for further information.

Faculty approval will be required for all classes after the first class meeting. Even if space is available, faculty will need to approve a student adding the class.

The withdrawal deadline is the eighth Friday of the 10- and 12-week terms, and the third Friday of the first and second five-week terms. All other summer courses with a start date prior to June will be held to the first withdrawal deadline; all other summer courses with a start date on or after June 1 will be held to the second withdrawal deadline.

## Waitlists

Students may waitlist for courses that are currently full through UAOnline. As space becomes available students will be notified through their preferred e-mail on a first-come, first-serve basis. The timeline in which to register after notification varies from 12- 48 hours, with the time frame shortening as the term start gets closer. Students should check their preferred email daily and at least every 12 hours starting the Friday before classes begin. Students are not billed until registration is complete.

## Registration by Proxy

Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Proxy for Registration form. This form is available online (<https://www.uaa.alaska.edu/students/registrar/registrarforms.cshtml>). The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

## Auditing Classes

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for credit-seeking students. No credit is received for audited courses. Requirements for auditing the course are determined by the faculty. Faculty may withdraw students if they fail to comply with the agreed upon terms.

Caution: Dropping, withdrawing or auditing courses may affect eligibility for current and future financial aid. Students receiving financial aid should check with the UAA Office of Financial Aid before dropping, withdrawing or auditing a course. See Financial Aid (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/financialaid>) for further information.

Students who audit courses are required to meet prerequisites, register and pay the same tuition as those who take the courses for credit. During the first and second weeks of the semester, audit-to-credit requires faculty signature. Neither credit-to-audit or audit-to-credit changes are allowed after the second week of the semester.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, students may not request local credit by examination for an audited course until the following academic year.

## Cancellation of Classes

UAA reserves the right to cancel or combine classes; to change the time, dates or place of meeting; or to make other necessary revisions in class offerings. The university may discontinue a class at any time if enrollment falls below expected levels.

## Student-Initiated Drop or Withdrawal

Students may drop a class according to the deadlines found in the academic calendar (<https://www.uaa.alaska.edu/students/registrar/calendar/index.cshtml>) each semester. Deadlines are determined by the start date of the class and usually occur within the first two weeks of class (for fall and spring semesters), or are prorated for courses with irregular start and end dates. No grade will be issued for classes dropped by the deadline.

After the deadline for dropping a class, students may withdraw from the class through the 10th week of the semester. This will produce a designation of W for the course on the academic transcript. After such a withdrawal, an academic grade for the course may only be obtained by retaking the course. No tuition is returned to students who withdraw from a class.

## Faculty-Initiated Drop or Withdrawal

A faculty member may initiate a drop or withdrawal from a class of a student who fails to meet published individual course requirements (see next paragraph). A student who fails to attend class within the first seven calendar days of the semester start date is also eligible for this action. The deadlines for faculty-initiated drop or withdrawal are the same as for student-initiated drop or withdrawal.

The requirements that a student must meet include all catalog prerequisites and/or corequisites for the course, as well as other registration restrictions and attendance requirements established for the course. Faculty may initiate a withdrawal for a student in audit status for a class according to agreed upon terms.

Faculty are not obligated to initiate a drop or withdrawal for any reason. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester to avoid a possible faculty-initiated drop or withdrawal.

## Request for Late Add or Retroactive Withdrawal

In the event of extenuating circumstances, a student or person with legal authority to act on behalf of a student may submit a Request for Late Add or Retroactive Withdrawal form (<https://www.uaa.alaska.edu/students/registrar/registrarforms.cshtml>). Being unaware of university procedures or deadlines or modification of the record for sake of appearance does not constitute justification for a late add or retroactive withdrawal. The university is obligated to ensure the integrity of the transcript as a historical document. Therefore, the transcript must reflect the actual history of the student's experience at the university. Requests are granted rarely and only when extenuating circumstances are documented.

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Late Add or Withdrawal Form is no later than one year following the semester end date in which the course was taken. Requests that are not received within this time frame will not be considered.
3. Requests for refunds must be applied for separately by submitting a Petition for Refund form. (<https://www.uaa.alaska.edu/about/administrative-services/departments/financial-services/accounting-services/student-accounts-and-refunds.cshhtml>)
4. Decisions will be made solely on supporting documentation provided. In all cases a personal statement from the student is required summarizing the situation and explaining the need for an exception.
5. A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student's control. Work-related issues, financial hardship and failure to read UAA's documents generally do not present justifiable reasons to support an exception request.
6. Requests for reconsideration of an adverse decision must be in writing, provide additional documentation not presented in the original request and be received within 10 working days of the day the decision is emailed or otherwise distributed to the student.