CRN: **37482**
Semester: **Spring 2024**
Course Dates: **2/17/2024 - 3/14/2024**

ASTE Conference 2024

ED 566.202, 1.0 Credits, Pass/No Pass (P/NP)
Instructor of Record: Tamara Morris

Important Dates & Deadlines

Online Registration Closes	Drop Deadline (100% Refund)	Course Fee/Payment
2/23/2024	**3/14/2024**	**$114.00**

Register via UAOnline by the deadline. See pages 2-5 of this packet for step-by-step instructions. If you receive an error during registration or need additional assistance, please contact the PACE office or UAA Registration Services.

Course Registration Deadline

3/14/2024

If you miss online registration, you can still be registered by submitting a UAA Add/Drop form. **Add/Drop forms must be received and processed** by UAA Registration no later than 3/14/2024.
To avoid potential registration delays, be sure your student status is up-to-date and active before submitting an add/drop form.

Contact the PACE Office or UAA Registration Services for assistance.

kabrennan@alaska.edu
907-786-1934

uaa.registration@alaska.edu
907-786-1480 option 5

You must drop with UAA by the drop deadline to be eligible for a 100% refund of course fees.

Drops may be completed online via **UAOnline** or by submitting the **student-initiated drop/withdrawal form** by the deadline: **https://www.uaa.alaska.edu/students/registration/student-drop-login.cshtml**

REFUNDS: If you paid for your course by credit card, your refund will be processed back to your card. Payments made by cash or check will be refunded by check to the mailing address on file. If you did not pay for your course, the fee will be reversed on your student account.

It is your responsibility to officially drop with UAA. Notifying your instructor that you can no longer participate or that you are unable to complete the course is NOT sufficient for official drop. If you are not officially dropped from this course through UAA by the listed deadlines, you may receive a failing (F) or no pass (NP) grade for this course.

Full payment for this course should be submitted online during the registration process.

Credit/debit card payments must be made through your UAOnline account and will incur a non-refundable service fee ($3 min). To avoid the service charge, you can make an e-payment using your checking or savings account, mail a check, or pay in person by cash or check with UAA Cashiering. **Credit card payments cannot be made over the phone.**

Third Party Payments/Billings: You are personally responsible for all charges posted to your UA account until such time that proper payment authorization is received from the school, district or organization.

UA tuition waivers cannot be used toward payment of PACE courses.

Failure to make payment may result in late fee(s) being added to your account and/or a hold being placed on your student record. Holds due to unfulfilled financial obligations prevent any future registration and transcript activity. UAA does not initiate drop for non-payment. For more information on refunds, holds, and payments, visit: **https://catalog.uaa.alaska.edu/academicpoliciesprocesses/tuitionfees/financialobligations/**

Grade/Transcript Information

- The deadline to submit assignments is **3/14/2024**. Refer to your course syllabus or contact your instructor for more information about specific course requirements.

- If you are or will be unable to complete the assignments for this course by the due date, please contact your instructor for information on Incomplete grades and completing an Incomplete Grade Contract.

- Grades for this course may not be available for transcripts until **3/25/2024**.

- This course will appear on your transcript for **Spring 2024** as **ED A566, ST: ASTE Conf 2024**

Online Registration

Professional and Continuing Education
UNIVERSITY *of* ALASKA ANCHORAGE

Access UAOnline: https://www.alaska.edu/uaonline/

If you receive an error message when opening the site directly from the web address, simply go to www.uaa.alaska.edu and choose UAOnline from the "Quick Links" menu on the right-hand side of the page.

RETURNING UAONLINE USERS:	NEW UAONLINE USERS:
Login to UAOnline using your UA Username and Password. ***If you do not know your UA Username or Password,** click on the Help with UA Username or Password link and you will be routed to https://elmo.alaska.edu/. Choose either Lookup Username/ID or Forgot Password and follow the prompts. If you have difficulty with your Username/Password, or the system cannot locate your information, you may call UAA IT Services at 786-4646 option 1 for assistance.	If you are new to Alaska or have never taken classes from the University of Alaska (UAA, UAF or UAS), please contact Katie Brennan-Tollefson (786-1934 or kabrennan@alaska.edu) and an alternate set of instructions will be sent to you.

Course Registration

1. Click on **Student Services & Account Information** tab.

2. Click on **Registration.**

3. Click on the **Add/Drop/Withdraw** link**.**

   If you receive a message stating, "You are not permitted to register at this time," after clicking the Add/Drop/Withdraw link, your non-degree seeking admission status is out of date. To update your information, please re-apply for non-degree seeking admission (See Appendix, page 5).

** Note: Online re-application for non-degree seeking admission may take up to three days before you will be permitted to register. You will not receive notification that your status has been updated, so please be sure to return to UAOnline for your current status. **

   If the information displayed states that you have Holds, you can view your holds by clicking on the Student Services & Account Information tab, then on Student Records, and then on View Holds.

For Holds due to:

Financial obligations, you will need to call the UAA Bursar's Office: 786-1440.
Library fines, you will need to call the UAA Consortium Library: 786-1871.
Parking fines, you will need to call the UAA Parking Services: 786-1119.
If your hold is due to another reason not listed above, you will need to contact UAA Enrollment Services (786-1480) to determine what needs to be done to resolve the issue. **Your Hold(s) must be resolved (any account balances/fines paid, etc.) and your hold released before you will be permitted to register.**

4. Choose the **Current Semester** from the drop-down menu & click **Submit.**

AMAZING STORIES BEING WRITTEN EVERY DAY.

5. You may be asked to verify your Education Level and Education Goal. Choose the appropriate selections for the drop-down menus and click **Continue**.

6. Scroll to the bottom of the page & locate the **Add/Drop/Withdraw Classes page.**

7. Enter the **CRN** for your course & click **Complete Registration Changes.** *(see the Course, Registration & Transcript Information on page 1 of this packet for the CRN).*

Add Classes Worksheet
CRNs

| | | | | | | | | | | |

Complete Registration Changes   Class Search   Reset   Bookstore Directory

[View Holds | Change Class Options | View Fees/Make Payment | Pay Now]

8. After clicking **Complete Registration Changes**, you will be prompted to accept the fee acknowledgement. After clicking Accept, the page will refresh and the course should now appear under current schedule**.**

Current Schedule

Status	Change?	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered - Web on Nov 21, 2006		37837	OSH	A112	AES	Undergraduate - UAA	3.000	Letter Grades	Introduction to Injury Epidemiology

**After clicking Complete Registration Changes, if you receive a registration error indicating a capacity, duplicate section, or time conflict, please contact the PACE Office to either have an override entered for you or further instructions. **

9. At the bottom of the page, below the horizontal line, click on **Pay Now** link (even if you will be paying by e-check or savings).

[View Holds | Change Course Options | View Fees/Make Payment | Pay Now]

10. The next screen is the Account Detail for Term page. This shows the detail of payments and charges for the selected semester, as well as Current Amount Due. You must acknowledge the Refund Policy Statement with the red asterisk. Click on the **Pay Now** button and you will be directed to the University of Alaska (UA) payment system.

*☐ By checking this box, you acknowledge you have read and agree to the following refund policy: Refunds are processed in accordance with approved schedules for dropping or withdrawing from courses. Please consult your local campus for the current schedule. Refunds are also processed for credit balances on accounts, net of any amounts owed to the university. If a refund is due, payments made to the university by credit card will generally be credited back to the card up to the amount of the charge, subject to any applicable laws, regulations or agreements. Individuals paying with gift card or prepaid card should retain the card to preserve the ability to credit such card.

You must acknowledge the above before proceeding.

PAY NOW

11. From the University of Alaska payment screen, click on the green **Make Payment** button under Student Account.

12. From the **Account Payment screen**, you will see the amount owed in the **Current Account Balance**. If you are paying a different amount than your balance, please notate the amount in the box.

13. Click the **Add** button next to the payment amount, then click the green **Continue** button at the bottom of the page.

Current Account Balance

Select 'Add' to add input amount or enter different amount by selecting input.

| UAA WEB Payments | $0.00 | $ 79.00 | Add |

Select input to change payment amount

Appendix: How do I Update my Non-Degree Seeking Admission Status?

* DO NOT APPLY for NON-DEGREE-SEEKING admission if you are currently admitted to a degree program at a UA campus (UAA, UAF, UAS); doing so will change your status in the UA system and may remove you from your program in the system. *

Please allow 1-2 business days for applications to be processed. You will not receive notification that your status has been updated, so please be sure to return to UAOnline for your current status.

- Click on the **Student Services & Account Information** tab at the top of the page.
- Choose **Admissions** from the menu.
  - o Select **Apply as Non-Degree Seeking** under the UAA logo. Select **University of Alaska Anchorage,** the appropriate application type, and click **Continue**.

  - o Select the appropriate semester in the admission term drop-down menu. Review your name for accuracy and click **Fill Out Application**.

- From the **Application Checklist**, fill in/update the requested information in each section: Name, Current Mailing Address/Phone, Personal Information, Emergency Contact, and Agreement.
  - o Be sure there is a red checkmark by each section and click **Application is Complete**.
  - o If there is a blue circle next to any section, you will need to go back and complete that section before clicking **Application is Complete**.
  - o When you reach the **Signature Page**, you have completed the application successfully. Please allow 1-2 business days for applications to be processed.

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QUESTIONS. If you have difficulties registering or have questions about online registration or payment, contact:
Katie Brennan-Tollefson (907) 786-1934, kabrennan@alaska.edu OR Jennifer Greene (907) 786-1932, jmgreene@alaska.edu

COMMON PROBLEMS

SUGGESTIONS/SOLUTIONS

COMMON PROBLEMS	SUGGESTIONS/SOLUTIONS
I receive a site certificate error when accessing **www.uaonline.alaska.edu** and my network will not allow me to access the site.	Go to **www.uaa.alaska.edu** and click on UAOnline from the "Quick Links" menu located on the right side of the page.
I don't know my UA ID# or UA Username.	Click on the Help with UA Username or Password link and you will be routed to **https://elmo.alaska.edu**. Choose Lookup Username/ID and follow the prompts.
I've entered the information, but it says it is unable to retrieve my UA ID or UA Username.	Call the UAA IT Services Call Center at (907)786-4646, option 1, for assistance.
I don't know my Password.	Click on the Help with UA Username or Password link and you will be routed to **https://elmo.alaska.edu**. Choose Forgot Password and follow the prompts. Alternately, you may call UAA IT Services for help with Password resets. UAA IT Services Call Center can be reached at (907)786-4646, option 1.
When I click on the **Add/Drop/Withdraw** link, I receive a message that I am not permitted to register at this time.	o Refer to **How Do I Update my Non-Degree Seeking Admission Status** (beginning on page 5 of the attached packet) to update your status; o Be sure that you have selected the correct semester; o Verify that you have no account holds from the **View Holds** page under **Student Account**. If one of these do not resolve your issue, please contact the PACE office for assistance.
When I click **Complete Registration Changes** after entering the CRN, I receive an error (TIME CONFLICT, DUPLICATE SECTION, CAPACITY, etc.)	Email the PACE office, **kabrennan@alaska.edu**. Be sure to include your UA ID#, what type of error you received. We can generally resolve these issues quickly as long as we receive all the information in your email.
I am being charged the incorrect amount for my course.	Be sure you have clicked on **Account Detail for Term/Credit Card Payment,** which includes both payments and charges. The first screen after clicking **Pay Now** only shows charges and does not reflect payments for other courses you may have already made.
I need to order a transcript.	Information about transcripts can be found at **https://www.uaa.alaska.edu/students/transcripts/**
My UAOnline account has been disabled.	You will need to reset your password via **https://elmo.alaska.edu** or call UAA IT Services (907-786-4646 or 877-633-3888). **The PACE office is unable to assist with Password resets.**

For additional assistance, contact the PACE office:

Katie Brennan-Tollefson (907) 786-1934 | (888) 822-8974
kabrennan@alaska.edu
-or-
Jennifer Greene | (907) 786-1932 | **jmgreene@alaska.edu**