

Course, Registration & Transcript Information



Professional and Continuing Education
UNIVERSITY of ALASKA ANCHORAGE

ASTE Conference 2020

ED 566F.102, 1.0 Credits, Pass/No Pass (P/NP)
Instructor of Record: Tamara Morris

CRN: 38055

Semester: **Spring 2020**

Course Dates: **2/22/2020 - 3/22/2020**

Important Dates & Deadlines

Online Registration Deadline	Drop Deadline (100% Refund)	Withdrawal (no refund)	Course Fee/Payment
2/28/2020	2/28/2020	3/13/2020	\$114.00
<p>Registration for this course should be completed online via UA Online. See pages 3-7 of this packet for step-by-step instructions.</p> <p>If you are unable to complete the online registration process, please contact the PACE office for assistance. If we are unable to resolve your issue with registration, we may be able to provide alternate registration options.</p> <p>All registration activity must be finalized by the end of the Spring 2020 semester. We are unable to process retroactive registrations.</p>	<p>To be eligible for a 100% Refund of course fees, you must drop with UAA/PACE by the drop deadline.</p> <p>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.</p>	<p>You may be eligible to withdraw from this course if you contact the PACE office by the withdrawal deadline.</p> <p>Withdrawing from this course does not remove your financial obligation. If you did not pay for the course during registration and later withdraw, you will still be responsible for paying the course fee.</p>	<p>Full payment for this course should be submitted online during the registration process. Credit/debit card payments are made through your UAOnline account and will incur a 2.85% non-refundable service fee (\$3 min). To avoid the service charge, you can make an e-payment via UAOnline using your checking/savings account, mail a check, or pay in person by cash or check with UAA Cashiering; in-person or credit card payments over the phone can no longer be accepted.</p> <p>Third Party 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 as payment for PACE courses.</p>
<p>To request a drop or withdrawal, contact the PACE office at (907)786-1934 or pace@alaska.edu</p> <p>If you are not officially dropped or withdrawn from this course through UAA by the listed deadlines, you may receive a failing (F) or no pass (NP) grade for this course.</p> <p>It is your responsibility to notify UAA/PACE Enrollment of your drop/withdrawal. Notifying your instructor that you can no longer participate or that you are unable to complete the course is NOT sufficient for official drop/withdrawal.</p>			

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 published due date for all assignments from this course is **3/22/2020**
- 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 **4/5/2020**
- This course will appear on your transcript as **ED A566F, ST: ASTE Conf 2020**

(907) 786-1934 | kabrennan@alaska.edu



AMAZING STORIES BEING WRITTEN EVERY DAY.

Self-Service Student Services<https://uaonline.alaska.edu>

PRINT	<i>Unofficial Transcripts</i>	<p><i>Verify your grades for accuracy EVERY semester!</i></p> <p><i>Contact the PACE office right away should you find any discrepancies.</i></p>
VIEW	<i>Account Summary Account Holds Pay Your Balance</i>	
REGISTER	<i>For current classes</i>	
CHANGE	<i>Address/Phone/Email</i>	

Official UAA Transcripts <http://www.uaa.alaska.edu/records/Transcripts/index.cfm>*Three Types of Transcripts*

- \$12 Official PDF Transcript-the fastest delivery
Processed and delivered by the next business day. University of Alaska official transcript delivered by email in a secure electronic PDF.
- \$30 Official Paper Transcript-EXPEDITED 24hr processing
Official University of Alaska paper transcript EXPEDITED is processed and mailed by next business day. Sent by US Postal Service first class mail.
- \$15 Official Paper Transcript-Normal Processing
Official University of Alaska paper transcript processed and sent by US Postal Service first class mail within 5 business days.

Three Types of Transcripts

- **UAONLINE**
Fastest way to order and ensure receipt. Log in to the secured area of UAOnline; Select "Student Services & Account Information," then select "Official Transcript Request Service".
- **In Person**
Order in person at your local campus. At UAA, visit the One-stop: Monday - Friday 11 am-5 pm located at UAA, 3901 Old Seward Hwy., Anchorage, Alaska.
- \$15 Official Paper Transcript-Normal Processing
Mail the completed form to: University of Alaska Anchorage, Office of the Registrar, PO Box 141629, Anchorage, AK. 99514.

UAOnline requests require a major credit card, UA Student ID, Password, and email account. Students can look up their UA email account, UA ID, UA username, or change your password by visiting <https://elmo.alaska.edu/> or by calling 907-786-4646 option 1.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination



For more information contact:
Katie Brennan-Tollefson
907-786-1934 or 907-786-1932
kabrennan@alaska.edu or pace@alaska.edu

Online Registration

Access UAOnline:

HTTPS://UAONLINE.ALASKA.EDU

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.

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.



UNIVERSITY
of ALASKA

UA Username:

UA Password:

[Help with UA Username or Password](#)

Your password is used to authenticate you at UA and enables your access to additional protected services with this single sign-on (SSO). To end your SSO session, quit your browser.

UA Username Information

Login to UAOnline using your UA Username and Password. If you do not know your UA Username, click on the Help with UA Username or Password link and you will be routed to <https://elmo.alaska.edu/>. Choose Option 3 and follow the prompts to access your Username and set/reset your Password.

Password Information

RETURNING UAONLINE USERS: Use the Password chosen/set up previously. If you have forgotten your Password, click on the Help with UA Username or Password link and you will be routed to <https://elmo.alaska.edu/>. Choose Option 3: Forgot Password/Find ID & Username. Follow the prompts, answer security questions, and you will be able to Set/Change your Password. 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.

NEW UAONLINE USERS: When accessing UAOnline for the first time, you will need to go <https://elmo.alaska.edu/> and choose Option 2: Activate My Account. The ELMO system will ask you a series of questions to verify your login. After the questions have been answered, you will be required set security questions and the answers to those questions. ELMO will then ask you to define your level of security. We advise choosing either the first or second option as the third will limit self-service password resets. Once you have completed these steps, you will be able to set your Password. Be sure to create a new Password that you will REMEMBER!

If you are unable to retrieve your login information through the ELMO system, please contact UAA IT Services at 786-4646 option 1.

Course Registration

1. Click on **"Student Services & Account Information"** tab.
2. Click on **"Registration."**
3. Click on **"Register / Add/Drop Classes."**



If you receive a message stating, "You are not permitted to register at this time," after clicking Register / Add/Drop Classes, your non-degree seeking admission status is out of date. To update your information, you can re-apply for non-degree seeking admission (See Appendix, page 6), or call/email the PACE office with your student ID# and should be able to update your status.

**** 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 UAA Accounting Services: 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."**
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 Classes Worksheet.**
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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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8. The page will refresh and the course should now appear under **current schedule.**
 - ****After clicking "Complete Registration Changes", if you receive a registration error indicating a time, capacity or duplicate section conflict, please contact the PACE Office to either have an override entered for you or further instructions.****

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 time, capacity or duplicate section conflict, please contact the PACE Office to either have an override entered for you or further instructions.****

Registration Errors -

- If you wish to have displayed class(es) removed, Press the **submit changes** button.
- If the **change box** will allow you to waitlist for the class and you desire to be added to the waitlist, click on **wait list** in that box and then press the **submit changes** button.

Error	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
DUPL CRSE WITH SEC-90258	90050	PADM	A571	705	Professional	- UAA 1.000 Letter Grades	- Not in GPA Personal Financial Planning

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 screen. This shows the detail of all charges for the selected semester, as well as the total amount due on your account. Please note: any prior payments are not reflected in the current amount due. Acknowledge the Refund Policy Box with the red asterisk. Click on the **"PAY NOW"** button and you will be directed to the University of Alaska (UA) payment system.

You must acknowledge the above before proceeding.

PAY NOW

201603 Fall Semester 2016 Term Detail

Detail Code	Description	Charge	Payment	Balance
	Net Term Balance			\$0.00
	Net Balance for Other Terms:			\$0.00
	Account Balance:			\$0.00
	Current Amount Due:			\$0.00

11. From the University of Alaska payment screen, click on the green "Make Payment" button.
12. From the Account Payment screen, select Pay By Term unless you are paying an amount different from your balance due. If you are paying a different amount than your balance, please select Current Account Balance and notate the amount in the box to the right. Click Continue.

Payment Date 9/25/19

Current account balance \$0.00

Pay by term

Payment Total: \$0.00

Memo

Continue

13. Choose your method of payment on the next screen, either Credit Card or Electronic Check, and click Continue. Enter your payment information. You will receive confirmation and a receipt following payment.

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. Login to UA Online & proceed with registration (section C). ****

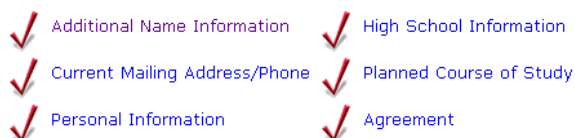
1. Click on the "Student Services & Account Information" tab at the top of the page.
2. Choose "Admissions" from menu.
 - a. Select "University of Alaska Anchorage", "Non-Degree Seeking" from the lists at right
 - b. Select the current UAA semester in the admission term drop-down menu.
 - c. Enter your name & click Fill Out App.

Campus:	Application Type:
University of Alaska Anchorage	Associate/Cert - No College
University of Alaska Fairbanks	Associate/Cert - Prior College
University of Alaska Southeast	Bachelor - No College
Bristol Bay Campus	Bachelor - Prior College
Chukchi Campus	Graduate (Bachelors Reqd)
Interior-Aleutians Campus	Intl 2yr Degree-No College
Kenai Peninsula College	Intl 2yr Degree-Prior College
Ketchikan Campus	Intl 4yr Degree-No College
Kodiak College	Intl 4yr Degree-Prior College
Kuskokwim Campus	Intl Graduate Bachelor Reqd
Mat-Su College	Non-Degree - Non-US Citizen
Northwest Campus	Non-Degree - US Citizen
Sitka Campus	Occupational Endorsements
Tanana Valley Campus	Secondary School

3. To begin the application, click on additional name information. On the following screens, fill in/update the requested personal information (address and phone, and high school information, etc).

All fields marked with a red asterisk are required and must be completed.

- When you reach Planned Course of Study, select "Non Degree Seeking" from the drop-down menu and click "continue."
- On the Application Checklist, be sure there is a red checkmark by each section and click "Application is Complete."



- If there is a blue "i" circle next to any section, you will need to go back and complete that section before clicking "Application is Complete."



- When you reach the **Signature Page**, you have completed the application successfully. 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.

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

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: ww.alaska.edu/titleXcompliance/nondiscrimination.

COMMON PROBLEMS

I receive a site certificate error when accessing www.uaonline.alaska.edu and my network will not allow me to access the site.

I don't know my UA ID# or UA Username.

I've entered the information, but it says it is unable to retrieve my UA ID or UA Username.

I don't know my Password.

When I click on Register/Add/Drop Classes, I receive a message that I am not permitted to register at this time.

When I click "Complete Registration Changes" after entering the CRN, I receive an error (TIME CONFLICT, DUPLICATE SECTION, CAPACITY, etc.)

I am being charged the incorrect amount for my course.

SUGGESTIONS/SOLUTIONS

Go to www.uaa.alaska.edu and click on UAOnline from the "Quick Links" menu located on the right side of the page.

Click on the Help with UA Username or Password link and you will be routed to <https://elmo.alaska.edu>. Choose Option 3 and follow the prompts to access your login information.

Call the PACE office for assistance. 907-786-1934.

Click on the Help with UA Username or Password link and you will be routed to <https://elmo.alaska.edu>. Choose Option 3 and follow the prompts to access your login and change your Password.

Alternately, you may call UAA IT Services to have your Password reset. UAA IT Services Call Center can be reached at (907-786-4646) option 1.

*Refer to How Do I Update my Non-Degree Seeking Admission Status (beginning on page 6 of the attached packet) to update your status;

*Be sure that you have selected the correct semester;

*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.

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.

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.

ONLINE REGISTRATION ASSISTANCE

If you are having problems with UAA online registration, received an error during registration, missed the registration deadline, or have questions regarding online registration, please contact:

Katie Brennan-Tollefson

(907) 786-1934

(888) 822-8974 outside Anchorage

kabrennan@alaska.edu

-or-

Jennifer Greene

(907) 786-1932

jmgreene@alaska.edu

PLEASE NOTE: If your UAOnline account has been disabled, you MUST reset your Password via me.uaa.alaska.edu or call UAA IT Services (907-786-4646 or 877-633-3888).

The PACE office is unable to assist with Password resets.

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