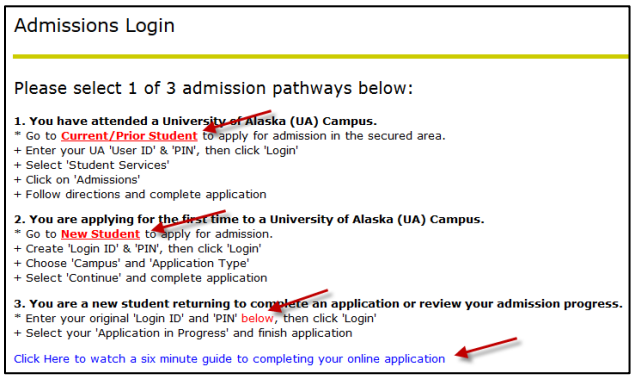
HOW TO REGISTER ON UAONLINE

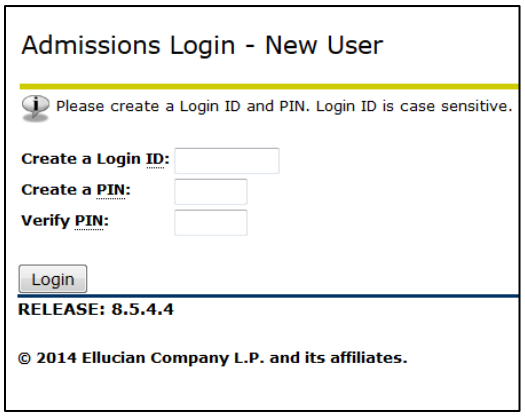
New and returning students can register for courses through UAOnline at https://uaonline.alaska.edu/.

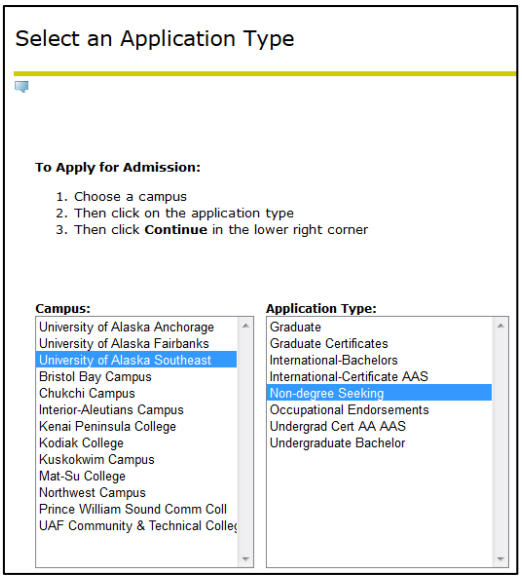
1. **RETURNING STUDENTS**: Login using your UA Username/Password or UA ID#/PIN and skip to step 10.

   NEW STUDENTS: Select *Apply for Admission or Check on Status of Application* and continue to step 2.



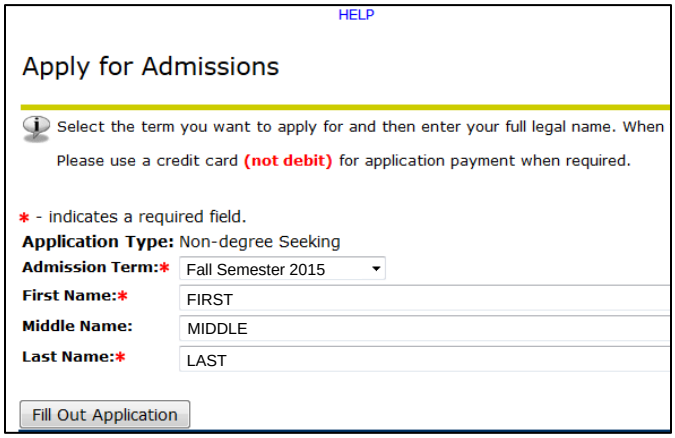
2. **NEW STUDENTS:** Follow the step by step instructions to apply as a *New Student*.



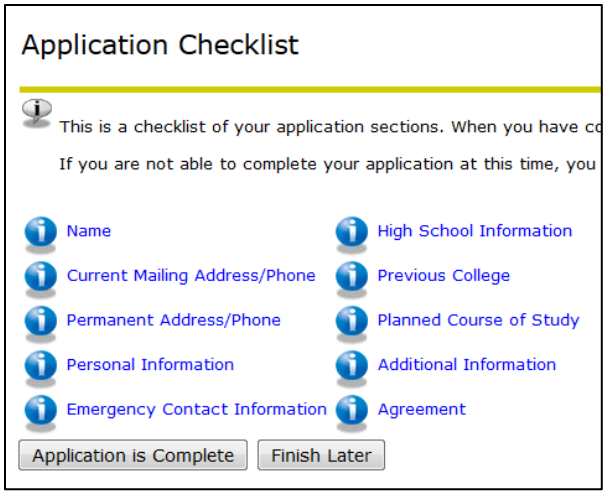


3. Create an Admissions Login ID and PIN to access your application in the near future.

4. Select Campus: *University of Alaska Southeast* > Select Application Type: *Non-degree Seeking*

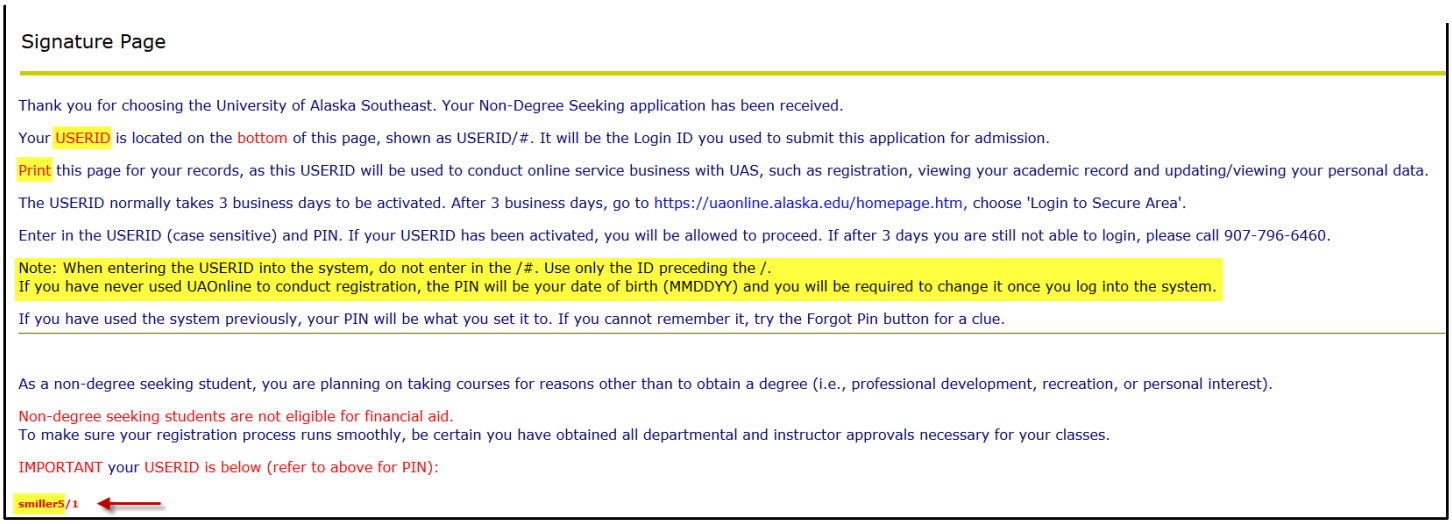


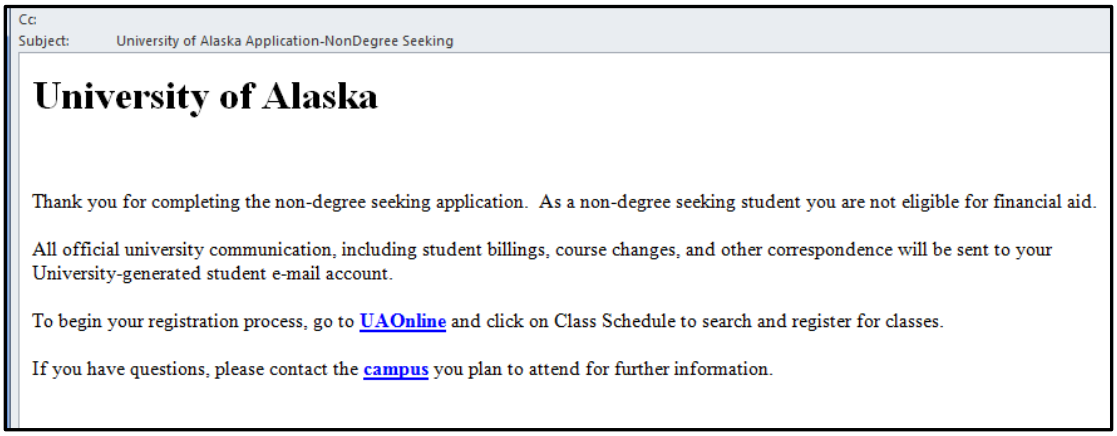
5. Provide your full legal name. Ensure all information is complete and accurate.



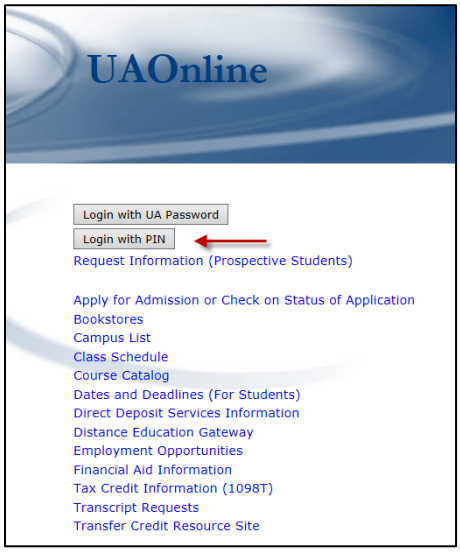
6. Follow this checklist to ensure your application is complete. You can select *Finish Later* to complete the application later. Use the Login ID and PIN you created to log back in to finish your application.

7. After you've completed your Non-Degree Seeking application, you will receive a Signature Page.

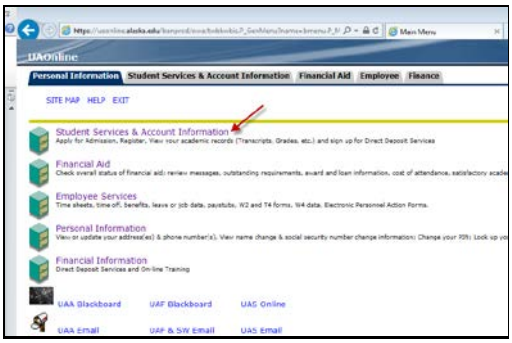


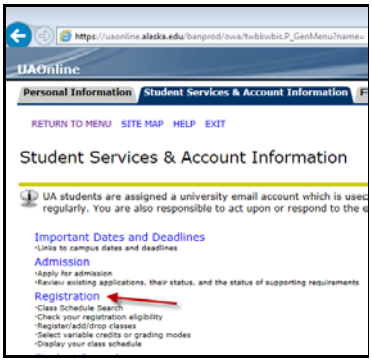


8. You will receive an email confirmation once your application has been received. You have 24 hours to login to UAOnline using the Login ID and the default PIN (set to your date of birth – mmddyy).



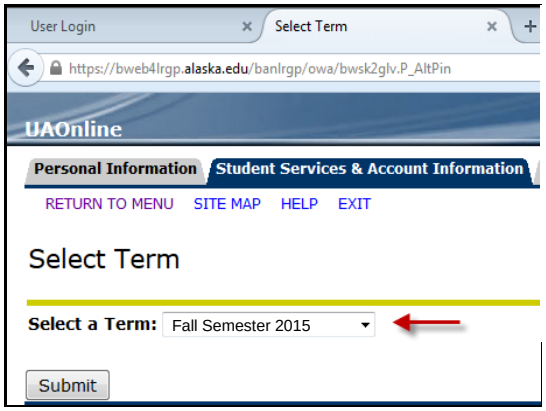
9. Use your newly created Login ID and PIN to log in to UAOnline to register for courses by selecting *Login with PIN*. Your PIN is set to your date of birth (mmddyy). Please refer to your signature page under *Note* for instructions.





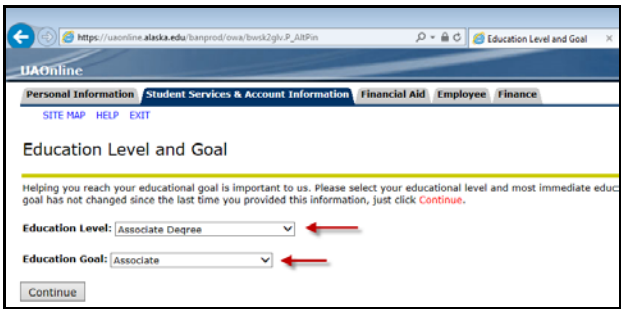
10. Select the *Student Services & Account Information* link or tab

11. Select *Registration*

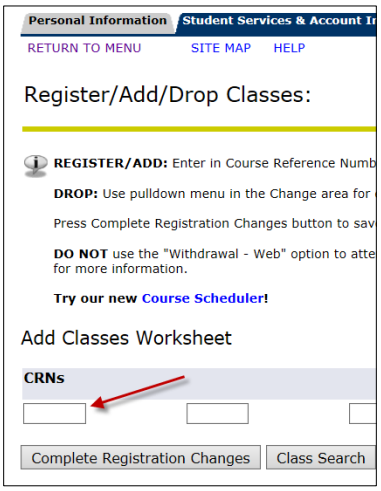


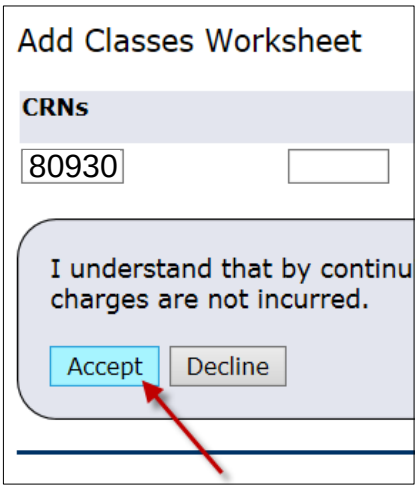
12. Select *Register/Add/Drop Classes*

13. Use the drop down menu to select the semester of the class you plan to register for *(Summer, Fall, or Spring).*

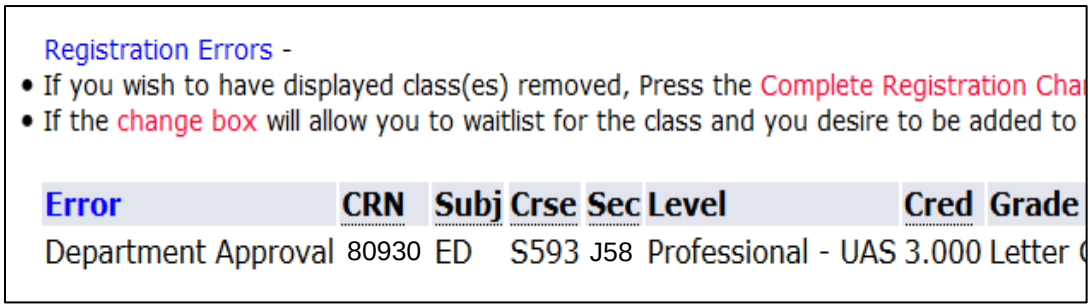


14. Use the drop down menus to indicate your current *Educational Level* and your *Educational Goal*.

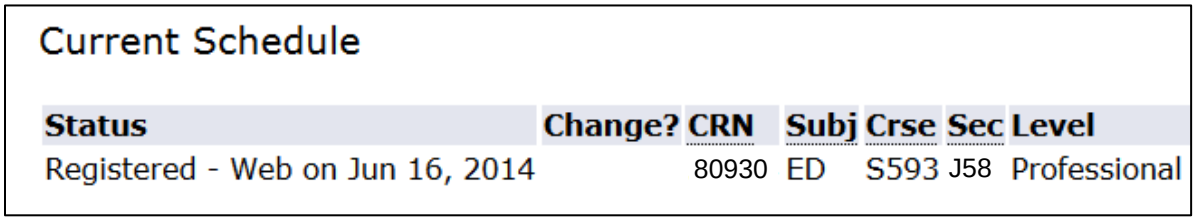




15. Enter the CRN (Course Reference Number - 5 digit number received from the instructor > *Select Complete Registration Changes* > Select Accept to acknowledge the mandatory payment



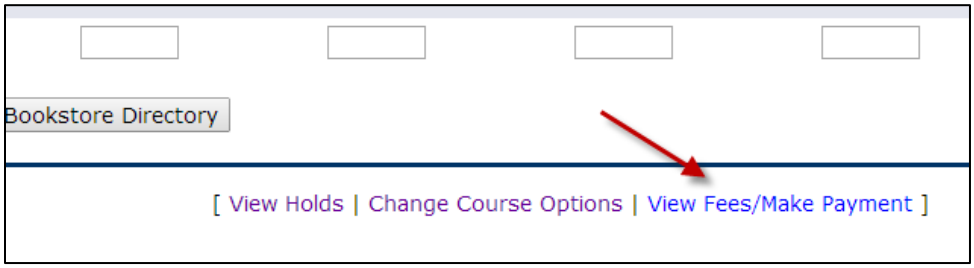
16. If you receive an error that requires *Department Approval*, contact the instructor



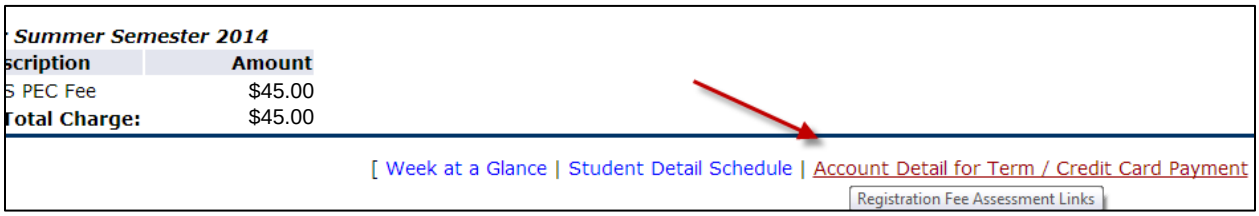
Current Schedule

Status	Change?	CRN	Subj	Crse	Sec	Level
Registered - Web on Jun 16, 2014		80930	ED	S593	J58	Professional

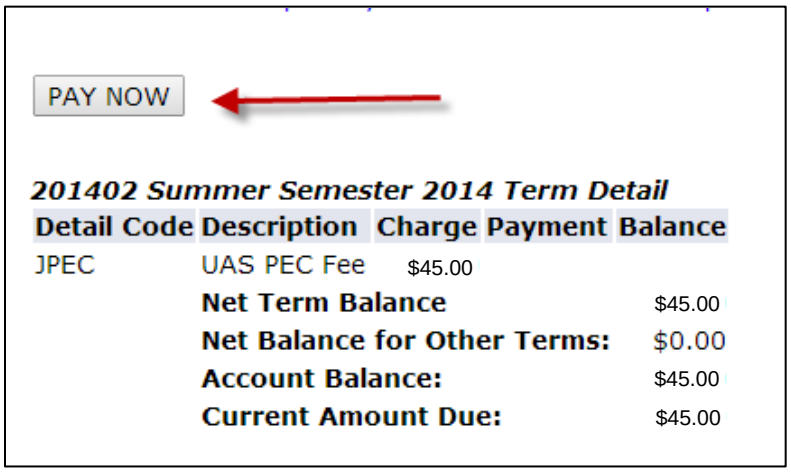
17. You should receive the status *Registered*



19. Select *View Fees/Make Payment*



20. Select *Account Detail for Term / Credit Card Payment*



21. Select *PAY NOW* to make a credit card payment

Questions? Please contact the Registrar's Office at 907-796-6100 or via email at registrar@uas.alaska.edu