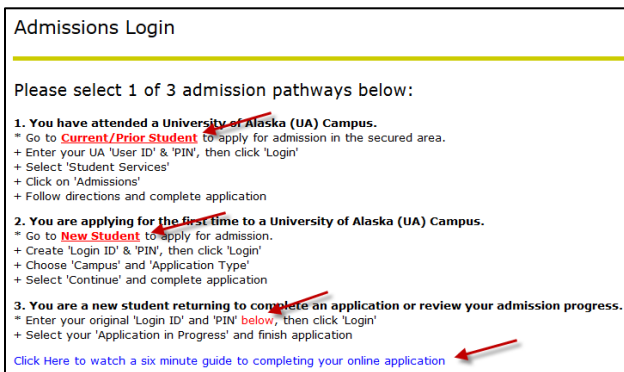# HOW TO REGISTER ON [UAONLINE](https://uaonline.alaska.edu/)

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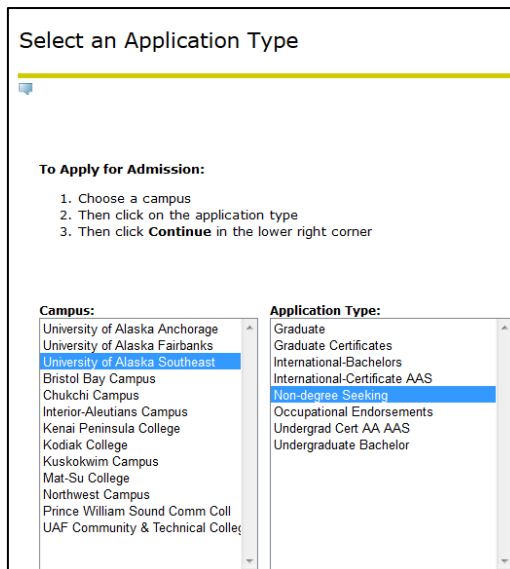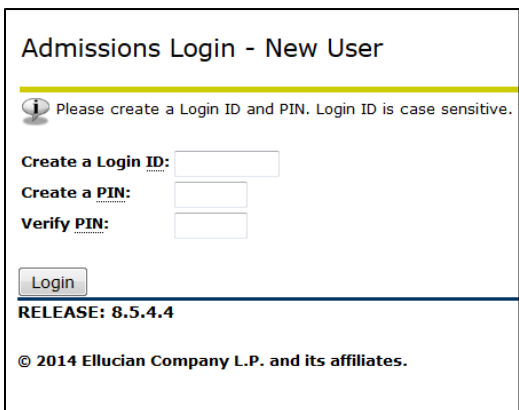

1. **RETURNING STUDENTS**: Login using your UA Username/Password or UA ID#/PIN and skip to step 10.

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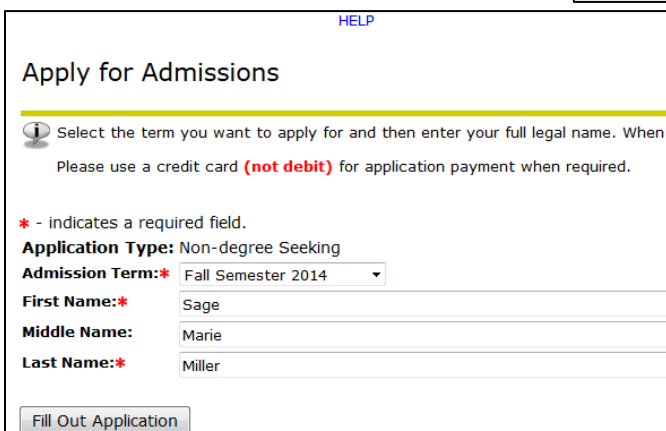

2. **NEW STUDENTS:** Follow the step by step instructions to apply as a *New Student*.

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.

Application Checklist

This is a checklist of your application sections. When you have co...

If you are not able to complete your application at this time, you...

- Name
- Current Mailing Address/Phone
- Permanent Address/Phone
- Personal Information
- Emergency Contact Information
- High School Information
- Previous College
- Planned Course of Study
- Additional Information
- Agreement

[Application is Complete] [Finish Later]

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.

Signature Page

Thank you for choosing the University of Alaska Southeast. Your Non-Degree Seeking application has been received.

Your USERID is located on the bottom of this page, shown as USERID/#. It will be the Login ID you used to submit this application for admission.

Print this page for your records, as this USERID will be used to conduct online service business with UAS, such as registration, viewing your academic record and updating/viewing your personal data.

The USERID normally takes 3 business days to be activated. After 3 business days, go to https://uaonline.alaska.edu/homepage.htm, choose 'Login to Secure Area'.

Enter in the USERID (case sensitive) and PIN. If your USERID has been activated, you will be allowed to proceed. If after 3 days you are still not able to login, please call 907-796-6460.

Note: When entering the USERID into the system, do not enter in the /#. Use only the ID preceding the /.
If you have never used UAOnline to conduct registration, the PIN will be your date of birth (MMDDYY) and you will be required to change it once you log into the system.

If you have used the system previously, your PIN will be what you set it to. If you cannot remember it, try the Forgot Pin button for a clue.

As a non-degree seeking student, you are planning on taking courses for reasons other than to obtain a degree (i.e., professional development, recreation, or personal interest).

Non-degree seeking students are not eligible for financial aid.
To make sure your registration process runs smoothly, be certain you have obtained all departmental and instructor approvals necessary for your classes.

IMPORTANT your USERID is below (refer to above for PIN):

smiller5/1 ←

Cc:
Subject: University of Alaska Application-NonDegree Seeking

University of Alaska

Thank you for completing the non-degree seeking application. As a non-degree seeking student you are not eligible for financial aid.

All official university communication, including student billings, course changes, and other correspondence will be sent to your University-generated student e-mail account.

To begin your registration process, go to **UAOnline** and click on Class Schedule to search and register for classes.

If you have questions, please contact the **campus** you plan to attend for further information.

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).

UAOnline

[Login with UA Password]
[Login with PIN] ←
Request Information (Prospective Students)

Apply for Admission or Check on Status of Application
Bookstores
Campus List
Class Schedule
Course Catalog
Dates and Deadlines (For Students)
Direct Deposit Services Information
Distance Education Gateway
Employment Opportunities
Financial Aid Information
Tax Credit Information (1098T)
Transcript Requests
Transfer Credit Resource Site

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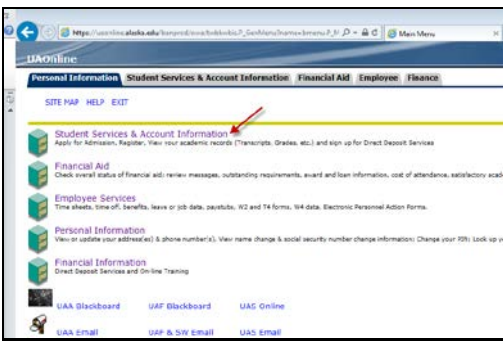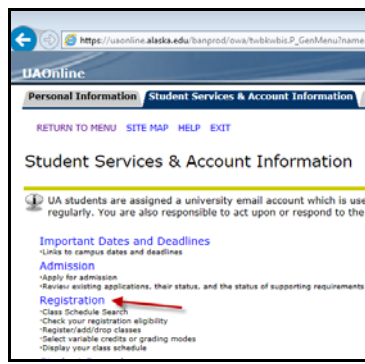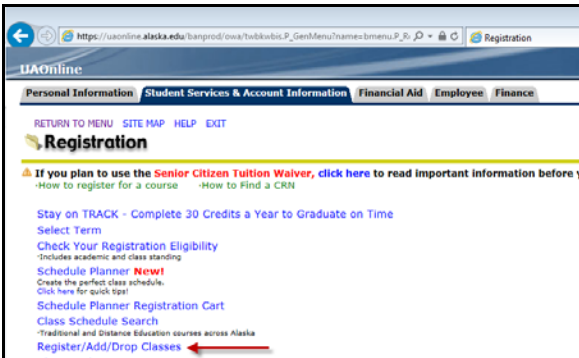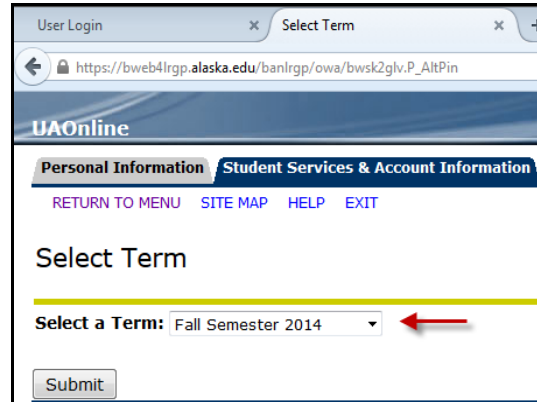
10. Select the *Student Services & Account Information* link or tab
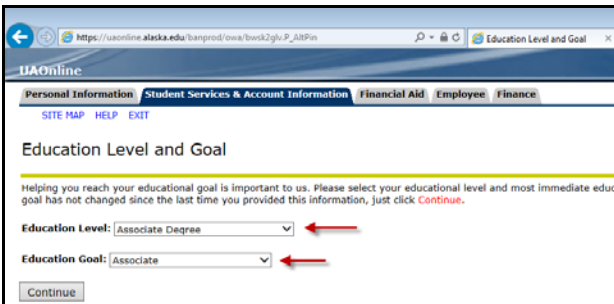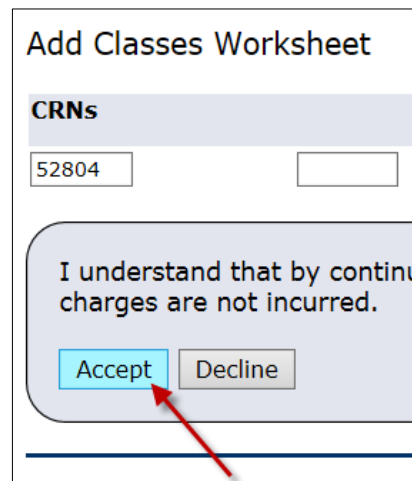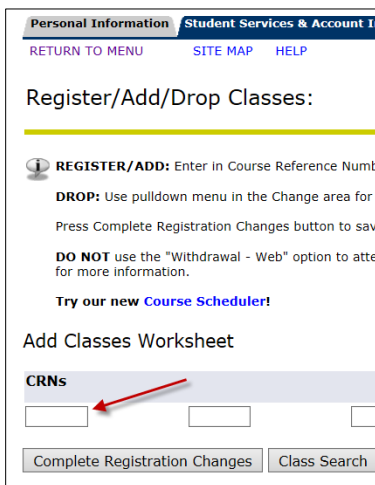
11. Select *Registration*

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		52804	ED	S593	J06	Professional

17. You should receive the status *Registered*

Bookstore Directory

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

19. Select *View Fees/Make Payment*

Summer Semester 2014

scription	Amount
S PEC Fee	$75.00
Total Charge:	$75.00

[Week at a Glance | Student Detail Schedule | Account Detail for Term / Credit Card Payment

Registration Fee Assessment Links

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

PAY NOW

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

201402 Summer Semester 2014 Term Detail

Detail Code	Description	Charge	Payment	Balance
JPEC	UAS PEC Fee	$75.00		
	Net Term Balance			$75.00
	Net Balance for Other Terms:			$0.00
	Account Balance:			$75.00
	Current Amount Due:			$75.00

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