### Academic Calendar 2014–2015

#### Fall Semester 2014
- Fall 2014 course list available at UAOline .......................................................... Monday, March 24
- Begin registration and fee payment for degree students for fall 2014 semester .......................................................... Monday, April 7
- Begin registration and fee payment for non-degree students for fall 2014 semester .......................................................... Monday, April 14
- Deadline to apply for admission for fall semester .......................................................... Thursday, May 1
- UA Scholars .......................................................... Thursday, May 1
- Graduate students .......................................................... Sunday, June 1
- Undergraduate students .......................................................... Sunday, June 15
- Residence halls open .......................................................... 8 a.m., Sunday, Aug. 31
- Orientation for new students .......................................................... Sunday–Wednesday, Aug. 31–Sept. 3
- Labor Day (offices closed — no classes, registration or fee payment) .......................................................... Monday, Sept. 7
- First day of instruction; late registration begins .......................................................... Thursday, Sept. 4
- Deadline for adding classes, late registration and fee payment; 5 p.m. in person, midnight at UAOline .......................................................... Friday, Sept. 12
- Deadline for 100 percent refund of tuition and fees .......................................................... Friday, Sept. 19
- Deadline for student- and faculty-initiated drops (course does not appear on academic record) .......................................................... Friday, Sept. 19
- Freshman progress reports due .......................................................... Friday, Oct. 10
- Deadline to apply for fall 2014 graduation .......................................................... Wednesday, Oct. 15
- Deadline for student- and faculty-initiated withdrawals (W grade appears on academic record) .......................................................... Friday, Oct. 31
- Thanksgiving holiday (no classes, most offices closed). Thursday–Sunday, Nov. 27–30
- Last day of instruction .......................................................... Friday, Dec. 12
- Final examinations .......................................................... Monday–Thursday, Dec. 15–18
- Residence halls close .......................................................... noon, Friday, Dec. 19
- Deadline for faculty to post grades .......................................................... noon, Wednesday, Dec. 24
- Winter holiday (no classes, most offices closed; reopen Monday, Jan. 5, at 8 a.m.). Thursday, Dec. 25, 2014—Monday, Jan. 5, 2015

#### Spring Semester 2015
- Deadline to apply for admission for spring semester (graduate students) .......................................................... Wednesday, Oct. 15
- Spring 2015 course list available at UAOline .......................................................... Monday, Oct. 27
- Deadline to apply for admission for spring semester (undergraduate students) .......................................................... Saturday, Nov. 1
- Begin registration and fee payment for degree students for spring 2015 semester .......................................................... Monday, Nov. 10
- Begin registration and fee payment for non-degree students for spring 2015 semester .......................................................... Monday, Nov. 17
- WINTERmester courses begin .......................................................... Monday, Jan. 5
- Deadline for WINTERmester student- and faculty-initiated withdrawals (W grade appears on academic transcript) .......................................................... Saturday, Jan. 10
- Residence halls open .......................................................... 8 a.m., Tuesday, Jan. 13
- Orientation for new students .......................................................... Wednesday, Jan. 14
- First day of instruction; late registration begins .......................................................... Thursday, Jan. 15
- Alaska Civil Rights Day (no classes, most offices closed) .......................................................... Monday, Jan. 19
- Deadline for adding classes, late registration and fee payment; 5 p.m. in person, midnight at UAOline .......................................................... Friday, Jan. 23
- Deadline for 100 percent refund of tuition and fees .......................................................... Friday, Jan. 30
- Deadline for student- and faculty-initiated drops (course does not appear on academic record) .......................................................... Friday, Jan. 30
- Freshman progress reports due .......................................................... Friday, Feb. 13
- Deadline for UA Foundation and privately funded scholarship applications .......................................................... Sunday, Feb. 15
- Deadline to apply for spring 2015 graduation .......................................................... Sunday, Feb. 15
- Deadline for student- and faculty-initiated withdrawals (W grade appears on academic transcript) .......................................................... Friday, March 13
- Spring break (no classes) .......................................................... Monday–Friday, March 16–20
- University holiday (most offices closed for spring break) .......................................................... Friday, March 20
- SpringFest (no classes) .......................................................... Friday, April 24
- Last day of instruction .......................................................... Monday, May 4
- Final examinations .......................................................... Tuesday–Friday, May 5–8
- Commencement .......................................................... Sunday, May 10
- Residence halls close .......................................................... noon, Monday, May 11
- Deadline for faculty to post grades .......................................................... noon, Wednesday, May 13

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
This registration guide will help you start the semester with confidence, whether you are a new or returning student to UAF. Information about how to register for courses, calculate your semester expenses, get admitted to the university, and helpful student services are all included in this guide. The websites at right can also be helpful as you prepare for the semester. If you have questions, please contact the Office of Admissions and the Registrar at registrar@uaf.edu or 907-474-7500.

- New student information/Trail Guide
  www.uaf.edu/admitted/
- Registration information
  www.uaf.edu/reg/
- Register for classes
  http://uaonline.alaska.edu
- Order textbooks
  www.uaf.edu/bookstore/
- Electronic degree audits
  http://uaonline.alaska.edu
- Google Apps for UA
  www.uaf.edu/google/
- Email account information
  www.uaf.edu/google/faqs/general/
- Online tuition calculator
  www.uaf.edu/register/tuition/

www.alaska.edu/stayontrack/

Get it Done!

1. Take at least 30 credit hours per year.
2. Register early to get the classes you need.
3. Ask an academic advisor and use DegreeWorks.
4. Choose a major and stick with it.
5. Keep up your grades.

STAY on TRACK UNIVERSITY OF ALASKA DegreeWorks

Check www.uaf.edu/coursefinder/ for current course listings.
### Dates and Deadlines

Web registration and fee payment are available every day through the last day of registration/fee payment, except during system maintenance (typically Fridays at 9 p.m.).

#### Fall 2014

Tuition and fees can be paid immediately upon registration, but no later than Friday, Sept. 12, to avoid late fees. See “Semester Expenses” (page 13) for specific information.

#### Spring 2015

Tuition and fees can be paid immediately upon registration, but no later than Friday, Jan. 23, to avoid late fees. See “Semester Expenses” (page 13) for specific information.

<table>
<thead>
<tr>
<th>Registration/fee payment at UAOnline (<a href="http://uaonline.alaska.edu">http://uaonline.alaska.edu</a>) or in person</th>
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<tbody>
<tr>
<td>April 7–Sept. 12, 2014</td>
<td>Open for all degree students</td>
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<tr>
<td>April 14–Sept. 12, 2014</td>
<td>Open for non-degree students</td>
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<tr>
<th>Payment due deadlines</th>
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<tr>
<td>Semester tuition and fees</td>
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<td>Late add/late registration</td>
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<td>Waitlisted courses added after fee payment deadline</td>
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<td>Semester housing and dining plans added after fee payment deadline</td>
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<td>Late-start classes added after fee payment deadline</td>
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<td>Audit classes</td>
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<td>International taxes</td>
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<tr>
<td>Financial aid/third party repayment</td>
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<tr>
<td>Added insurance and other additional fees</td>
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</tbody>
</table>

For fall 2014, the last day to register and pay tuition and fees without incurring late fees is Friday, Sept. 12, 2014.

For spring 2015, the last day to register and pay tuition and fees without incurring late fees is Friday, Jan. 23, 2015.

Late fees will be assessed if accounts are not paid in accordance with the above deadlines. Payment is due by the published deadline even if a bill is not received. Other than tuition, mandatory and additional fees (including insurance), housing and dining, which are due according to the schedule above, any charges owed to the university are due within 30 days. You may be dropped from your classes if your account is not paid or other payment arrangements have not been made by the fee payment deadline. It is your responsibility to periodically check your account to ensure you are in good standing.
BEFORE YOU REGISTER

Degree Students

Degree students who have been accepted to a degree program may register on the web beginning April 7, 2014, for the fall 2014 semester, or Nov. 10, 2014, for spring 2015.

1 APPLY FOR ADMISSION. Go to www.uaf.edu/admissions/apply if you have not yet applied or been accepted to a degree program. See page 36 for more information.

2 REVIEW YOUR REGISTRATION REQUEST FORM.
   • Go to UAOnline (http://uaonline.alaska.edu) to print your registration request form. Select “Student Services & Account Information.” Select “Registration” and “Check Your Registration Eligibility.”
   • You can also pick up your registration request form from your academic advisor.
   • Correct any errors in your personal data at UAOnline.

3 REVIEW DEGREEWORkS. Go to www.uaf.edu/reg/degreeworks to check which classes you need to take. See page 25 for more information.

4 MEET WITH YOUR ACADEMIC ADVISOR.
   • If your academic advisor’s name is not listed on your registration request form, talk to your academic department. If you have not declared a major, contact an academic advisor at the Academic Advising Center, 510 Gruening Building, 907-474-6396.
   • If you are from rural Alaska, visit Rural Student Services, 200 Brooks Building, 907-474-7871.
   • Students in certificate, AAS or AA programs should contact the Community and Technical College Student Advising and Registration Center at 604 Barnette St., 907-455-2800.

5 TURN IN YOUR REGISTRATION REQUEST FORM. Deliver your registration request form, along with any special-permission and/or individual or directed-study forms, to one of the following locations:
   • Office of Admissions and the Registrar (102 Signers’ Hall)
   • Academic Advising Center (510 Gruening Building)
   • Rural Student Services (main floor, Brooks Building)
   • 201 Bunnell Building
   • 101 Chapman Building
   • 194 or 308 Reichardt Building
   • 164 University Park
   • UAF Community and Technical College, 604 Barnette St.

You must go to the web and register for classes to complete the process. Submitting a signed registration request form does not mean you are now enrolled in classes. See page 6.

➔ IF YOU HAVE COMPLETED STEPS 1–5, YOU ARE READY TO REGISTER AS A DEGREE STUDENT (SEE PAGE 6).

Graduate Students

1 CONFIRM YOUR REGISTRATION STATUS
   a First-semester graduate students
      If you’re starting your graduate program this semester, follow steps 1–4 for Degree Students.
   b Continuing graduate students
      • Consult with your academic advisor and/or committee before registering.
      • If you register for a course that is not on your Graduate Study Plan, the course may not count toward your graduation requirements.
      • If your tuition is paid through a grant, fellowship or stipend, courses must be approved by your committee to be funded, and you must still go through the fee-payment process.

➔ IF YOU COMPLETED STEP 1A OR 1B, YOU ARE READY TO REGISTER AS A GRADUATE STUDENT (SEE PAGE 6).

Non-Degree Students

1 CHECK THE REQUIREMENTS
   • You are not working toward a degree and have not been accepted to a degree program.
   • You want to enroll as a non-degree student for the upcoming semester.
   • You will be subject to examination requirements for math, reading and English placement.
   • You must maintain a 2.0 GPA to remain in good standing.
   • You will not be eligible for financial aid.
   • You must meet regular admission requirements to become a degree student.

2 CONFIRM YOUR REGISTRATION STATUS
   a Continuing non-degree students
      You registered as a non-degree student at any UAF campus within the last two years.
Check www.uaf.edu/coursefinder/ for current course listings.
HOW TO REGISTER

Registration Online

It’s important to register for classes early to get the best choices. Once you have met with your academic advisor, you can get started. Step-by-step instructions, including a downloadable quick guide, are available at www.uaf.edu/register/. See page 3 for a list of dates and deadlines.

Starting summer semester 2014, there are two options for registering online through UAOnline, the traditional online registration and the new Schedule Planner.

Schedule Planner lets you enter breaks during your day for times you do not wish to take classes and gives you schedule options for courses you do want at times that best fit your schedule.

If you need help logging in, follow the instructions for claiming or resetting your information. For more help, contact the OIT Support Center at 907-450-8300, toll-free at 800-478-8226 or by email at helpdesk@alaska.edu.

Traditional Online Method

1. **At UAOnline** (http://uaonline.alaska.edu), log on to the secured area.
2. **Select “Student Services & Account Information,”** then “Registration.”
3. **Select “Schedule Planner”** then select the term and campus(es) you are interested in.
4. **Choose your search terms.** Click “Add Course” to add courses and “Add Break” to add times during the day that you do not wish to take classes, then click “Generate Schedules.” You can modify your search to include courses that are in wait-listed status by changing the “Course Status” option. You can also change your campus, term and course delivery options.
5. **View your schedule options.** Depending on your courses and breaks, there may be more than one schedule available. If no schedule is available, you may need to adjust your desired classes or break times.
6. **Send to cart.** Once you have selected a schedule, click “Send to Cart.” You will be redirected back to UAOnline. Choose “Complete Registration Changes” to register for your selected courses or “Save Cart” to return to it later. You can access your saved cart from the “Registration” menu at UAOnline.

*You must have cookies enabled in your browser to use Schedule Planner.*
obtain instructor approval to override the conflict. Once approval has been forwarded to the Office of Admissions and the Registrar, the conflicting courses will be available for you to add after you register for your other courses.

- **Registration hold.** If you have a registration hold, you may not register until the hold is removed by the initiating office. Registration holds may result from:

  » **Unpaid tuition and fees/outstanding balances on your student account** (e.g., parking fines, course fees). See the Bursar’s Office, or call 907-474-7384.
  
  » **Judicial/disciplinary holds.** See Student Services, or call 907-474-7317.
  
  » **Other registration holds.** See the Office of Admissions and the Registrar, or call 907-474-7500.
  
  » **UA system holds.** Because UAF is part of a statewide system, a hold at one unit of the University of Alaska will affect your registration at all UA units.

### Registration in Person

1. **In-person registration** is available at the Office of Admissions and the Registrar (102 Signers’ Hall) or UAF Community and Technical College (604 Barnette St).

### After You’ve Registered

1. **Pay tuition and fees** by the deadline (see page 3). A copy of your class schedule and estimate of tuition and fees can be obtained from UAOnline.

2. **Attend classes** beginning the first day of instruction. **Note:** you may be dropped if you do not attend the first class meeting without prior approval from your instructor.

3. **Buy your textbooks.** Select “Bookstores” for bookstore contact information. (Books are purchased through the bookstore website at [www.uaf.edu/bookstore/](http://www.uaf.edu/bookstore/), or in person at the UAF Bookstore in Constitution Hall.)

### Waitlisting

#### What waitlisting means

When a class is full, it is listed as “closed.” Some courses offer a waitlist option. If you want to be waitlisted for a closed class, select “waitlist” from the drop down menu on the registration screen at UAOnline and select “Submit Changes.” If you are registering in person, the Office of Admissions and the Registrar can put you on waitlists based on availability.

#### Restrictions on waitlisting

You will not remain on or have access to the waitlist for a class if:

- you are already enrolled or waitlisted in another section of the same course,
- the waitlisted class conflicts with another class in which you are enrolled or waitlisted,
- the waitlisted class would exceed your maximum allowed credits, or
- you have holds on your account.

After the first day of the semester, contact the instructor for permission to be added from the waitlist.

#### After you are waitlisted

You are not charged tuition for a waitlisted course until you are fully enrolled in the course. You must complete registration and pay tuition and fees for the other classes in which you are enrolled.

#### Your position on the waitlist

Use the web to check your status on a waitlist. You will receive an email notifying you when a space opens in the class. The email will be sent to the address you have designated as “preferred” under your personal information in UAOnline. To receive these notifications be sure your email is current and you have selected your preferred student email in UAOnline.

The email about your waitlisted class will instruct you to log in and add the course within a specified period of time (usually 48 hours from when the email is generated). If you take no action within the specified time frame, you will be dropped from the waitlist and the seat will be offered to the next person on the list. It is your responsibility to check your email regularly and to add yourself when a space opens in the class.

#### Start attending classes on the first day

Attend the first day of class for all waitlisted courses. Ask the instructor to add you from the waitlist if space becomes available.
Time limits on waitlisting
Waitlists are automatically updated until 48 hours prior to the first day of class by the Office of Admissions and the Registrar. If by the first day of class you are not enrolled in a course for which you are waitlisted, you must get special permission from the instructor of the course. If it appears you will not be able to enroll in a course for which you are waitlisted, you should select and enroll in a replacement class by the end of the add-drop period (fall 2014: Friday, Sept. 12; spring 2015: Friday, Jan. 23).

Fee payment for waitlisted classes
- Waitlisted classes appear on your schedule but are not included in the total number of credits needed to qualify for financial aid.
- Tuition and fees are calculated only for the credits you are officially enrolled in and do not include the waitlisted classes.
- If it appears you won’t get into the waitlisted class by the published last day to pay tuition and fees, you must immediately pay for any courses you are enrolled in to avoid late charges.
- No late add fee is charged if you are allowed into a class for which you were waitlisted after the published last day to pay tuition and fees, provided you pay for any other classes on time and pay for the waitlisted classes within five business days of registration.
- If you are waitlisted, it is your responsibility to check your registration status at UAOnline.

If, after you pay your tuition and fees, you are allowed into a class for which you have been waitlisted, payment must be made within five business days or late fees will apply.

Individual and Directed Study
To register for an individual or directed study course, pick up an approval form from the Office of Admissions and the Registrar, or download it from the web at www.uaf.edu/reg/forms/individual_directed_study.pdf. Have it signed by your instructor, the chair of the department in which the course is being taught and the dean of your school or college, attach a syllabus from your instructor, and submit it to the Office of Admissions and the Registrar. Individual study course numbers end in -97. Directed study courses may be found in the current UAF catalog. The course reference number for an individual study course will be assigned by the Office of Admissions and the Registrar after you register for your other classes.

Permission-Only Classes
To register for a class with a “by permission” restriction, speak with the instructor or the administrative assistant in the department offering the course about getting permission, which they can grant online. Once permission is granted, the appropriate courses will be available for you to add to your schedule via UAOnline.

Auditing a Class
Students who want to enroll in one or more courses for informational purposes may register as an auditor if space is available and auditing is permitted in the class. You pay the standard credit fees for the course, but the credits are not included in the computation of study load for full-time/part-time determination or for overload status or financial aid. If you want to audit a course for which you are already registered for credit, you must make the change by the end of the second full week of instruction and follow the add/drop process for changes to and from audit status in a course. Changing from credit to audit after this date requires the approval of the instructor of the course as well as your academic advisor. The deadline for late changes from credit to audit is the same as for student-initiated withdrawals.

Mandatory Course Placement
Make sure you’ve met writing, reading and math placement requirements and prerequisites or you will not be able to register for the following courses:
- All DEVE and ENGL courses
- All DEVM and MATH courses
- All core courses
- Other courses as specified by departments. See current placement information at www.uaf.edu/advising/placement/.

Credit/No-Credit Option
The credit/no-credit option enables you to enroll in courses without affecting your overall GPA. One elective course per semester can be taken under this option. You must apply for the option by the third Friday after the first day of instruction. Credit/no-credit option forms are available online at www.uaf.edu/reg/forms/credit_nocredit.pdf or at the Office of Admissions and the Registrar and may be turned in there.

Check www.uaf.edu/coursefinder/ for current course listings.
Overloads
If you are a student in good standing and register for more than 18 undergraduate credits, you must have a GPA of 3.0 or higher and written overload approval from your academic advisor.

eLearning & Distance Education
Location: 2175 University Ave. (corner of University Avenue and Davis Road.)
Hours: Mon.–Fri., 8 a.m.–5 p.m.
Extended Hours: Wed., 8 a.m.–7 p.m.
Phone: 907-479-3444 or 800-277-8060
Email: uaf-elearning@alaska.edu
Web: http://elearning.uaf.edu
Facebook: https://www.facebook.com/uafelearning
Twitter: https://twitter.com/uafelearning

eLearning & Distance Education offers more than 250 courses in 45 disciplines. Additionally, eLearning offers degrees and certificates completely online (http://elearning.uaf.edu/degrees/). eLearning courses follow all university calendars and deadlines and must be completed within the semester time frame. For a complete listing of eLearning courses, visit our website at http://elearning.uaf.edu.

How to register for eLearning & Distance Education courses
Current UA students should register using UAOnline or through their local campus. eLearning courses are viewable at UAOnline by selecting Campus “UAF – eLearning & Distance Ed” or by selecting “eLearning courses only” under Type of Course Delivery or either eLearning option in combination with your local campus and course delivery method. You can also register using the paper registration form included in this guide by adding eLearning courses and submitting the form to your local registration office. You may view a list of materials required for each course at the UAF Bookstore at www.uaf.edu/bookstore/.

Getting started
eLearning courses use the Blackboard Learning Management System. You are required to have reliable Internet access to complete the course. eLearning course access is through Blackboard (http://classes.uaf.edu).

Before the first day of instruction, you need to log in to Blackboard to learn about its navigation and resources and take the online orientation course. Order any required course material early to ensure you start the course on time. All course materials can be purchased at the UAF Bookstore or online at www.uaf.edu/bookstore/. Although course content won’t load into Blackboard until the first day of instruction, log in after you register. Upon registration, students will receive a Student Success Guide (also available online at https://elearning.uaf.edu/students/). Detailed instructions for accessing Blackboard are included, as well as other valuable information to help you succeed in your eLearning course(s).

Please see http://classes.uaf.edu for online instructions for using Blackboard. You may also contact the UAF Help Desk at 907-450-8300 or helpdesk@alaska.edu. Further Blackboard help can be acquired through our helpful eLearning staff at 907-479-3444 or by email at uaf-elearning@alaska.edu.

Helpful information for eLearning courses
- Log in to Blackboard right away to get familiar with the navigation and resources. Then on the first day of instruction, log in to Blackboard to review the syllabus and complete any first-week assignments. Your instructor may have specific deadlines during the first week of class.
- eLearning courses follow the university’s academic calendar and catalog. All UAF policies that apply to classroom courses also apply to eLearning courses. This includes academic dates, payment deadlines, drop/withdrawal deadlines, grading policies, registration deadlines, incomplete deadlines and the Student Code of Conduct.
- We also offer degrees and certificates completely online that can be taken from anywhere in the world, 24 hours a day, seven days a week. Review a complete list at http://elearning.uaf.edu/degrees/.
- Many (though not all) eLearning courses have proctored exams. Please check your course syllabus. A proctored exam means that a neutral, third-party person will verify your ID and supervise the exam. If you are in Fairbanks, you may take your proctored exam at the UAF Bookstore or online at www.uaf.edu/bookstore/.
exams at eLearning. No appointment is necessary. If taking an exam at eLearning, you do not need to locate a proctor or fill out the exam request form. If you need to locate a proctor outside the Fairbanks area, review our Exam page at https://elearning.uaf.edu/students/exams/.

**DID YOU KNOW…?**
eLearning and Distance Education offers full programs online, ranging from occupational endorsements to master’s degrees. http://elearning.uaf.edu

**CHANGING YOUR REGISTRATION**

**Closed or Canceled Classes**
Information about closed classes, cancellations, changes and additions is updated daily during the registration period. Check UAOnline (http://uaonline.alaska.edu) for changes to classes, but note that canceled courses will not appear at UAOnline. If you are registered for a class that is canceled for low enrollment or other reasons, you will be notified immediately by email.

**Making Changes on the Web**
You can add and/or drop courses on the web through the last day of late registration (see page 3 for dates and deadlines). Follow these steps and pay any tuition and fees by the last day of fee payment.

1. **Look up the course reference number** (CRN) for each course you want to add, and identify the CRN for any course you want to drop.
2. **Log on to UAOnline** (http://uaonline.alaska.edu) with your student ID number and PIN.
3. Under “Registration” go to “Register/Add/Drop.” Follow the instructions for dropping and adding courses. (Drop your courses first and then add — don’t try to do both at once.) Be sure to select “Submit Changes” when you have completed your changes. Select “Complete your registration” to finalize any changes made to your tuition and fees.
4. Be sure to log out of UAOnline when you are done.

**Making Changes in Person**
Complete an add/drop form (available at the Office of Admissions and the Registrar or at www.uaf.edu/reg/forms/).

- Your academic advisor’s signature is NOT required if you complete the transaction by the last day of late registration.
- After the last day of registration, your academic advisor’s and instructor’s signatures will be required for any additions if you are a degree student.
- If you are given permission to add a course after the last day to add, you will be charged a late add fee of $50.
- Pay attention to the drop dates — they affect refunds.
- **You must process any late add transactions only at the Office of Admissions and the Registrar or the CTC Student Advising and Registration Center. The signatures of the course instructor and your academic advisor are required after the published last day of registration.**

**Withdrawing from Courses**
Students can withdraw from course(s) until Friday, Oct. 31, for fall 2014 and Friday, March 13, for spring 2015. Get the appropriate withdrawal form from www.uaf.edu/reg/forms/ or from the Office of Admissions and the Registrar.

Got questions?
- For questions regarding registration, enrollment barriers, prerequisite overrides, contact UAF eLearning at 907-479-3444 or by email at uaf-elearning@alaska.edu.
- For questions regarding course selection and degree planning, students can contact the eLearning academic advisor at uaf-elearning@alaska.edu, 907-479-3444 or 800-277-8060.
- For questions regarding financial aid, students should contact the UAF Financial Aid Office at finaid@alaska.edu, 907-474-7256 or 888-474-7256.
- For questions about course wait listing, review the “Waitlist” section in this guide.

Check www.uaf.edu/coursefinder/ for current course listings.
**Check** [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.

### CHANGING YOUR REGISTRATION CONTINUED

**Withdrawing after the deadline**
Course withdrawals after the student-initiated withdrawal deadline are allowed only in exceptional cases and for serious and compelling reasons. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in the student’s immediate family; 2) medical emergency for the student or immediate family; and 3) factors outside the student’s control (e.g., fire or flood). Failing a course or avoiding an unsatisfactory grade is not an acceptable serious and compelling reason for seeking a late withdrawal or refund, and will not be approved. Failure to comply with published deadlines or regulations is also not a serious and compelling reason to seek a late withdrawal or refund.

Appeals for late withdrawals after the deadline must be submitted within 30 class days after the beginning of the next regular semester. Written explanation of the serious and compelling reason and appropriate documentation is required upon submittal. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact the Office of Admissions and the Registrar for more information.

**Faculty-initiated withdrawals**
If you don’t meet prerequisites for a course or if you haven’t participated substantially in a course you are enrolled in, the instructor has the right to withdraw you. If you are withdrawn from a course, you will be notified through your assigned university email account.

**Effect of withdrawing on financial aid**
If a student totally withdraws or drops courses after a refund has been issued, financial aid may need to be repaid from the student’s university account. If a balance remains on the account because of this, the student has five business days to pay or a late fee will be assessed and a hold placed on the account. Contact the Financial Aid Office for more information.

**Changing Majors**
Your major is printed on your registration request form and is considered official unless you change it. A completed change-of-major form must be submitted to be considered for a change of major. Forms can be obtained online at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/) or at the Office of Admissions and the Registrar.

**NOTE:**
- Students admitted for a semester that has not begun are not eligible to use the change-of-major form. Please contact the Office of Admissions and the Registrar.
- Pre-major students do not need to submit a change-of-major form to be changed to major status. This will occur once you meet major requirements. See pre-major information in the university catalog.

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**Want the fastest route to your degree?**

**DegreeWorks**
...your GPS to graduation.

- **Run** your own degree audit
- **View** progress toward your diploma
- **See** how your current courses apply to your graduation requirements
- **Determine** how changing your major will affect your graduation date
- **Track** progress of petitions

[www.uaf.edu/reg/degeworks/](http://www.uaf.edu/reg/degeworks/)
FREQUENTLY ASKED QUESTIONS

I’m not able to register online. Why not?

There can be a number of reasons:

❶ Did you submit your registration request form? Degree students must print their registration request form at UAOnline (http://uaonline.alaska.edu), have it signed by their academic advisor and return it to the Office of Admissions and the Registrar.

❷ Are you a non-degree student who hasn’t taken courses within the last two years? If so, you must submit a “No degree intended” application online. Visit UAOnline (http://uaonline.alaska.edu), select “Apply for Admission,” then select “New Student.”

❸ Do you meet the placement requirements or prerequisites?

❹ Do you have holds on your account? Check your registration eligibility at UAOnline (http://uaonline.alaska.edu). Select “View Holds” and contact the office where the hold was originated. If you have a registration hold, you may not register until the hold is removed by the initiating office. Registration holds may result from:

- Unpaid tuition and fees/outstanding balances on your student account (e.g., late fees, course fees). See the Bursar’s Office or call 907-474-7384.
- Parking fines. See Parking Services, or call 907-474-7275.
- Judicial/disciplinary holds. See Student Services or call 907-474-7317.
- Other registration holds. See the Office of Admissions and the Registrar or call 907-474-7500.

Since UAF is part of a statewide system, a hold at one unit of the University of Alaska will affect your registration at all UA units.

For other problems, contact the Office of Admissions and the Registrar at 907-474-7500 or registrar@uaf.edu.

What is a course override?

In some cases, your instructor may need to grant you a course override before you are allowed to register for a specific section. Common reasons for course overrides include:

- approval for waiver of a class prerequisite
- instructor or department approval required for registration
- course is restricted to certain majors, class standing, etc.
- approval for a time conflict
- approval to register for a closed (full) class, or
- permission to add a class from the wait list.

Only the primary instructor of the course can approve a course override for you.

I can’t log on to UAOnline. Help!

UAOnline allows you to log on using your UA username and password. These are the same credentials you use to log into webmail, Blackboard and many other applications at the University of Alaska. To find out your UA username or to reset your password, go to https://elmo.alaska.edu.

What is “enrollment verification”??

UAF is partnered with the National Student Clearinghouse to provide proof of enrollment electronically. Insurance companies accept national clearinghouse certificates. Once logged in to the secured area of UAOnline (http://uaonline.alaska.edu), select “Enrollment Verifications” from the “Student Services & Account Information” menu. Enrollment verification request forms may also be submitted to the Office of Admissions and the Registrar.
PAYMENT PROCESS

Fee Payment (All Students)

ALL PAYMENTS MUST BE RECEIVED BY THE PAYMENT DEADLINE. No paper bill will be sent.

Check your account and get a printout of your charges at UAOnline (http://uaonline.alaska.edu).

Students are not considered registered for any courses until all tuition and fees are paid or other payment arrangements have been made by the fee payment deadline.

An electronic bill will be generated for you on or about the 15th of each month and made available via UAOnline. A reminder will be sent via email each time a new bill is generated. It is your responsibility to check your email address regularly. A link on the UAOnline “Statement and Payment History” page will take you to the page where you can pay with credit card or electronic check. To view your bill, go to UAOnline and choose “Student Services & Account Information” from the main menu, then “Student Account,” then “Statement and Payment History.”

Other than tuition, fees, housing and dining, which are due according to the schedule on page 3, any charges owed to the university are due within 30 days of when they are incurred to avoid additional late fees.

Payment Options

Pay online: Pay with Visa/MasterCard/Discover or electronic check on the web at UAOnline (http://uaonline.alaska.edu). Be sure to review your account status after payment is confirmed.

Pay by mail: Mail your full payment to arrive by 5 p.m. on the fee payment deadline (see page 3). Payments received after this date will be assessed late fees. Make checks payable to UAF and mail to: University of Alaska Fairbanks, P.O. Box 757640, Fairbanks, AK 99775-7640.

Pay in person: See the schedule of dates and times on page 3.

NOTE: If you are paying with a debit card or have a daily limit on your credit card, contact your bank to tell them you are paying university tuition and fees to ensure your card won’t be declined.

International payments: Visit www.peertransfer.com/school/uaf/ to make a payment or for more information.

Consequences of Not Paying Tuition and Fees

Failure to pay your tuition and fees in full or make other payment arrangements by the final fee payment deadline may result in cancellation of your class schedule. UAF may withhold transcripts, grades and other services, and cancel meal plans and housing if you do not pay your financial obligations. If the university takes such action, you will still be responsible for your account balance in full. Registration may be withheld from any student who is delinquent in paying any amount due to the university.

The registration process is not complete until the student has paid all fees and charges due to the university. The university may drop you from your courses after the fee payment deadline if you owe a balance to the university. A $100 reinstatement fee will be charged to re-enroll in dropped courses. Students have until the fourth Friday of the semester to re-enroll in dropped courses.

Failure To Meet Financial Obligations

University policy requires a financial hold be placed on your student account if you fail to meet your financial obligations. The hold will prevent any registration, transcript or graduation activity.

Past due accounts may be sent to a collection agency. Interest, late fees and/or collection costs will be added to your account. Past due accounts may be reported to a local credit bureau. The university is authorized to garnish Alaska Permanent Fund Dividends for payment of past due accounts.

Graduate Students

If you are a graduate student who has been awarded a research or teaching assistantship or graduate fellowship, you must bring a copy of your contract letter to the Office of the Graduate School, 202 Eielson Building, every semester that your contract is valid to have your tuition scholarship and graduate student health insurance payments posted to your account.

If you have questions, please contact the Graduate School at 907-474-7464, Monday–Friday, 8 a.m.–5 p.m. (Alaska time).
## Tuition

### Tuition by course level

<table>
<thead>
<tr>
<th>Course level</th>
<th>Resident (per credit)</th>
<th>Non-resident (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100–200</td>
<td>$174</td>
<td>$618</td>
</tr>
<tr>
<td>300–400</td>
<td>$210</td>
<td>$654</td>
</tr>
<tr>
<td>600</td>
<td>$403</td>
<td>$823</td>
</tr>
</tbody>
</table>

### 2014–2015 resident tuition schedule

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Resident lower level (050-299)</th>
<th>Resident upper level (300-499)</th>
<th>Resident graduate level (600-699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$174</td>
<td>$210</td>
<td>$403</td>
</tr>
<tr>
<td>2</td>
<td>$348</td>
<td>$420</td>
<td>$806</td>
</tr>
<tr>
<td>3</td>
<td>$522</td>
<td>$630</td>
<td>$1209</td>
</tr>
<tr>
<td>4</td>
<td>$696</td>
<td>$840</td>
<td>$1612</td>
</tr>
<tr>
<td>5</td>
<td>$870</td>
<td>$1050</td>
<td>$2015</td>
</tr>
<tr>
<td>6</td>
<td>$1044</td>
<td>$1260</td>
<td>$2418</td>
</tr>
<tr>
<td>7</td>
<td>$1218</td>
<td>$1470</td>
<td>$2821</td>
</tr>
<tr>
<td>8</td>
<td>$1392</td>
<td>$1680</td>
<td>$3224</td>
</tr>
<tr>
<td>9</td>
<td>$1566</td>
<td>$1890</td>
<td>$3627</td>
</tr>
<tr>
<td>10</td>
<td>$1740</td>
<td>$2100</td>
<td>$4030</td>
</tr>
<tr>
<td>11</td>
<td>$1914</td>
<td>$2310</td>
<td>$4433</td>
</tr>
<tr>
<td>12</td>
<td>$2088</td>
<td>$2520</td>
<td>$4836</td>
</tr>
<tr>
<td>13</td>
<td>$2262</td>
<td>$2730</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$2436</td>
<td>$2940</td>
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</tr>
<tr>
<td>15</td>
<td>$2610</td>
<td>$3150</td>
<td></td>
</tr>
</tbody>
</table>

### 2014–2015 non-resident tuition schedule

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Non-resident lower level (050-299)</th>
<th>Non-resident upper level (300-499)</th>
<th>Non-resident graduate level (600-699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$618</td>
<td>$654</td>
<td>$823</td>
</tr>
<tr>
<td>2</td>
<td>$1236</td>
<td>$1308</td>
<td>$1646</td>
</tr>
<tr>
<td>3</td>
<td>$1854</td>
<td>$1962</td>
<td>$2469</td>
</tr>
<tr>
<td>4</td>
<td>$2472</td>
<td>$2616</td>
<td>$3292</td>
</tr>
<tr>
<td>5</td>
<td>$3090</td>
<td>$3270</td>
<td>$4115</td>
</tr>
<tr>
<td>6</td>
<td>$3708</td>
<td>$3924</td>
<td>$4938</td>
</tr>
<tr>
<td>7</td>
<td>$4326</td>
<td>$4578</td>
<td>$5761</td>
</tr>
<tr>
<td>8</td>
<td>$4944</td>
<td>$5232</td>
<td>$6584</td>
</tr>
<tr>
<td>9</td>
<td>$5562</td>
<td>$5886</td>
<td>$7407</td>
</tr>
<tr>
<td>10</td>
<td>$6180</td>
<td>$6540</td>
<td>$8230</td>
</tr>
<tr>
<td>11</td>
<td>$6798</td>
<td>$7194</td>
<td>$9053</td>
</tr>
<tr>
<td>12</td>
<td>$7416</td>
<td>$7848</td>
<td>$9876</td>
</tr>
<tr>
<td>13</td>
<td>$8034</td>
<td>$8502</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>$8652</td>
<td>$9156</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$9270</td>
<td>$9810</td>
<td></td>
</tr>
</tbody>
</table>

### How Tuition Is Calculated

Tuition is determined by the following:
- the number of credit hours in which you are enrolled,
- the level (e.g., 100-level, 200-level) of the course, and
- your residency status.

Students taking 4 or fewer credits are charged at the resident rate.

An online tuition calculator is available at www.uaf.edu/register/tuition/.

### Full-Time Status

You are considered a full-time student if you enroll in 12 or more credits as an undergraduate or 9 or more credits as a graduate student.

### Resident and Non-Resident Tuition

All students should check their residency status and tuition charges each semester when they register. Electronic processes, such as a new application, may cause a student’s status to change from one semester to the next.

In general, students are expected to have resided in Alaska for the prior two years to be eligible for resident tuition. However, there are additional criteria to meet the eligibility requirements. In the past two years, students must NOT have:
- been absent from Alaska for an aggregate of more than 120 days other than documented absences due to illness or attendance at another educational institution while maintaining Alaska residency;
- acted inconsistently with Alaska residency, such as claiming residency in another state or voting as a resident of another state;
- registered as a resident at an educational institution in another state; or
- paid tuition at the University of Alaska Western Undergraduate Exchange program rate.

Proof of eligibility for the Alaska Permanent Fund Dividend is the standard accepted documentation of...
residency. You also need to complete a UAF residency application. Other specific proof of residency, as outlined at [www.pfd.state.ak.us](http://www.pfd.state.ak.us), may be accepted.

- PFD proof of eligibility — Submit a copy of your most recent Form 1099 or go to [http://pfd.alaska.gov](http://pfd.alaska.gov), click on “Check Application Status,” follow the instructions, print the final page that shows “approved, paid, or eligible” and submit it with your UAF residency application.

Students graduating from a qualified Alaska high school within one year of enrollment AND enrolling in a degree program will automatically be considered residents when they provide their high school transcript.

Other exemptions of the non-resident surcharge may be permissible. More information may be obtained at [www.uaf.edu/admissions/pdf/res_tuition_app.pdf](http://www.uaf.edu/admissions/pdf/res_tuition_app.pdf).

**Senior Citizen Tuition Waiver**

UA Board of Regents policy waives regular tuition for Alaska residents at the age of eligibility for full Social Security retirement benefits. You are eligible to use the senior citizen tuition waiver and enroll in UAF courses if:

- you are a permanent resident of Alaska;
- you are age-eligible to receive full Social Security retirement benefits; and
- there is space (i.e., no waitlist) in the class or classes you want.

You must register in person and not until the first day of instruction to use a senior tuition waiver. You must meet both age and residency requirements by one of the following dates to be eligible for the corresponding semester: Sept. 1 for fall; Jan. 1 for spring; May 1 for summer. Reimbursements will not be made to senior citizens who pay for a course and then request a waiver. Please call 907-474-7384 for more information.

**Employee Tuition Waiver**

Employee tuition waivers cover the cost of 16 credits per academic year (up to 8 credits per semester) for university employees. Tuition waivers are accepted for the current semester and cannot be applied to prior terms. Other criteria:

- Tuition waivers cover tuition only.
- The employee must have been employed for at least six months prior to the first day of instruction.
- Tuition waiver forms must be turned in by the fee payment deadline.
- The employee is responsible for paying all other fees by the payment deadline.
- Tuition waivers must be signed by the employee. A supervisor’s signature is required if the class takes place during the employee’s work day.
- Reimbursements will not be made to employees/dependents who pay for a course or courses and later become eligible for the waiver.
- Dependents must be under the age of 24 on the first day of instruction to be eligible.
- Waivers found to be ineligible will be reversed and the students will be responsible for payment of the waived tuition.
- Late fees and payment deadlines apply to those using tuition waivers.

To be eligible for education benefits, undergraduate students must maintain a 2.0 cumulative GPA; graduate students must maintain a cumulative GPA of 3.0.

Please mail or fax waivers well in advance of the last day of fee payment to the Office of the Bursar at P.O. Box 757640 or 907-474-5898. You may also email the waiver to uaf-bursar@alaska.edu.
## Fees

### 2014–2015 Fee Schedule

<table>
<thead>
<tr>
<th>Required General Fees (both resident and non-resident)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ASUAF fee (3 credits or more)</td>
<td>$42</td>
</tr>
<tr>
<td>Athletics (required for 3 credits or more)</td>
<td>$10 per credit to a maximum of $120</td>
</tr>
<tr>
<td>Health insurance</td>
<td></td>
</tr>
<tr>
<td>• Semester (9 credits or more; may be waived if the student has insurance)</td>
<td>Fall: not set*</td>
</tr>
<tr>
<td>• Other health insurance options available (may be waived if the student has insurance)</td>
<td>Spring/Summer: not set*</td>
</tr>
<tr>
<td>Student Health Center fee (9 credits or more)</td>
<td>$110</td>
</tr>
<tr>
<td>Student Recreation Center (optional for 3–8 credits, required for 9 credits or more)</td>
<td>$75</td>
</tr>
<tr>
<td>Student sustainability fee (3 credits or more)</td>
<td>$20</td>
</tr>
<tr>
<td>Technology fee (4 credits or more)</td>
<td>$5 per credit to a maximum of $60</td>
</tr>
<tr>
<td>Transportation (4 credits or more)</td>
<td>$13</td>
</tr>
<tr>
<td>UA network fee (3 percent applied on a course-by-course basis to tuition)</td>
<td>varies</td>
</tr>
<tr>
<td>Wood Center Student Life fee (9 credits or more)</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Meal Plans** (four options available)  
$750–2,500

### Residence Hall

<table>
<thead>
<tr>
<th>Semester Expenses</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double room/twin occupancy</td>
<td>$1,961</td>
</tr>
<tr>
<td>Single room</td>
<td>$2,406</td>
</tr>
<tr>
<td>Cutler Apartment Complex (includes winter break)</td>
<td>$2,205–3,209</td>
</tr>
<tr>
<td>Double room/single occupancy</td>
<td>$2,888</td>
</tr>
<tr>
<td>Fairbanks campus family housing</td>
<td>$790–1,562</td>
</tr>
</tbody>
</table>

### Parking Permit (Student)

<table>
<thead>
<tr>
<th>Semester Expenses</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall — 8 or fewer credits</td>
<td>$41</td>
</tr>
<tr>
<td>Fall — 9 or more credits</td>
<td>$78</td>
</tr>
<tr>
<td>Spring — 8 or fewer credits</td>
<td>$41</td>
</tr>
<tr>
<td>Spring — 9 or more credits</td>
<td>$78</td>
</tr>
<tr>
<td>Annual</td>
<td>$143</td>
</tr>
</tbody>
</table>

### Estimated textbook cost

<table>
<thead>
<tr>
<th>Estimated textbook cost (depends on course load and selection)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-vehicle</td>
<td>additional $10</td>
</tr>
</tbody>
</table>

*Rate unavailable at time of printing. NOTE: all fees subject to change; see www.uaf.edu/register/ for most updates.

### Basic Student Fees

**Course Fees**

Some courses require special materials, supplies or services and require a material fee in addition to tuition. Check course listings to see if material fees are required for any of your classes.

**ASUAF**

Cost: $42 per semester.  
**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 or more credits.

**What’s covered:** Associated Students of the University of Alaska Fairbanks (ASUAF) represents student views and concerns to the university administration, board of regents and Alaska Legislature. The ASUAF fee also partially funds publication of the UAF student newspaper, the Sun Star; the student-managed ASUAF Concert Board; and KSUA, the student radio station and other media. Other services provided through ASUAF include a free half-hour attorney consultation, academic travel funding, international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit www.asuaf.org.

Check www.uaf.edu/coursefinder/ for current course listings.
Athletics

Cost: $10 per credit hour (to a maximum of $120 per semester).

Who pays: All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 3 or more credits.

What’s covered: The Athletics fee provides admission to all home athletic competitions. Admission will only be guaranteed until the start of each event. Fee excludes post-season competitions. For further details regarding event/ticket policies visit www.alaskananooks.com.

Health Insurance

Cost: Not available at time of printing. See www.uhcsr.com/selfservicesupport/students/CollegeHome.aspx for rates.

Who pays: Students enrolled in 9 or more credits, students living in university housing and all international students with F-1 and J-1 visas (including Canadian students) must have health insurance coverage. If you do not already have health insurance, you must buy the student health insurance coverage provided through the university. Coverage is not valid until your account is paid or you are enrolled in a payment plan. Departments such as the Student Health and Counseling Center, Residence Life (housing) and the Office of International Programs may request proof of insurance from you at any time during the semester. Insurance is optional for students enrolled in 6–8 credit hours.

To be eligible for the UAF student insurance plans, students must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Correspondence, home study, Internet and distance education courses alone do not fulfill the eligibility requirements that the student actively attend classes. You must take at least 3 credits of on-campus (in the classroom) courses in order to meet eligibility requirements. Remaining credits may include correspondence, home study, Internet or distance education courses.

Students taking 6 or more credit hours who do not meet eligibility requirements because they are not physically attending classes may enroll in the plan on a voluntary basis using the Distance Education enrollment form and paying the Distance Education rate. Distance Education enrollment forms are available at the Student Health and Counseling Center or from the Student Resources website at www.uhcsr.com/selfservicesupport/students/CollegeHome.aspx.

What’s covered: Most accidents and acute illnesses up to a specified maximum amount per illness or injury. For more details, see the health insurance brochure at www.uhcsr.com/selfservicesupport/students/CollegeHome.aspx.

How to pay: Insurance is not automatically charged to your account. You must add the health insurance fee to your bill during fee payment. You can also add the insurance premium at UAOnline (http://uaonline.alaska.edu) or by visiting the Bursar’s Office in Signers’ Hall. Distance Education students — see the note above under “Who pays.”

Waivers: International students on F-1 and J-1 visas (including Canadian students) who meet specified requirements may get a waiver signed at the Office of International Programs 907-474-5327.

Parking Permit

Cost: fall 2014/spring 2015, single vehicle, $41 for 8 or fewer credits; $78 for 9 or more credits; $143 annual permit. With any of these permit options, for an additional $10, two or more vehicles (up to a total of four) may be registered for the Multi-Vehicle option. The hang tag allows one vehicle to be parked on campus at a time. (Campus residents may not purchase the multi-vehicle option. Employees are not eligible to purchase parking permits at student rates.)

Costs are based on the combined total credit hour enrollment at UAF, Community and Technical College, eLearning and Distance Education, or any class held at a UAF location where credit is given through another location.

Who pays: Students who choose to park a vehicle at any on or off-campus UA, UAF, or Community and Technical College location are required to have a parking permit or permit displayed on the vehicle at all times, including evenings.

What’s covered: Parking in permit-required and general use lots/spaces at any on or off-campus UA, UAF, or Community and Technical College location in Fairbanks.

How to get your permit: Request your permit through UAF’s online parking system at www.uaf.edu/finerv/bursar/parkingservices/. Select the type of parking permit/s needed, your delivery option and payment method. You may instantly print a two-week temporary permit for use until your permit arrives in the mail or you pick it up.
**Semester Expenses**

**How to pay:** Complete your permit purchase at UAF’s online parking system at [www.uaf.edu/finserv/bursar/parkingservices/](http://www.uaf.edu/finserv/bursar/parkingservices/). Payment options are MasterCard, Visa, Discover or “student account,” if you have added parking to your student account. You may also pay for the permit at UAOnline or at the Bursar’s Office in Signers’ Hall or 116 Eielson.

**How to get your permit:** Depending on the method chosen, you may pick up the permit at the location indicated at the time of purchase, or if the mail option was chosen, it will be mailed to you. Permits may also be picked up at the Bursar’s Office in Signers’ Hall or 116 Eielson, bring your current state vehicle registration with you to ensure correct info for your file.

It is the responsibility of all students parking a vehicle on any UAF property (on or off-campus) to be knowledgeable of UAF parking regulations, available online at [www.uaf.edu/finserv/bursar/parkingservices/](http://www.uaf.edu/finserv/bursar/parkingservices/).

For more information, call 474-PARK (7275), email uaf-parkingservices@alaska.edu or “chat” online at [www.uaf.edu/finserv/bursar/parkingservices/](http://www.uaf.edu/finserv/bursar/parkingservices/).

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**Student Health and Counseling Center**

**Cost:** $110 per semester.

**Who pays:** Students enrolled in 9 credits or more (optional for students taking 6–8 credit hours), students living in university housing, and all students purchasing student health insurance.

**What’s covered:** Basic medical and counseling services at the Student Health and Counseling Center on the Fairbanks campus. See [www.uaf.edu/chc/](http://www.uaf.edu/chc/) for more information.

**Waivers:** Students who meet all of the following conditions may waive the Student Health and Counseling Center fee: 1) no courses on the Fairbanks campus or at University Park, 2) not living in university housing and 3) not purchasing the university student health insurance plan. Pick up a student health center fee waiver form from the UAF Bursar’s Office on the Fairbanks campus, or call the Student Health and Counseling Center at 907-474-7043.

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**Student Recreation Center**

**Cost:** $75 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 9 or more credits (e-learning classes do not count towards this total). Fairbanks-area students enrolled in 3–8 credits have the option of paying the SRC fee.

Fairbanks-area students enrolled in 1–2 credits do not have the option. Students taking courses outside the Fairbanks area are not required to pay the fee.

**What’s covered:** The SRC fee covers use of the SRC and its facilities. Anyone under the age of 18 using the SRC and its facilities must be accompanied by a parent or guardian whose minimum age is 21, unless he/she is a full-time UAF student. For more information call 907-474-5886.

---

**Student Sustainability Fee**

**Cost:** $20 per semester.

**Who pays:** Students enrolled in 3 or more Fairbanks section credits (Fairbanks or UAF Community and Technical College sites).

**What’s covered:** The student sustainability fee is a student-initiated fee that is invested in energy-efficiency programs and renewable-energy projects at UAF.

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**Technology**

**Cost:** $5 per credit hour (to a maximum of $60 per semester).

**Who pays:** All students.

**What’s covered:** The fee remains at the campus at which it was collected and is used to support technology that enhances academics.

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**Transportation**

**Cost:** $13 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) taking 4 credits or more per semester during fall or spring semesters.

**What’s covered:** The transportation fee pays a portion of the costs of operating shuttle buses that provide transportation throughout campus and to various university facilities off campus.

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**UA Network Fee**

**Cost:** 3 percent of tuition.

**Who pays:** All students.

**What’s covered:** The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide technology infrastructure. The 3 percent network charge is applied on a per credit hour basis (rounded to the nearest dollar) to tuition, non-resident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is $5.

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Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Wood Center Student Life

**Cost:** $35 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks campus or UAF Community and Technical College sites) enrolled in 9 credits or more. Students taking courses outside the Fairbanks area are not required to pay the fee.

**What’s covered:** The Wood Center student life fee supports Nanook traditions such as Starvation Gulch, Winter Carnival and SpringFest as well as student activities and student life programs.

OTHER FEES

### Application for Admission

**Cost:** $40–$60

**Who pays:** Applicants to certificate and associate degree programs should include $40 with their admissions application; applicants to baccalaureate programs should include $50; applicants to graduate programs, $60.

**What’s covered:** Assessment and processing of prospective student applications.

### Campus Housing

**Fairbanks campus single-student housing**

**Cost:** $355 deposit ($40 non-refundable application fee; $315 refundable damage deposit).

- Double rooms, $1,961
- Single rooms, $2,406 (extremely limited availability)
- Cutler Apartment Complex, $2,205–$3,209 (includes winter break)
- Double room/single occupancy, $2,888 (extremely limited availability)

**Fairbanks campus family/graduate housing**

**Cost:** $50 non-refundable application fee

- $600 damage deposit ($300 due when you are assigned a housing unit; $300 due at check-in)
- One-to three-bedroom apartments: $790–$1,562

### Residence hall phone line

To request a landline in your room, please email your request, including your contact information, to uaf-housing@alaska.edu.

### Credit by Examination

**Cost:** $40 per credit hour.

**Who pays:** Students using the credit-by-exam option for earning UAF course credit.

**What’s covered:** The fee pays for coordinating the exam or other evaluation requirements between student and professor, grade recording and transcription.

### Credit for Prior Learning

**Cost:** $50 fee payment plus $10/credit hour for credits earned

**Who pays:** Students using the credit for prior learning option to earn UAF course credits.

**What’s covered:** The fee pays for the portfolio or license/certificate review by faculty. If credit is awarded, the fee per credit hour earned pays for grade recording and transcription. For more information visit [www.uaf.edu/advising/](http://www.uaf.edu/advising/).

### eLearning & Distance Education

**Cost:** $25 per credit hour

**Who pays:** Students enrolled in an eLearning & Distance Education course.

**What’s covered:** The fee pays for academic and advising support, online student resources, exam proctoring services, technology upgrades and enhancements to course delivery.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Late Add / Late Registration Fee

Cost: $50

Who pays: Students given permission to add a full semester length class after the last day to pay tuition and fees will be charged a late registration fee of $50 that must be paid within five business days. This includes add/drop (swap) courses. No late fee will be charged when:
- you add a late start course during the regular registration period for that course, or
- you are moved into a class for which you were waitlisted, or
- you change from one section to a different section of the same course, or
- you add a graduate thesis or research credits, or
- you add a course to replace a canceled course in which you were previously enrolled, or
- you are moved to a lower or higher level of a course (i.e. MATH F107x to DEVM F105) due to instructor’s recommendation.

This fee is refundable only if all classes for which you have registered are canceled. See the Registration Details “Changing your registration” section for the procedure for adding a class.

What’s covered: Processing of late registration.

Late Payment Fees

Cost: $100 for 1st; $150 for 2nd; $35 per month for late payment plan payments

Who pays: All students who have missed the fee payment deadline and have a balance of $300 or more. An additional $150 fee will be added to accounts which are not paid in full by the withdrawal deadline.

What’s covered: Processing of late payments.

Meal Plans

Cost: $750–$2,500 per semester

Who pays: All residence hall students are required to purchase a meal plan, with the exception of residents living in Cutler Apartment Complex, Sustainable Village and graduate students. Students who do not live on campus but are interested in purchasing a meal plan can contact Dining Services at 907-474-6661 or uaf-dining@alaska.edu. Please review your dining contract for more details. All prices are per semester.

What’s covered: Meal plans will have two forms of payment: block meals and Munch Money. Block meals offer the flexibility to select an entire meal or individual items from each of the available food stations. Munch Money may be used at all dining and most vending locations on campus. Munch Money will not roll over into the next academic year.

More information will be available April 2014 at www.uaf.edu/dining/.

- Meal plans and Munch Money can be purchased from Dining Services at 118 Eielson. Applications are available online at www.uafdining.com; click on Meal Plans.
- NOTE: Wood Center dining locations are closed during UAF winter and spring breaks.

New Student Orientation

Cost: $75 for fall and $35 for spring, covers all programs, except special Outdoor Adventures activities.

Who pays: Any new student may participate in UAF New Student Orientation on the Fairbanks campus. New Student Orientation is required for all first-year baccalaureate degree students (regardless of the number of college credits earned) and international students (undergraduate F-1 and international exchange J-1 visa status). Domestic transfer students are also encouraged to attend.

What’s covered: All materials, sessions, general entertainment and meals not included in student meal plans.

Payment Plan

Cost: $30–$75 depending on when you sign up. Discount only applies to online enrollment via UAOnline.

Who pays: Students who are unable to pay all tuition and fees at the beginning of a semester.

What’s covered: Budgeting by distributing the costs of tuition and fees over up to five payment dates. Payment plans are available for UAF students via their UAOnline account (Note: only UAF offers this option). A down payment and enrollment fee is required at time of enrollment.

The earlier you enroll, the more payment plan options are available, so enroll early!
**FEES CONTINUED**

**Post Office Box**

Cost: $45 per box per semester, $90 annual, $30 summer only.

Who pays: Students who wish to receive U.S. Postal Service mail on campus may rent a post office box in the full service post office located in Constitution Hall or add it to their UAOnline account. USPS mail is delivered on campus to post office boxes only, not to street addresses.

What’s covered: Post office box space, postal and mail forwarding services.

**Returned Check Fee**

Cost: $30

Who pays: If a check is returned for any reason, a hold will be placed on the student’s account which will prevent the student from registering, viewing grades, participating in graduation activities and receiving transcripts until the check clears and a $30 fee is paid.

What’s covered: Processing of returned checks

**Reinstatement Fee**

Cost: $100

Who pays: Students dropped from classes due to non-payment will be charged $100 to have classes reinstated.

What’s covered: Reinstatement processing

**Textbooks**

Cost: Varies according to course load. You can expect to pay about $250 to $1,100 per semester for textbooks. The cost for books averages about $90–$115 per course.

Who pays: Students in classes with required texts.

What’s covered: Texts, assigned readings or other course materials assigned by instructors. Visit www.uaf.edu/bookstore/ for more information.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
CANCELED COURSES

If your class is canceled, you may add another class of equal credit and level at no additional tuition cost. You must pay any additional fees. If you do not add a replacement course, the Bursar’s Office will automatically process a credit to your account.

ADD/DROP (SWAP)

For a complete schedule of refund dates and criteria, refer to the table above.

- A 100 percent swap of tuition only is allowed only if the drop and/or add is done on the same day during two weeks following the last day to pay tuition and fees.
- If an upper-level class is swapped for a lower-level class, the difference is refundable at 100 percent through the 100 percent tuition and fees refund period for that semester.
- If a lower-level class is swapped for an upper-level class, the student must pay the difference.
- Late fees apply for added classes.

FEE REFUNDS

Student Health Center, technology, network, transportation, student life, athletic, orientation, ASUAF, laboratory, material and miscellaneous fees are not refunded after the last day to pay tuition and fees. Parking permits purchased and not received or purchased and returned by the fee payment deadline are refundable, less a $5 processing fee. Health insurance will be credited to your account if a total withdrawal takes place within the first 31 days of the insurance policy coverage. If you withdraw for medical reasons, you may appeal the reversal of your insurance enrollment with the Student Health and Counseling Center.

EXCEPTIONS TO POLICY:

Appeal for Refund of Tuition

Appeals for refund of tuition are exceptions to policy and are only allowed in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside student's control (for example, fire, flood). Not receiving expected financial aid, or failing to comply with published deadlines or regulations are not serious and compelling reasons to seek a refund and will not be approved.

Appeals for refund of tuition must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for refund of tuition are available online at www.uaf.edu/finser/bursar/, through the Bursar’s Office in Signers’ Hall at the Fairbanks campus or through local campus student services offices. Once received, the appeal will be evaluated by a campuswide committee which will return a decision to
the student. The decision of the committee is final and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact the UAF Bursar’s Office for more information.

In order for the committee to consider your appeal for a refund for a class, you must be fully withdrawn from the class. To withdraw from your class or classes, complete the Total Withdrawal or Late Withdrawal form (whichever is appropriate) and submit it to the Office of Admissions and the Registrar. Forms can be found online at www.uaf.edu/reg/forms/ or at the Office of Admissions and the Registrar.

Refund Processing

Financial aid will be disbursed to student accounts on the first day of class and the Bursar’s Office will begin processing refunds at that time. Contact the Bursar’s Office for an advance of funds if you need your funds for books and supplies.

Refund processing is automatic for students who officially drop courses by published refund deadlines. Remember to return parking permits if you drop during the 100 percent refund time.

All refunds are processed electronically or by mail. The Bursar’s Office does not issue refund checks for amounts less than $10. It is your responsibility to check your account and contact the Bursar’s Office to receive your refund as cash or to apply it to your PolarExpress card as a nonrefundable payment.

If you paid tuition and fees by credit card only, the card will be credited up to the amount charged.

If your tuition was paid through external sources such as financial aid, federal loans, scholarships or grants, you will receive your refund as a check sent to your mailing address of record or direct-deposited in your bank account.

Your refund is subject to federal regulations. If you receive a refund due to dropped classes or a total withdrawal, you may no longer qualify to receive scholarships or financial aid. In that case, the funds may be returned to the lender or grantor pursuant to all applicable rules and regulations.

If you paid by cash or check, a refund check will be sent to your mailing address of record, or direct-deposited in your bank account. If you notify the Bursar’s Office that you have not received the check due to an incorrect address, a fee of $18.50 will be charged for all checks reissued due to a stop pay request by the student. Please be sure your current mailing address is on file.

If you paid your tuition and fees by check, refund processing will begin after your check has cleared the bank.

Any balance owed to the university will be deducted from your refund.

Students who drop during the 100 percent refund period and want to maintain health insurance coverage should contact the Student Health and Counseling Center at 907-474-7043.

Direct Deposit of Refunds

Enrolling in direct deposit allows your refunds to be electronically deposited into your bank account. It’s simple, safe and convenient. Enrollment is available through our secure self-service website. Sign up for direct deposit of your refund through UAnline (http://uaonline.alaska.edu) by following these steps:

- At the “Student Services & Accounting Information” menu select the “Direct Deposit Enrollment” link.
- Select “1st time setup of direct deposit”
- Select the account type
- Enter the bank routing code
- Enter account number
- Re-enter account number
- Select “Submit”

Once processed by the Bursar’s Office, direct deposit takes 3–5 business days to disburse to your bank account.
Many students receive some sort of financial aid from either the state of Alaska, federal government or institutional programs. Complete the required FAFSA (Free Application for Federal Student Aid, online at www.fafsa.ed.gov); the application process may take up to six weeks. The Financial Aid Office, located in 107 Eielson, has all the necessary applications. The majority of financial aid awards will appear as credits applied to your student account, unless you are receiving a check from an outside agency.

Financial Aid Reminders
To be eligible for financial aid, you must:
- Be admitted to a UAF degree or certificate program and meet satisfactory academic progress standards.
- Be an undergraduate enrolled in 12 or more credits (or a graduate student enrolled in 9 or more graduate-level credits) if receiving full-time funding. Waitlisted, audit and year-long correspondence study classes do not count toward determining your full-time student status.

Complete online entrance counseling if receiving a Federal Direct Loan for the first time.

If your guaranteed financial aid or loans will not arrive before the last day to pay tuition and fees, you must arrange for a payment plan with the Bursar’s Office.

Before the last day of fee payment, you must make arrangements to pay tuition and fees, including housing if you are living on campus. A payment plan can be arranged if disbursement of financial aid for fall 2014 will be delayed past the payment deadline (see page 3). You must pay tuition and fees by that time or late fees will apply. Contact the Bursar’s Office if you are interested in setting up a payment plan.

To verify that financial aid has arrived at UAF and is available for disbursement:
- go to the financial aid website, www.uaf.edu/finaid/ and select “Check Your Aid Status,” or
- log on to UAOnline (http://uaonline.alaska.edu), or
- contact the Financial Aid Office, 107 Eielson Building, 907-474-7256, 907-888-474-7256 or uaf-financialaid@alaska.edu.

Financial Aid Programs

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Need-based?</th>
<th>Enrollment Status</th>
<th>Requires Program Admission</th>
<th>Amount (Prorated for PT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKAdvantage Grant</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$3,000 max</td>
</tr>
<tr>
<td>Alaska FEL (Family Education Loan)</td>
<td>No</td>
<td>FT only</td>
<td>Yes</td>
<td>$6,500 for vocational; $8,500 for undergraduate</td>
</tr>
<tr>
<td>Alaska Performance Scholarship</td>
<td>No</td>
<td>PT (at least halftime)</td>
<td>Yes</td>
<td>Varies, up to $4,755 per year</td>
</tr>
<tr>
<td>Alternative Loans</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>ASEL (Alaska Supplemental Educational Loan)</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$6,500 max for vocational; $8,500 max for undergraduate</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>FSEOG (Federal Supplemental Educational Opportunity Grant)</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies by institution; up to $4,000 per year</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>Yes</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>PLUS (Parent Loan for Undergraduate Students)</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Cost of attendance minus other aid received</td>
</tr>
<tr>
<td>Scholarships</td>
<td>No</td>
<td>FT (varies)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>Stafford Subsidized Loan</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Depends on year in school and dependency status; max $3,500 for first-year students</td>
</tr>
<tr>
<td>Stafford Unsubsidized Loan</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Depends on year in school and dependency status; max $7,500 for first-year students</td>
</tr>
<tr>
<td>TEACH Grant</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>$4,000 max for undergraduate</td>
</tr>
<tr>
<td>Teacher Education Loan (TEL)</td>
<td>No</td>
<td>FT only</td>
<td>Yes</td>
<td>$7,500 annual limit</td>
</tr>
<tr>
<td>UA Grant</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$1,000 max</td>
</tr>
<tr>
<td>VA Benefits</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>Max benefit determined by VA</td>
</tr>
<tr>
<td>Winn-Brindle Memorial Education Loan</td>
<td>No</td>
<td>FT only</td>
<td>Yes</td>
<td>Up to cost of attendance</td>
</tr>
</tbody>
</table>

PT = at least 1 credit   FT = 12 credits for undergraduate students

Check www.uaf.edu/coursefinder/ for current course listings.
UAF Communication by Email

UAF uses email to communicate with students on many important matters. Email is often the only way some information is distributed, so it is important that you regularly check your university email address or forward mail from your UAF address to an address you check frequently. The university automatically assigns each student an official UAF email account when the student enrolls (except students whose primary registration is through Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim or Northwest campuses). If you have multiple UAF email accounts, you should forward them to the one you check most often. You are responsible for knowing — and, when appropriate, acting on — the contents of all university communications sent to your official UAF email account.

All notifications regarding waitlisted courses will be sent to your student preferred email address. To receive these important notifications, be sure your email is current and you have selected your preferred student email at UAOnline (http://uaonline.alaska.edu): select “Personal Identification” tab, then click on “Update Student Preferred Email Address.”

If you want to receive university communications at a different email address, you need to forward email from your assigned UAF account to an email address of your choice. You can easily do this online at www.alaska.edu/google/faqs/top/.

Keep Your Mailing and Email Addresses Up-To-Date

To receive information about early registration for the next semester, and to receive other important information, be sure your current addresses are updated in the Office of Admissions and the Registrar. Your current mailing address may be updated on the web at UAOnline (http://uaonline.alaska.edu) or through the Office of Admissions and the Registrar. To forward your email address, see the paragraph above.

Attendance

Registration entitles you to a seat in the classes you want. However, you must begin attending classes on the first day of instruction or you may lose your place, regardless of whether or not you have paid tuition and fees. Not attending class and not paying tuition and fees will not remove your financial obligation to the university. If you do not plan to attend, you must drop your classes within the 100 percent refund period to avoid assessment of tuition and fees. The university will drop you from your classes for non-payment.

DegreeWorks — Your GPS to Graduation

Now you can easily check your progress toward graduation with DegreeWorks, our web-based degree audit software. DegreeWorks tells you how far you’ve come and how far you need to go to reach your graduation goals. DegreeWorks will enable you to:

- View your progress toward your degree
- Run a degree audit on your program
- See how all completed courses apply to graduation requirements
- See any outstanding degree requirements still needed
- Determine how courses may be used toward a different major

Students can log into their DegreeWorks records via UAOnline (http://uaonline.alaska.edu). Under “Student Services & Account Information” select “DegreeWorks/ Electronic Degree Audit.”

Students applying for graduation will be provided an official degree audit evaluation once graduation application processing begins.

Student Code of Conduct

As with all members of the university community, the university requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines described in university regulation and UAF rules and procedures, collectively referred to as the Student Code of Conduct, or code. Students and student organizations will be responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university. The entire student code of conduct, including prohibited conduct and sanctions, is online at www.uaf.edu/usa/student-resources/conduct/#condu.
Blackboard
Blackboard is the university’s learning management system that gives students and faculty the ability to participate in classes delivered solely online and/or the flexibility to use online materials and activities to complement face-to-face teaching. UAF eLearning and Distance Education courses are offered through Blackboard and may use other technology to enhance course content delivery. Blackboard makes it possible for instructors to provide students with course materials, discussion boards, virtual chat rooms, online quizzes, an academic resource center and more. Using Blackboard, instructors can provide students with resources such as lecture notes, PowerPoint slide presentations or class handouts. If you’re enrolled in a course that uses Blackboard, be sure to find out how it will be used. For more information about Blackboard, please visit http://classes.uaf.edu. For Blackboard-related questions, please call the OIT Support Center at 907-450-8300 or helpdesk@alaska.edu, or UAF eLearning and Distance Education at 907-479-3444 or uaf-elearning@alaska.edu.

Bookstore
The Bookstore is in the lower and main levels of Constitution Hall. Products available include textbooks, UAF clothing, insignia gift items, general books, study aids, school and art supplies, calculators, snacks and sundries.

Bookstore hours
- Monday–Friday, 7:45 a.m.–6 p.m.
- Summer hours: Monday–Friday, 8 a.m.–5 p.m.
- Please visit www.uaf.edu/bookstore/ for special hours

How to buy textbooks
You can browse and buy your textbooks in the lower level of the bookstore. In addition to the traditional new and used textbooks, many titles are now rentable or available as e-books to save our students money. Please ask your textbook clerk for instructions on these options.

The Bookstore website (www.uaf.edu/bookstore/) has instructions on how to order your textbooks. You can order your books online in advance for in-store pickup or have them shipped directly to you.

Questions? We’re here to help!
- Phone: 907-474-7348
- Fax: 907-474-7739
- Email: 1191mgr@fheg.follett.com
- Web: www.uaf.edu/bookstore/

Current UAF Catalog
Current and archived catalogs are online at www.uaf.edu/catalog/.

Disability Services
UAF is committed to equal opportunity for students with disabilities. Students with disabilities are encouraged to contact the director of Disability Services, 208 Whitaker, at 907-474-5655 or through www.uaf.edu/disability/.

Accommodations are determined by the student application for disability services (available on the website) and the documentation of a disability provided by the student. All academic accommodations are free of charge and available to eligible students enrolled for at least 1 credit.

Almost all campus buildings contain accessible restroom facilities and elevators. The library and museum are accessible, and the swimming pool is equipped with a hydraulic lift. Accessible living accommodations are available through Residence Life.

How To Get Your UAF Grades
Provided you do not have holds on your account, you can access your unofficial transcript, midterm and final grades at UAOnline (http://uaonline.alaska.edu).

- Log on to UAOnline secured area. If you need help logging on, refer to page 6.
- Click on the following links:
  - “Student Services & Account Information”
  - “Student Records”
  - Select “Midterm Grades,” “Final Grades” or “Academic Transcript.” The Midterm and Final Grade options will require you to select the term of interest. If a term is not listed, no grades have been posted for you for that term. The Academic Transcript option will require that you select the level before submitting. For example, if you are looking for your undergraduate Fairbanks record, you would select “Undergraduate-UAF” and then click on the submit button.
  - After grades are posted, you will see them in your DegreeWorks audit at www.uaf.edu/reg/degeworks/ the next day.

Check www.uaf.edu/coursefinder/ for current course listings.
Student Identification
The PolarExpress card is your permanent, official university identification card. It is more than an ID card. You can deposit money in your PolarExpress card balance and use it to pay for goods at all Dining Services locations, vending machines, photocopiers, the Wood Center counter and the Bookstore. You will use your PolarExpress card for:
- Photo identification
- Dining services
- Residence hall access
- Library access
- Student labs access
- Photocopiers and laser printers
- Vending machine access
- Student Recreation Center
- Student Health Center
- Admission to university events
- Voting
- Fairbanks North Star Borough bus access (MACS)

Students can get a PolarExpress card at the Bursar’s Office, located on the first floor of Signers’ Hall. Please bring valid photo identification when you stop in to have your picture taken for your new PolarExpress Card.

Validity
Your PolarExpress card is valid for two years after your last affiliation with the university. All privileges are eliminated upon departure from the university, with the exception of Bear Bucks. Holders who return to the university system within two years and no longer have their PolarExpress card must buy a replacement card.

Returning students
Your PolarExpress card will be updated when you register. There is no need to come to the PolarExpress office to have it activated. If your card does not have your UA ID number printed in the lower right-hand corner, please bring it to the PolarExpress office to exchange it for a new one at no charge. Cards that do not display a UA ID number will no longer work in the PolarExpress system.

Replacement cards
There is a $10 fee for a replacement card. If your card is lost, stolen or damaged, you must report it immediately by calling 907-474-7384 to deactivate your card.

Replacement cards can be obtained at the Bursar’s Office, on the first floor of Signers’ Hall. If you find your card after reporting it lost, you must come to our office to re activate it.

Student Information Privacy and Social Security Number Information
To protect your privacy, the University of Alaska will assign you a student ID number that is different from your social security number. Your student ID number, rather than your SSN, will be used to identify your educational records. You will be able to access your new student ID number when you log on to UAOnline.

UA is required to obtain your SSN for federal financial aid and tax reporting purposes. The Privacy Act Notice, Section 6109 of the Internal Revenue Code, requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. For more information please refer to IRS code 6050S.

Your SSN is required to use the secure web admissions application. (This will help us avoid duplication of student records.) If you do not wish to provide your SSN using the web application you may download, complete and mail an undergraduate or graduate student application to the Office of Admissions and the Registrar, P.O. Box 757480, Fairbanks, AK 99775-7480.

Supplemental Instruction
Supplemental Instruction is an academic assistance program that utilizes peer-assisted study sessions. SI sessions are regularly scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools and predict test items. Students learn how to integrate course content and study skills while working together. Students who attend SI sessions have been shown to improve course grades as well as overall grade point averages. For more information, contact the Academic Advising Center (510 Gruening), 907-474-6396 or visit www.uaf.edu/advising/.

Check www.uaf.edu/coursefinder/ for current course listings.
Veterans’ Services

UAF makes a firm commitment to veterans and the active military communities in the Fairbanks area. Veterans’ Services includes staff members in Financial Aid, the Office of Admissions and the Registrar, Career Services, and the Veterans’ Resource Center who focus on veterans and their families. We are here to help you with any challenges you encounter while transitioning from a military to an academic environment.

Who can use the services?

All veterans — active duty, reserve, guard, separated and retired, and their dependents who are exploring the academic opportunities available to them at UAF — are eligible to use UAF services for veterans. The Veterans’ Resource Center is open to all veterans and dependents seeking help regardless of their academic intent or institutional affiliation.

Initiate your VA paperwork 60–90 days before your school start date. Apply for your GI Bill benefits through the VONAPP (see www.uaf.edu/veterans/).

The UAF Financial Aid Office helps veterans, service members and eligible dependents with paperwork for degree and certificate programs. As a liaison with the Department of Veterans Affairs, the school certifying official monitors the academic progress of eligible students in compliance with Title 38, Code of Federal Regulations.

If you are interested in applying for VA educational benefits under any of the chapters listed at www.uaf.edu/veterans/va-educational-benefits/, visit www.uaf.edu/veterans/using-your-va-benefits/ or contact us at:

Financial Aid Office
107 Eielson Building
907-474-7256 or 888-474-7256
uaf-va@alaska.edu

Office of Admissions and the Registrar
102 Signers’ Hall
907-474-7500 or 907-478-1823
cloehring@alaska.edu or aaacevedo@alaska.edu

Veterans’ Resource Center
111 Eielson Building
907-474-2475 or 907-799-9104
wecrary@alaska.edu

DID YOU KNOW…?

Other than tuition, fees, housing and dining, which are due according to the schedule on page 3, any charges owed to the university are due within 30 days.

www.uaf.edu/finserv/bursar/
SAFETY AT UAF

UAF is committed to maintaining a safe environment for students, staff and faculty.

In an Emergency
- Dial 911 and provide information to the dispatcher.
- If it’s safe to do so, wait in the area until emergency services personnel arrive, and/or meet them at the building entrance.

Nonemergency Situations
- In a nonemergency situation you can reach the dispatcher at 907-474-7721.

Closure or Emergency Information Updates
In the event of a closure, campus emergency or other disruption, information about the Fairbanks campus may be available by calling 907-474-7UAF (907-474-7823).
Information may also be disseminated via the following methods:
- Email or fax
- Local radio and/or television broadcasts
- Online at www.uafnews.com or www.uaf.edu/alert/

Safety and Security Tips
- Walk in pairs at night or call 907-474-7721 at any time to have a community service officer escort you to your car or other Fairbanks campus location.
- Be aware of your surroundings.
- Trust your instincts.
- Keep your residence door locked at all times.
- Report suspicious persons or situations.
- Alert campus police if you will be working late or on weekends.
- Never leave personal items unattended.
- Lock your vehicle.
- Report all incidents of crime or suspected crime to the UAF Police Department, and never hesitate to call for help.
- More information about safety is available at www.uaf.edu/usa/student-resources/conduct/#safety.

Who Can Help?
Emergence
- UAF Police/Fire Department (911 or 907-474-7721)
- Alaska State Troopers (907-451-5100)
- Fairbanks Police (907-459-6500)
- Fairbanks Memorial Hospital (907-458-5565)
- Interior Alaska Center for Non-Violent Living (907-452-2293)
- Crisis Line (907-452-4357)
- UAF Student Health and Counseling Center (907-474-7043)
- UAF Student Services (907-474-7317)
- UAF residence hall director (907-474-7247)
Contacting any of these resources doesn't commit you to further legal action and is confidential.

Prevention
- UAF security escort (907-474-7721)
- UAF Student Health and Counseling Center (907-474-7043)
- UAF Disability Services (907-474-5655)
- UAF Student Services (907-474-7317)
- Interior Alaska Center for Non-Violent Living (907-452-2293)
Download and print more forms at www.uaf.edu/reg/forms/. This website offers the following forms:

**Registration**
- Add/drop a class
- Credit/no-credit options
- High school student enrollment form
- In-person registration
- Individual and directed study
- Residency form
- Summer Sessions registration

**Graduation services**
- Baccalaureate core petition
- Change of major
- Declaration of minor
- Graduation application
- Graduation application cancellation
- Replacement diploma
- Undergraduate petition form

**Withdrawal**
- Appeal for late withdrawal/audit (undergraduate students)
- Late withdrawal (graduate students)
- Total withdrawal (before the deadline)

**Transcripts**
- Official transcript request

**Miscellaneous**
- Document copying request
- FERPA release
- Grade appeal
- Grade appeal policy
- Request to withhold/release directory information
- Summer Sessions credit overload approval
- UA change form
- Verification of enrollment form

For information about payment plans, visit www.uaf.edu/finserv/bursar/studentinfo/paymentplan/.

---

### Registration Worksheet

<table>
<thead>
<tr>
<th>Course Reference Number</th>
<th>Dept.</th>
<th>Course no.</th>
<th>Section</th>
<th>Title</th>
<th>Day(s)</th>
<th>Times</th>
<th>Location</th>
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</tbody>
</table>

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
In-person Registration Form

NAME: ____________________________  UA ID (or SSN): ____________________________
Please print  (Last)  (First)  (M I) ____________________________ ____________________________

SEMESTER OF ENROLLMENT: Year 20_____ ☐ Fall ☐ Spring ☐ Summer  Date of Birth (MM/DD/YYYY): ____________________________

CURRENT MAILING ADDRESS: ____________________________ ____________________________ ____________________________ ____________________________
Day Phone: ____________________________ ____________________________ ____________________________ ____________________________
Evening Phone: ____________________________ ____________________________ ____________________________ ____________________________
Email Address: ____________________________ ____________________________ ____________________________ ____________________________

Residency*: Students seeking Alaskan residency or a waiver of non-resident surcharge must complete an “Application for Resident Tuition” or “Waiver of Non-Resident Surcharge” and provide required documentation to the Office of Admissions before the published first day of instruction (UA Board of Regents RegulationR05.10.05). See reverse side for information.

DEMOGRAPHIC INFORMATION: See reverse side for information and codes.
☐ Male  ☐ Female  Ethnicity*: ____________________________  Vet/Military Status*: ____________________________
For instructions on withholding directory information, please see FERPA on reverse side*.

US Citizen?  ☐ Yes  ☐ No  If no, Nation of birth: ____________________________  Nation of citizenship: ____________________________
Visa Type: ____________________________  Permanent Resident?  ☐ Yes  ☐ No

PRIOR EDUCATION INFORMATION
Did you graduate from high school?
☐ Yes  Graduation date? (MM/DD/Year) ____________________________  Name of high school: ____________________________
High School location: (city/state) ____________________________
☐ No  If NO, did you complete the GED?  ☐ Yes  ☐ No
Date GED completed? (MM/DD/Year) ____________________________  Location of GED (state) ____________________________
If you attended UAF before 1983, state where and dates of attendance: ____________________________
If you ever attended any UA branch under another name, state name used: ____________________________

COURSE INFORMATION (Complete all information requested below. Refer to the class schedule online for course information)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>&quot;Yes&quot; if Audit</th>
<th>Instructor Signature (required after last day of late registration)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

I understand I am responsible for all applicable UAF academic regulations, tuition and fees whether or not I successfully complete the course or courses in which I am enrolling. The university may drop me for nonpayment.

I promise to pay attorney’s fees and other reasonable collection costs necessary for the collection of any amounts owed UA. If I do not pay, the university may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073.

Student’s Signature ____________________________  Date: ____________________________

Processed By: ____________________________  Date: ____________________________

Page _____ of _____
1 RESIDENT AND NON-RESIDENT TUITION

First-time non-degree students or students returning to enrollment after more than a two-year absence are considered non-residents until they submit an “Application for Resident Tuition” with this registration form before the first published day of instruction and are approved (for the purposes of residency pursuant to UA Board of Regents Regulation R05.10.05) as a resident of Alaska.

For more specific criteria, please refer to the “UA Application for Resident Tuition Assessment” at www.alaska.edu/studentservices/Student/residency-form/

2 ETHNICITY*

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
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<td>AA</td>
<td>Alaska Aleut</td>
</tr>
<tr>
<td>AE</td>
<td>Alaska Eskimo, other</td>
</tr>
<tr>
<td>AH</td>
<td>Alaska Indian, Haida</td>
</tr>
<tr>
<td>AI</td>
<td>Alaska Indian, Other</td>
</tr>
<tr>
<td>AK</td>
<td>Alaska Indian, Tlingit</td>
</tr>
<tr>
<td>AM</td>
<td>Alaska Indian, Tsimpsihan</td>
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<tr>
<td>AN</td>
<td>Alaska Native, Other</td>
</tr>
<tr>
<td>AQ</td>
<td>Alaska Eskimo, Inupiaq</td>
</tr>
<tr>
<td>AS</td>
<td>Alaska Native, Southeast</td>
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<tr>
<td>AT</td>
<td>Alaska Indian, Athabascan</td>
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<tr>
<td>AY</td>
<td>Alaska Eskimo, Yup’ik</td>
</tr>
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<td>OT</td>
<td>Other</td>
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<tr>
<td>PI</td>
<td>Asian, Pacific Islander</td>
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<tr>
<td>WH</td>
<td>White</td>
</tr>
<tr>
<td>XX</td>
<td>American Indian or Alaska Native</td>
</tr>
</tbody>
</table>

* Requested for compliance with Title IV of the Civil Rights Act of 1964

3 VETERAN/MILITARY STATUS

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>Blank</td>
<td>Non-veteran</td>
</tr>
<tr>
<td>AA</td>
<td>Active Duty – Army</td>
</tr>
<tr>
<td>AC</td>
<td>Active Duty – Coast Guard</td>
</tr>
<tr>
<td>AF</td>
<td>Active Duty – Air Force</td>
</tr>
<tr>
<td>AN</td>
<td>Active Duty – Navy/Marines</td>
</tr>
<tr>
<td>AO</td>
<td>Active Duty – Other</td>
</tr>
<tr>
<td>DC</td>
<td>Dependent Child</td>
</tr>
<tr>
<td>DS</td>
<td>Dependent Spouse</td>
</tr>
<tr>
<td>VR</td>
<td>Veteran – Discharged/Retired (Eligible)</td>
</tr>
<tr>
<td>WW</td>
<td>Widow/Widower</td>
</tr>
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4 INFORMATION RELEASE/FERPA

The Office of Admissions and the Registrar is responsible for keeping student education records. The full copy of the university’s policies regarding access to student records under the Family Educational Rights and Privacy Act of 1974 (FERPA) are available at www.uaf.edu/reg/ferpa.

Directory Information

The university may release certain directory information to the public on a routine basis unless a student requests, in writing, that the university not release it. Forms to request that directory information not be released are available in the Office of Admissions and the Registrar.

No directory information will be released until the last day of late registration. Any request to withhold directory information will continue until a student provides permission, in writing, for the university to release such. After that, information will be released when appropriate.

The names of students who have requested their directory information be withheld will not appear in the published university chancellor’s and dean’s lists.

The following is considered directory information:

1. Name
2. E-mail address
3. Home city and state
4. Weight and height of students on athletic teams
5. Dates of attendance at UAF
6. Program/major field(s) of study
7. Degrees and certificates received, including dates
8. Participation in officially recognized university activities
9. Academic and co-curricular honors, awards and scholarships received, including dates

5 LATE PAYMENT/REINSTATEMENT FEES

Cost: $100; $35 per month for late payment plan payments.

Who pays: All students who have missed the fee payment deadline and have a balance of $100 or more. An additional $100 fee will be added to accounts which are not paid by the withdrawal deadline. The university may drop you for non-payment.

What’s covered: Processing of late payments

For more information about fees, contact the Office of the Bursar (474-7384).
To enroll at UAF while still a high school student, you must
- Complete this form.
- Meet prerequisites of the course or courses in which you
  want to enroll.
- Get permission from the instructor or the department
  head.
- Submit the completed form to the Office of Admissions
  and the Registrar during the regular registration period
- Pay tuition and fees by the last day of fee payment in the
  semester you are enrolled. NOTE: Permission to enroll in
  a course must be obtained each time you register.
- If you want to use university credit to meet high school
  requirements, contact your high school counselor before
  you enroll at UAF.
- Students may choose not to release their directory
  information by completing a “request to withhold or
  release directory information” form, available at the
  Office of Admissions and the Registrar.*

NAME: ___________________ UA ID (or SSN): ___________________

(Last) (First) (M I)

SEMESTER OF ENROLLMENT: Year 20____

Position: Fall Spring Summer Date of Birth (MM/DD/YYYY): __________

CURRENT MAILING ADDRESS:

City) (State) (Zip)

Day Phone: __________________ Evening Phone: __________________

Email Address: __________________

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DEMOGRAPHIC INFORMATION: See reverse side for information and codes.

Sex: ☐ Male ☐ Female Ethnicity: __________________ Vet/Military Status3: __________________

For instructions on withholding directory information, please see FERPA on reverse side4.

US Citizen? ☐ Yes ☐ No If no, Nation of birth: __________________ Nation of citizenship: __________________

Visa Type: __________ Permanent Resident? ☐ Yes ☐ No

PRIOR EDUCATION INFORMATION:

Name of high school you are attending: __________________ Location (city/state): __________________

Expected graduation date? (MM/DD/YYYY): __________

COURSE INFORMATION (Complete all information requested below. Refer to the Class Schedule for course information)

<table>
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<tr>
<th>CRN</th>
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<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th># of Credits</th>
<th>“Yes” if Audit</th>
<th>Instructor Signature required</th>
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</thead>
</table>

I understand I, or my parent, are responsible for all applicable UAF academic regulations, tuition and fees whether or not I successfully complete the course or courses in which I am enrolling*. The university will not initiate a drop for non-payment*.

Student’s Signature: ___________________ Date: __________

Parent’s Signature: ___________________ Date: __________

OFFICE OF ADMISSIONS AND THE REGISTRAR ONLY:

Processed By: ___________________ Date: __________

Page ___ of ___
1 RESIDENT AND NON-RESIDENT TUITION

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What’s covered: Processing of late payments
Contact the Office of the Bursar (474-7484).

Office of Admissions and the Registrar, 102 Signers’ Hall, PO Box 757480, Fairbanks, Alaska 99775
907-474-7500 (ph) • 907-474-7097 (fax) • registrar@uaf.edu
<table>
<thead>
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<td>4:40–5:40 p.m.</td>
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<td></td>
<td>4:40–5:40 p.m.</td>
<td></td>
</tr>
<tr>
<td>5:20–6:50 p.m.</td>
<td></td>
<td></td>
<td>5:20–6:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>6:20–6:50 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7–8:30 p.m. or 7–10 p.m.</td>
<td></td>
<td></td>
<td>7–8:30 p.m. or 7–10 p.m.</td>
<td>7–8:30 p.m. or 7–10 p.m.</td>
</tr>
</tbody>
</table>

The Schedule Planner tool is now available on UAOnline!
Go to Student Services & Account Information>Registration>Schedule Planner.
You can view potential schedules and choose the one that works best for you.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
ADMISSION TO A DEGREE PROGRAM

To earn a degree at UAF, you’ll need to apply to a degree program.

When to Apply

<table>
<thead>
<tr>
<th>Application deadline</th>
<th>Undergraduate</th>
<th>Graduate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>For fall semester</td>
<td>June 15</td>
<td>June 1</td>
</tr>
<tr>
<td>For spring semester</td>
<td>Nov. 1</td>
<td>Oct. 15</td>
</tr>
</tbody>
</table>

Federal, state and most other funding agencies require you to be enrolled in a degree program if you are receiving financial aid. Admissions applications are processed on a date-received basis, and students applying for baccalaureate degree programs after the deadline will be admitted as time permits. When applications are received after published deadlines, students are not guaranteed admission to a degree program before the first day of instruction. This may affect financial aid packages.

*Graduate application deadlines may vary among departments.

How to Apply

Application for admission

You may apply online at [www.uaf.edu/admissions/apply](http://www.uaf.edu/admissions/apply) or get an application form from the Office of Admissions and the Registrar on the first floor of Signers’ Hall. A nonrefundable processing fee is due at the time of application:

- $40 for a certificate, or associate degree application;
- $50 for a baccalaureate application; and
- $60 for a graduate application.

There is no charge for applications to occupational endorsement programs. More admission information is available at [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/) or by calling 907-474-7500 or toll free at 800-478-1823.

Transcripts

If you have not enrolled in a college or university before, send your official high school transcript to the Office of Admissions and the Registrar.

If you have attended other colleges and/or universities, request official transcripts from each college or university you attended. To be considered official, transcripts must be sent directly from the schools to the Office of Admissions and the Registrar. Transcripts will not be accepted if you submit them. You do not need to request transcripts from other campuses within the University of Alaska system.

If you are a transfer applicant with fewer than 30 semester hours of credit, you must submit official high school transcripts as well as all official college transcripts. Missing or incomplete documents will delay your admission and could result in not being admitted before the first day of instruction. You must be fully admitted, and all required documents, including final transcripts, must be on file before any financial aid can be disbursed.

Test results

If you are an entering freshman in a bachelor’s degree program or a transfer student with fewer than 30 semester hours of credit, submit the results of either the ACT or SAT examinations as part of your application for admission. ASSET, COMPASS, ALEKS or ACCUPLACER scores do not meet this requirement for bachelor’s degree students.

If you qualify for an associate or baccalaureate program and have transferred 30 semester hours of credit that include appropriate courses in English and mathematics, you don’t need to submit test results.

**ACT residual test schedule:** For students who have not submitted scores from either the ACT or SAT national or posted tests, ACT residual tests will be offered in 206 Gruening as follows:

- Thursday, Aug. 28, and Tuesday, Sept. 2, at noon for fall 2014
- Thursday, Jan. 8, and Monday, Jan. 12, at noon for spring 2015

While no formal registration is required for ACT residual testing, you are still required to notify Testing Services at 907-474-5277 of your intent to test. In addition, please bring the following items with you to testing: $60 test fee (in exact change), picture identification and a calculator (please visit [www.act.org](http://www.act.org) to view acceptable calculators).

**Computer-based testing:** UAF Testing Services offers the following entrance/licensure and accreditation exams on computer: CLEP, CPA, DSST, GRE, GMAT, HOBET, LCE, MAT, MCAT, PAXRN, PRAXIS, TOEFL and...
others. Registration in advance is required. In addition, Testing Services is an ETS, ACT and Prometric center, hosting a variety of other computer-based tests. For more information on the many resources offered by Testing Services, please call 907-474-5277.

Assessment program: The ACCUPLACER, ALEKS, COMPASS and ASSET tests cover basic skill areas of reading, writing and math. They are used to help determine your readiness for specific course work. All entering associate degree students, certificate students and students planning to take a 100-level written communications course are required to provide test scores from the ACCUPLACER, COMPASS, ASSET, ACT or SAT tests. All students planning to take a MATH, DEVM or course with a math prerequisite will need to take the ALEKS placement test. This test is unproctored and available online.

Daytime testing hours
Fairbanks campus
- Monday–Friday, 8 a.m.–3 p.m. on a walk-in basis in Testing Services, 211 Gruening (907-474-5277), or Rural Student Services, Brooks Building (907-474-7871)
Community and Technical College
- Monday–Friday, 8:30 a.m.–2:30 p.m. on a walk-in basis at the Community and Technical College, 604 Barnette St. Appointments can also be made by calling 907-455-2800.

Readmission of Former Degree Students Within Two Years of Last Enrollment
As a former undergraduate degree student, you must notify the admissions office in advance when you plan to resume your studies. You remain eligible to register for classes in your degree program if:
- you have not been academically disqualified;
- you have not attended a non-UA institution since you were last enrolled at UAF;
- your lapse in enrollment is less than two years; and
- you are continuing with the same degree program.
If you do not meet these requirements or have a lapse in enrollment of more than two years, you must reapply for admission.

Special Assistance for New Students
New Student Orientation
Any new student may participate in New Student Orientation on the Fairbanks campus. New Student Orientation is required for all first-year baccalaureate degree students entering UAF (regardless of the number of college credits already earned) and international students (undergraduate F-1 and international exchange J-1 visa status). Domestic transfer students are encouraged to attend. Students required to attend will automatically be registered for Orientation once accepted to UAF and enrolled in courses. Non-mandated students wanting to attend Orientation may register online at www.uaf.edu/orientation/.

New Student Orientation for the fall semester will take place Aug. 31–Sept. 3; orientation for spring is Jan. 14. You’ll meet people from the UAF community, take a campus tour, and participate in specially designed sessions so you can get to know your new campus. The fee for orientation ($75 for fall, $35 for spring) will be billed to your student account. For more information, call 907-474-1103 or visit www.uaf.edu/orientation/.

Placement
At UAF, we care about students and want to help all students succeed. We will work with you to assess your strengths and weaknesses and design a course of study to best suit your needs. With the help of your advisor, you will need to check all the prerequisites for courses before you register. Check for prerequisites in the current class schedule, the university catalog and at UAOnline (http://uaonline.alaska.edu). Take the required ACCUPLACER and ALEKS placement tests as needed. ACCUPLACER placement tests can be set up through any rural campus academic testing/advising/student services office, eLearning and Distance Education, Testing Services, Rural Student Services, CTC, Fort Wainwright, Eielson Air Force Base or the Delta Junction Career Center. The test can be taken on any computer with access to the Internet under the supervision of a UAF-approved proctor, even if you are not in Alaska. For information on setting up a placement exam, contact UAF Testing Services at 907-474-5277.

ALEKS placement tests are unproctored and can be taken anywhere with an Internet connection. You have 72 hours to complete the test. Practice modules specific to your areas that need improvement are included, and

Check www.uaf.edu/coursefinder/ for current course listings.
the test can be taken up to five times in order to receive a better score. To take the test, visit http://go.alaska.edu/mathplacement/.

For more information or to discuss prerequisites, contact your academic advisor in the department of your major, the Academic Advising Center (907-474-6396), Rural Student Services (907-474-7871) or the Community and Technical College Student Advising and Registration Center (907-455-2800).

**Academic Advising**

Academic advisors help students select, plan and complete their academic goals. If you have declared a major or pre-major, your academic advisor will be a staff or faculty member from your academic department. For undeclared or general studies majors, UAF provides academic advising through the Academic Advising Center (510 Gruening). Hours are Monday–Friday, 8 a.m.–5 p.m.

The Academic Advising Center also serves as a clearinghouse for general university information. If you have a question or don’t know where to go for help, contact the Academic Advising Center at 907-474-6396, toll free 888-823-8780 or uaf.advising@alaska.edu.

**Rural Student Services**

Rural Student Services provides academic advising services for Native and rural college students, and provides vital links among the Fairbanks campus, rural communities and other UAF campuses. Students may choose an RSS advisor who will provide academic advising and referrals to various academic support services on the Fairbanks campus. For more information, call RSS at 907-474-7871 or 907-888-478-1452. Hours are Monday–Friday, 8 a.m.–5 p.m.

**Community and Technical College**

The Student Advising and Registration Center at CTC provides services that contribute to a successful learning experience and transition to a career. Staff at the center recognize the unique concerns of adult and returning students. The center provides advising with a focus on certificate and associate degree programs. The center also provides academic support through developmental course work, workshops, classroom presentations, learning and computer labs, and one-on-one advising. Services are available by appointment and on a walk-in basis. For more information

- contact the center at 907-455-2800, uaf-ctc@alaska.edu;
- visit www.ctc.uaf.edu; or
- stop by the center on the first floor of the Community and Technical College at 604 Barnette St.
### Suggested First-Year Courses

These suggestions are contingent upon placement recommendations (ACT, SAT, ACCUPLACER, ALEKS or ASSET test scores).

<table>
<thead>
<tr>
<th>Communication</th>
<th>3 credits each semester</th>
<th>3 credits each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>A developmental English course may be advised before enrolling in these courses.</td>
<td>Intro to Academic Writing</td>
<td>Fund of Oral Communication: Group</td>
</tr>
<tr>
<td>ENGL F111X (3 cr)</td>
<td>COMM F131X (3 cr) or</td>
<td>COMM F141X (3 cr)</td>
</tr>
<tr>
<td></td>
<td>Fund of Oral Communication: Public</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>3–4 credits each semester</th>
<th>3–4 credits each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>A developmental math course may be advised before enrolling in these courses.</td>
<td>Concepts &amp; Contemporary Apps of Mathematics</td>
<td>Functions for Calculus</td>
</tr>
<tr>
<td>MATH F103X (3 cr)</td>
<td>MATH F107X* (3 cr)</td>
<td>MATH F161X (3 cr)</td>
</tr>
<tr>
<td></td>
<td>Algebra: Bus &amp; Econ (BT degree)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Content in MATH 107X and MATH 161X is similar. You may earn credit for only one of these courses.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For BA degrees (choose one):</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH F103X (3 cr)</td>
<td>Concepts &amp; Contemporary Apps of Mathematics</td>
<td>Functions for Calculus</td>
</tr>
<tr>
<td>MATH F107X* (3 cr)</td>
<td>Algebra: Bus &amp; Econ (BT degree)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For BBA degree (both required):</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH F161X (3 cr)</td>
<td>Algebra: Bus &amp; Econ</td>
<td></td>
</tr>
<tr>
<td>MATH F262X (4 cr)</td>
<td>Calculus: Bus &amp; Econ</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For BAS and BS degrees (choose one):</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH F107X (3 cr)</td>
<td>Functions for Calculus</td>
<td></td>
</tr>
<tr>
<td>MATH F200X (4 cr)</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>MATH F272X (4 cr)</td>
<td>Calculus for Life Sciences</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Perspectives on the Human Condition</th>
<th>3 credits each semester</th>
<th>3 credits each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH or SOC F100X (3 cr)</td>
<td>Indiv, Soc, Culture</td>
<td></td>
</tr>
<tr>
<td>ECON/PS F100X (3 cr)</td>
<td>Political Economy</td>
<td></td>
</tr>
<tr>
<td>HIST F100X (3 cr)</td>
<td>Mod World History</td>
<td></td>
</tr>
</tbody>
</table>

Two semester-length courses in an Alaska Native language or other non-English language (or three semesters of American Sign Language) may be substituted for two of the six perspectives courses required for the core curriculum.

<table>
<thead>
<tr>
<th>Library Information and Research</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LS F101X (1 cr)</td>
<td>Library Information &amp; Research</td>
<td>Recommended during first year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Sciences</th>
<th>4 credits each semester</th>
<th>4 credits each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Academic Writing</td>
<td>Fund of Oral Communication: Group</td>
<td>Fund of Oral Communication: Public</td>
</tr>
</tbody>
</table>

| For BA, BAS, BT or BBA degrees, choose any two courses. For BS degrees you must choose two courses in sequence in a single discipline. Check the requirements for your major. |                  |                  |
| ATM F101X (4 cr)                   | Weather & Climate of Alaska |                  |
| BIOL F100X (4 cr)                  | Human Biology             |                  |
| BIOL F103X (4 cr)                  | Biology & Society         |                  |
| BIOL F104X (4 cr)                  | Natural History of Alaska |                  |
| BIOL F111X-F112X (8 cr)            | Human Anatomy & Physiology I & II |                |
| BIOL F115X-F116X (8 cr)            | Fund Biology I & II       |                  |
| CHEM F100X (4 cr)                  | Chemistry & Mod World    |                  |
| CHEM F103X-F104X (8 cr)            | Basic Gen Chem/Biochemistry |                 |
| CHEM F105X-F106X (8 cr)            | General Chemistry        |                  |
| GEOG F111X (4 cr)                  | Earth Systems: Elemts Phys Geography |                  |
| GEOS F101X--F112X (8 cr)           | Dynamic Earth/Hist of Earth & Life |                  |
| GEOS F106X (4 cr)                  | Life in Age of Dinosaurs |                  |
| GEOS F120X (4 cr)                  | Glaciers, Earthquakes and Volcanoes |               |
| GEOS F125X (4 cr)                  | Humans, Earth & Envrnmt |                  |
| MSL F111X (4 cr)                   | The Oceans               |                  |
| PHYS F102X (4 cr)                  | Energy & Society         |                  |
| PHYS F103X–F104X (8 cr)            | College Physics          |                  |
| PHYS F115X (4 cr)                  | Phys Science             |                  |
| PHYS F175X (4 cr)                  | Intro to Astronomy       |                  |

<table>
<thead>
<tr>
<th>Other Suggestions</th>
<th>1–4 credits each semester</th>
<th>1–4 credits each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE F100 (1 cr)</td>
<td>First Year Seminar</td>
<td></td>
</tr>
<tr>
<td>Any 100-level course needed for your major or other degree requirements (humanities, social sciences) or general elective. (This could be an exploratory course toward a potential major or a class that interests you.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DID YOU KNOW...?**

Many first-year courses are available online.

[www.elearning.uaf.edu/courses/](http://www.elearning.uaf.edu/courses/)

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
## Final Exam Schedule

### Fall 2014

<table>
<thead>
<tr>
<th>Regular class meeting time</th>
<th>Final examination meeting time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Friday 8–9 a.m.</td>
<td>8–10 a.m., Monday, Dec. 15</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 9:15–10:15 a.m.</td>
<td>8–10 a.m., Wednesday, Dec. 17</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 10:30–11:30 a.m.</td>
<td>10:15 a.m.–12:15 p.m., Monday, Dec. 15</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 11:45 a.m.–12:45 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Wednesday, Dec. 17</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 1–2 p.m.</td>
<td>1–3 p.m., Monday, Dec. 15</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 2:15–3:15 p.m.</td>
<td>1–3 p.m., Wednesday, Dec. 17</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 3:30–4:30 p.m.</td>
<td>3:15–5:15 p.m., Wednesday, Dec. 17</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 4:40–5:40 p.m.</td>
<td>3:15–5:15 p.m., Monday, Dec. 15</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 5:50–6:50 p.m.</td>
<td>5:45–7:45 p.m., Wednesday, Dec. 17</td>
</tr>
<tr>
<td>Tuesday, Thursday 8–9 a.m.</td>
<td>8–10 a.m., Tuesday, Dec. 16</td>
</tr>
<tr>
<td>Tuesday, Thursday 9:45–11:15 a.m.</td>
<td>8–10 a.m., Thursday, Dec. 18</td>
</tr>
<tr>
<td>Tuesday, Thursday 2–3:30 p.m.</td>
<td>1–3 p.m., Thursday, Dec. 18</td>
</tr>
<tr>
<td>Tuesday, Thursday 3:40–5:10 p.m.</td>
<td>3:15–5:15 p.m., Tuesday, Dec. 16</td>
</tr>
<tr>
<td>Tuesday, Thursday 5:20–6:50 p.m.</td>
<td>5:45–7:45 p.m., Thursday, Dec. 18</td>
</tr>
<tr>
<td>Monday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Tuesday, Dec. 16</td>
</tr>
<tr>
<td>Tuesday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Wednesday, Dec. 17</td>
</tr>
<tr>
<td>Wednesday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Thursday, Dec. 18</td>
</tr>
<tr>
<td>Thursday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Thursday, Dec. 18</td>
</tr>
<tr>
<td>Friday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>5:45–7:45 p.m., Tuesday, Dec. 16</td>
</tr>
<tr>
<td>Any other time and day</td>
<td>Coordinate with your instructor</td>
</tr>
</tbody>
</table>

### Special examination periods

- Freshman and Sophomore English .......................... 1–3 p.m., Tuesday, Dec. 16
- All sections MATH F107X, F161X, F200X, F201X ........................................... 10:15 a.m.–12:15 p.m., Thursday, Dec. 18
- All sections DEV M F050, F060, F105 ........................................... 10:15 a.m.–12:15 p.m., Thursday, Dec. 18

### Spring 2015

<table>
<thead>
<tr>
<th>Regular class meeting time</th>
<th>Final examination meeting time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Friday 8–9 a.m.</td>
<td>8–10 a.m., Tuesday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 9:15–10:15 a.m.</td>
<td>8–10 a.m., Thursday, May 7</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 10:30–11:30 a.m.</td>
<td>10:15 a.m.–12:15 p.m., Tuesday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 11:45 a.m.–12:45 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Thursday, May 7</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 1–2 p.m.</td>
<td>1–3 p.m., Tuesday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 2:15–3:15 p.m.</td>
<td>1–3 p.m., Thursday, May 7</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 3:30–4:30 p.m.</td>
<td>3:15–5:15 p.m., Thursday, May 7</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 4:40–5:40 p.m.</td>
<td>3:15–5:15 p.m., Tuesday, May 5</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday 5:50–6:50 p.m.</td>
<td>5:45–7:45 p.m., Thursday, May 7</td>
</tr>
<tr>
<td>Tuesday, Thursday 8–9 a.m.</td>
<td>8–10 a.m., Wednesday, May 6</td>
</tr>
<tr>
<td>Tuesday, Thursday 9:45–11:15 a.m.</td>
<td>8–10 a.m., Thursday, May 9</td>
</tr>
<tr>
<td>Tuesday, Thursday 11:30 a.m.–1 p.m.</td>
<td>10:15 a.m.–12:15 p.m., Wednesday, May 6</td>
</tr>
<tr>
<td>Tuesday, Thursday 2–3:30 p.m.</td>
<td>1–3 p.m., Friday, May 8</td>
</tr>
<tr>
<td>Tuesday, Thursday 3:40–5:10 p.m.</td>
<td>3:15–5:15 p.m., Wednesday, May 6</td>
</tr>
<tr>
<td>Tuesday, Thursday 5:20–6:50 p.m.</td>
<td>5:45–7:45 p.m., Friday, May 8</td>
</tr>
<tr>
<td>Monday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>5:45–7:45 p.m., Tuesday, May 5</td>
</tr>
<tr>
<td>Tuesday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Tuesday, May 5</td>
</tr>
<tr>
<td>Wednesday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Wednesday, May 6</td>
</tr>
<tr>
<td>Thursday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>8–10 p.m., Thursday, May 7</td>
</tr>
<tr>
<td>Friday 6–9 p.m., 7–10 p.m., 7–8:30 p.m.</td>
<td>5:45–7:45 p.m., Wednesday, May 6</td>
</tr>
<tr>
<td>Any other time and day</td>
<td>Coordinate with your instructor</td>
</tr>
</tbody>
</table>

### Special examination periods

- Freshman and Sophomore English .......................... 1–3 p.m., Wednesday, May 6
- All sections MATH F107X, F161X, F200X, and F201X ........................................... 10:15 a.m.–12:15 p.m., Friday, May 8
- All sections DEV M F050, F060, and F105 ........................................... 10:15 a.m.–12:15 p.m., Friday, May 8

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EXAM NOTES

Faculty not requiring a final exam should hold a regular class session during the final examination period.

If a course has a lecture and lab, use the time of the lecture to determine the examination period. A course that meets four or five times a week will use the same period as assigned to those meeting three times a week at that hour (MTWRF uses exam time for MWF). Courses that meet only two days of a three-day sequence (MW or WF rather than MWF) will use the same schedule as the three-day sequence. Check with your instructor for additional exam information.

Final jury examinations for applied music courses (MUS 161, 162, 261, 262, 361, 362, 461, 462, 661 and 662) will be scheduled during exam week on an arranged basis. Check with the Music Department for examination times.

Check [www.uaf.edu/coursefinder/](http://www.uaf.edu/coursefinder/) for current course listings.
Why Take Online Courses?

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