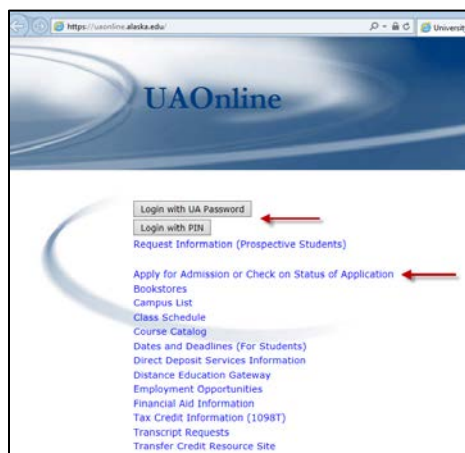


HOW TO REGISTER ON [UAONLINE](https://uaonline.alaska.edu/)

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



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

NEW STUDENTS: Select [Apply for Admission or Check on Status of Application](#) and continue to step 2.

Admissions Login

Please select 1 of 3 admission pathways below:

1. **You have attended a University of Alaska (UA) Campus.**
* Go to **Current/Prior Student** to apply for admission in the secured area.
+ Enter your UA 'User ID' & 'PIN', then click 'Login'
+ Select 'Student Services'
+ Click on 'Admissions'
+ Follow directions and complete application
2. **You are applying for the first time to a University of Alaska (UA) Campus.**
* Go to **New Student** to apply for admission.
+ Create 'Login ID' & 'PIN', then click 'Login'
+ Choose 'Campus' and 'Application Type'
+ Select 'Continue' and complete application
3. **You are a new student returning to complete an application or review your admission progress.**
* Enter your original 'Login ID' and 'PIN' below, then click 'Login'
+ Select your 'Application in Progress' and finish application

[Click Here to watch a six minute guide to completing your online application](#)

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

Admissions Login - New User

Please create a Login ID and PIN. Login ID is case sensitive.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

RELEASE: 8.5.4.4

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Select an Application Type

To Apply for Admission:

1. Choose a campus
2. Then click on the application type
3. Then click **Continue** in the lower right corner

Campus:	Application Type:
University of Alaska Anchorage	Graduate
University of Alaska Fairbanks	Graduate Certificates
University of Alaska Southeast	International-Bachelors
Bristol Bay Campus	International-Certificate AAS
Chukchi Campus	Non-degree Seeking
Interior-Aleutians Campus	Occupational Endorsements
Kenai Peninsula College	Undergrad Cert AA AAS
Kodiak College	Undergraduate Bachelor
Kuskokwim Campus	
Mat-Su College	
Northwest Campus	
Prince William Sound Comm Coll	
UAF Community & Technical College	

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

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

HELP

Apply for Admissions

Select the term you want to apply for and then enter your full legal name. When Please use a credit card (**not debit**) for application payment when required.

* - indicates a required field.

Application Type: Non-degree Seeking

Admission Term: * Fall Semester 2014

First Name: * Sage

Middle Name: Marie

Last Name: * Miller

Fill Out Application

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

Application Checklist



This is a checklist of your application sections. When you have completed all sections, you will receive a confirmation email. If you are not able to complete your application at this time, you can select [Finish Later](#) to complete the application later.

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

Application is Complete

Finish Later

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

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

Signature Page

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

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

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

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

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

Note: When entering the USERID into the system, do not enter in the /#. Use only the ID preceding the /.

If you have never used UAOnline to conduct registration, the PIN will be your date of birth (MMDDYY) and you will be required to change it once you log into the system.

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

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

Non-degree seeking students are not eligible for financial aid.

To make sure your registration process runs smoothly, be certain you have obtained all departmental and instructor approvals necessary for your classes.

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

smiller5/1



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

Cc:

Subject: University of Alaska Application-NonDegree Seeking

University of Alaska

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

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

To begin your registration process, go to [UAOnline](#) and click on Class Schedule to search and register for classes.

If you have questions, please contact the [campus](#) you plan to attend for further information.

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

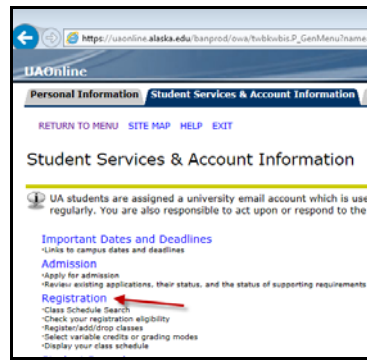
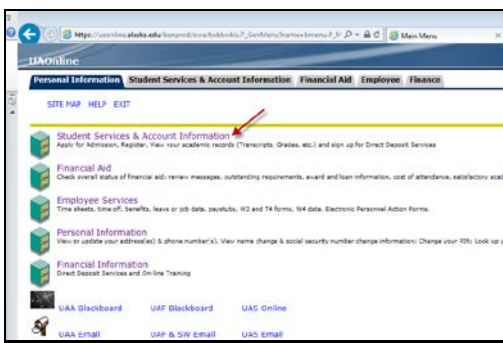
UAOnline

Login with UA Password

Login with PIN

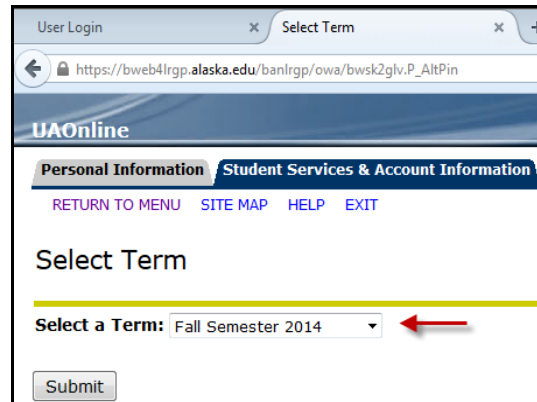
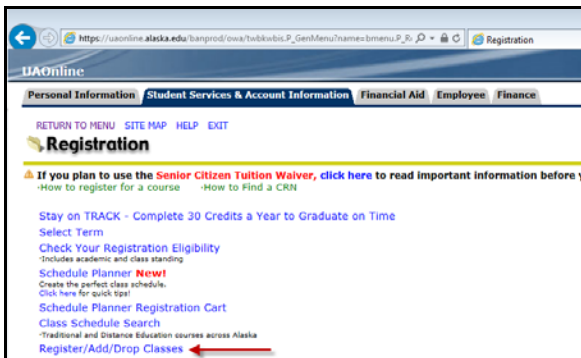
[Request Information \(Prospective Students\)](#)

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



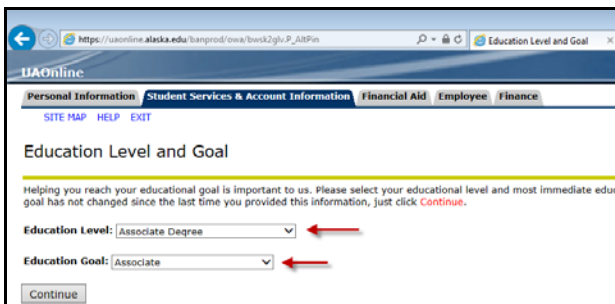
10. Select the *Student Services & Account Information* link or tab

11. Select *Registration*

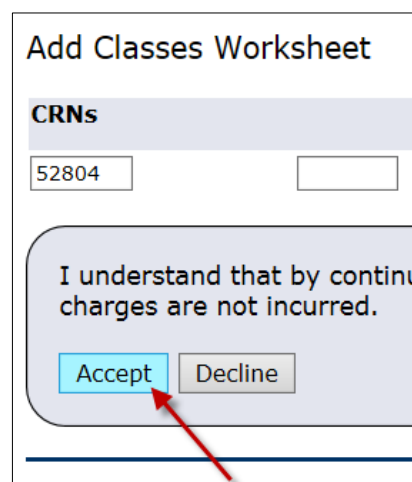
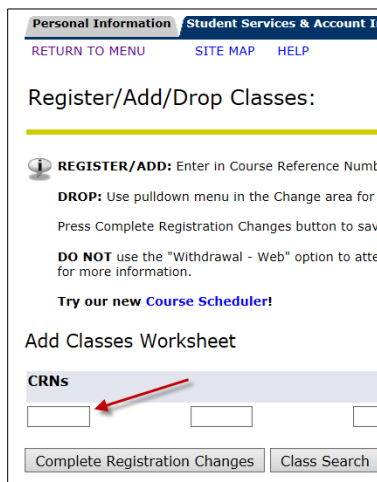


12. Select *Register/Add/Drop Classes*

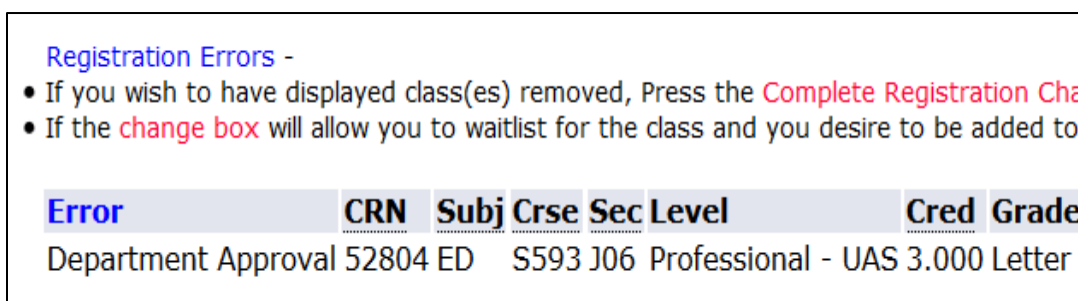
13. Use the drop down menu to select the semester of the class you plan to register for (*Summer, Fall, or Spring*).



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



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



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

Current Schedule

Status	Change?	CRN	Subj	Crse	Sec	Level
Registered - Web on Jun 16, 2014		52804	ED	S593	J06	Professional

17. You should receive the status
Registered

Bookstore Directory

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

19. Select *View Fees/Make Payment*

Summer Semester 2014	
Description	Amount
UAS PEC Fee	\$75.00
Total Charge:	\$75.00
[Week at a Glance Student Detail Schedule Account Detail for Term / Credit Card Payment]	
Registration Fee Assessment Links	

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

201402 Summer Semester 2014 Term Detail

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

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

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