

ED S593 COURSE PROPOSAL FORM
Instructional Cover Sheet for Instructors

UAS is open with limited in-person classes and services.

In an effort to provide a safe and sustainable fall semester, we have adjusted our operations. All services are available (mostly remotely). Not all buildings are open to the public. We encourage you to call first before coming to campus. For more COVID-19 information, please see the [UA coronavirus information website](#).

Before Your Course:

1. Course Proposal Forms should be submitted **no later than 2 weeks before the start-date of the course**
2. When you submit your ED593 Course Proposal Form, please attach a copy of the syllabus for the course, and the latest resume or CV of the instructor. If you have never taught with the University of Alaska, then you will need to fill out an additional demographic form, in order to be given your own UA ID. If your course is co-sponsored, a co-sponsored course agreement form will need to be filled, signed and submitted with your packet.* Please note when creating your courses, the last class is the last day for an assignment to be due; that is, final assignments **cannot** be due **after** the date of the last course.

**A “co-sponsored course” is one for which most or all of the costs of instruction are borne by some agency or organization other than the University, and the academic integrity of the course is ensured by the University.*

3. If your ED593 course has **closed enrollment**, please provide us a list of student names and UA ID numbers no later than 2 weeks after the beginning of the course. We will process the student admission override permissions, and inform you when they have been processed. **No student will be accepted for registration after the end-date of the course.**

4. How-To Register Information is below, and should be distributed to your students. Students should register as soon as possible for the course, and no later than two-weeks before the end of the course.

(Note: The official end-date of the course will be the day that the last assignment is due)

(Note: Students who have not taken classes at UA (or within the past 2 years), should not wait to register. They will need to apply as non-degree seeking students. Please have them follow the instructions below)

After Your Course:

1. After the end-date of your course, grades will need to be entered for each student registered. Please log into UA Online to enter grades. Grading information is below.

Registration Instructions for ED S593 Courses:

Registering for Classes Online

1. Login to [UAOnline](#)
2. Select **Student Services and Account Information**
3. Select **Registration**
4. Select **Register/Add/Drop Classes** (*Add/Drop available only during the Drop Period*)
5. Select the term
6. Enter the Course Reference Number (CRN) under the **Add Classes Worksheet**. If you are registering for multiple classes enter the CRNs in separate boxes.
7. Select **Complete Registration Changes**
8. Read and accept the notice of responsibility to pay the tuition and fees associated with the class(es). A current schedule will appear above the **Add Classes Worksheet**. Verify that the status says "Registered Web on [Current Date]"
9. Select **Pay Now**. Contact the [Student Accounts Office](#) for further assistance or questions regarding payment.

Professional Development/593 Classes

For Professional Development/593 classes online registration is the only option. Paper registration forms received by the Registrar's office will not be processed and will be returned to the student.

If you are not already part of a degree program [apply](#) as a non-degree seeking student and then register for Professional Development/593 classes through [UAOnline](#).

Students are allowed to drop the class prior to the first meeting. No drop or withdraw option is available once the class starts.

For more information contact the School of Education by phone at 907-796-6417 or contact Michelle Nakamura directly at mlnakamura@alaska.edu.

Instructions on how to pay online

Don't wait in line; pay tuition and fees online! The TouchNet system is open 24 hours a day, and you are able to provide permission to others to access and pay your student account online.

Instructions for online fee payment (credit card or personal check)

1. Go to [UAOnline](#)
2. Select **Login to Secured Area** and log on using your student ID and PIN Number
3. Select **Student Services and Account Information**
4. Select **Student Account**
5. Select **Account Detail** for Term (Semester) Pay Term Balance
6. Carefully read the instructions and terms on this page
7. Select **Make a Payment**, select term, amount, and payment method*
8. Print the confirmation page. Review the Account Detail for Term to verify the payment was accepted

*If paying by credit card, choose the type of card; enter the credit card number and the expiration date.

NOTE: The address on your credit card bill must match the billing address that you enter on this screen. If paying by check, enter the routing number, account number, name, address and amount. Select Continue. If you agree with the terms, select on: **I Agree**.

Grading Instructions for ED S593 Courses:

Getting Started

1. Login to [UAOnline](#)
2. Select **Faculty Services**
3. Select **Enter Grades**
4. Your courses will then be listed at the top. Select a course by clicking anywhere on that course line.
5. After selecting a course, the class roster will appear below. *If you are using a small monitor or a tablet, use the vertical and horizontal scroll bars to view all row and column information.*
6. Click on each student line under **Final Grade** column to assign grades from a drop-down grade box.
7. Select **Save** to save the grades. *Grades can also be imported from an Excel spreadsheet using the “Tools” tab, top right. For detailed instructions see the [Faculty Grading Instructions](#).*

Grading Guidelines

- Only the primary instructor for the class is allowed to submit grades online for that class. Grades can be adjusted and changed while you work. You may assign final grades to some students and **Submit** or **Save** those, then log back in later and grade those remaining.
- Every student listed must be graded. Students who withdrew or audited may already show a grade of **W** or **AU**. If not, please assign a grade and the **W** or **AU** (as appropriate) will replace any grade you assign.
- When assigning **I**, **F**, or **NB** you must also enter the **Last Date Attended** for that student (a federal funding requirement). The date given must be within the class date range (shown at the bottom of the **Faculty Detail Schedule** page, or in the **Course Details** tab). If the exact date is unknown, give your best estimate. For students who never attended, enter the first day of class and also enter zero (0) **Hours Attended**. For students who attended the entire duration of the class, enter the last day of class.
- Online grades submitted electronically are subsequently “rolled” into the database, and further online changes are locked out. Once rolled, the grade can be changed only by using a [Change of Grade form](#).

If you have questions regarding student registration status, grading, or the online grading process, contact the Registrar's Office at 907-796-6100, your local campus Records office, or email uas.registrar@alaska.edu.

Incomplete Grading Options:

An Incomplete Grade (I) may be used by a faculty member when a student has not completed the coursework by the end of the semester due to circumstances beyond her/his control. If approved by the faculty member, a final grade and credit will be withheld without penalty until the course requirements are

met within an approved time, **not to exceed one year**. After one year, the “I” becomes a permanent grade and remains on the student’s academic transcript. (UA Regents regulation)

For a faculty member to approve an Incomplete Grade, the following requirements must be met:

- A majority of the student’s coursework (more than 50 percent) must be completed.
- The student must have at least a C grade (2.0) in work completed to date.
- An Incomplete grade may be assigned for any period of time up to one year (may be less).
- The grade earned to date in the course must be specified below.
- Remaining assignments in the course and due dates must be specified below.
- A copy of the [Course Completion Contract](#) must be signed by both faculty and student and placed on file at the department/program office for Juneau-based students or at the registration office for students enrolled at Ketchikan or Sitka campuses.
- Once the work is submitted by the student, the instructor must complete the [Change of Grade Form](#), in order to alter the student’s previously awarded grade. All work must be submitted within the time frame agreed upon between the student and instructor, **not to exceed one year**.