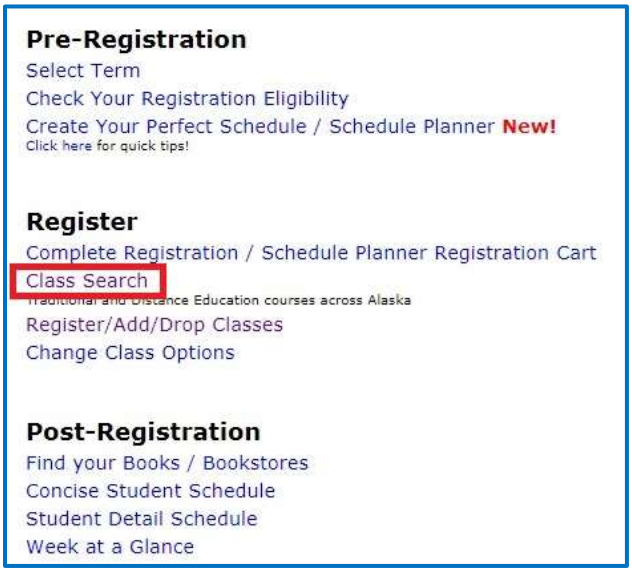
How to Search for Courses, find Course Registration Numbers (CRNs), and Register

This tutorial will show you how to search for courses by semester, how to interpret what you see in the course list when searching, how to find Course Registration Numbers (CRNs), and how to register for courses through UAOnline.

1. Go to https://www.alaska.edu/uaonline/ and Log In.

2. After logging in, select “Student Services and Account Information” from the menu.

3. Then select “Registration” from the next menu.



4. Select “Class Search” from the next menu.

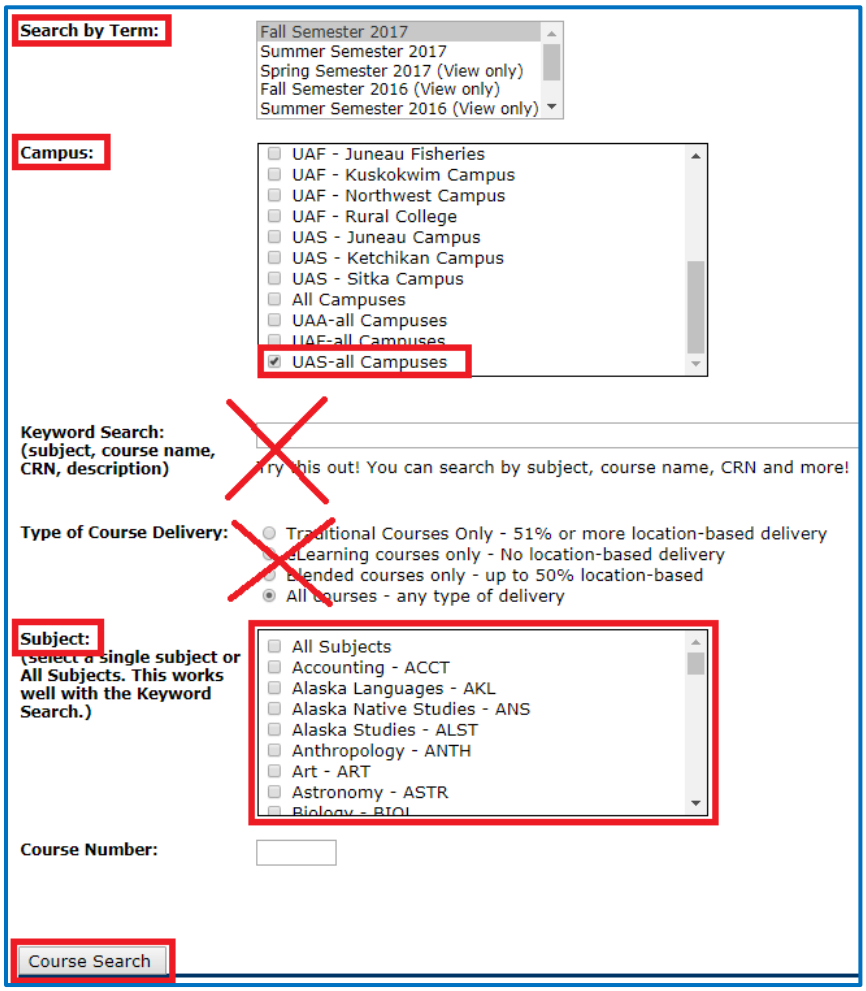
5. This search menu has several options available to search for specific classes, but some options can be misleading or lead you to restrict your search too much.

   Follow these recommended search parameters to find the classes you would like to register for.

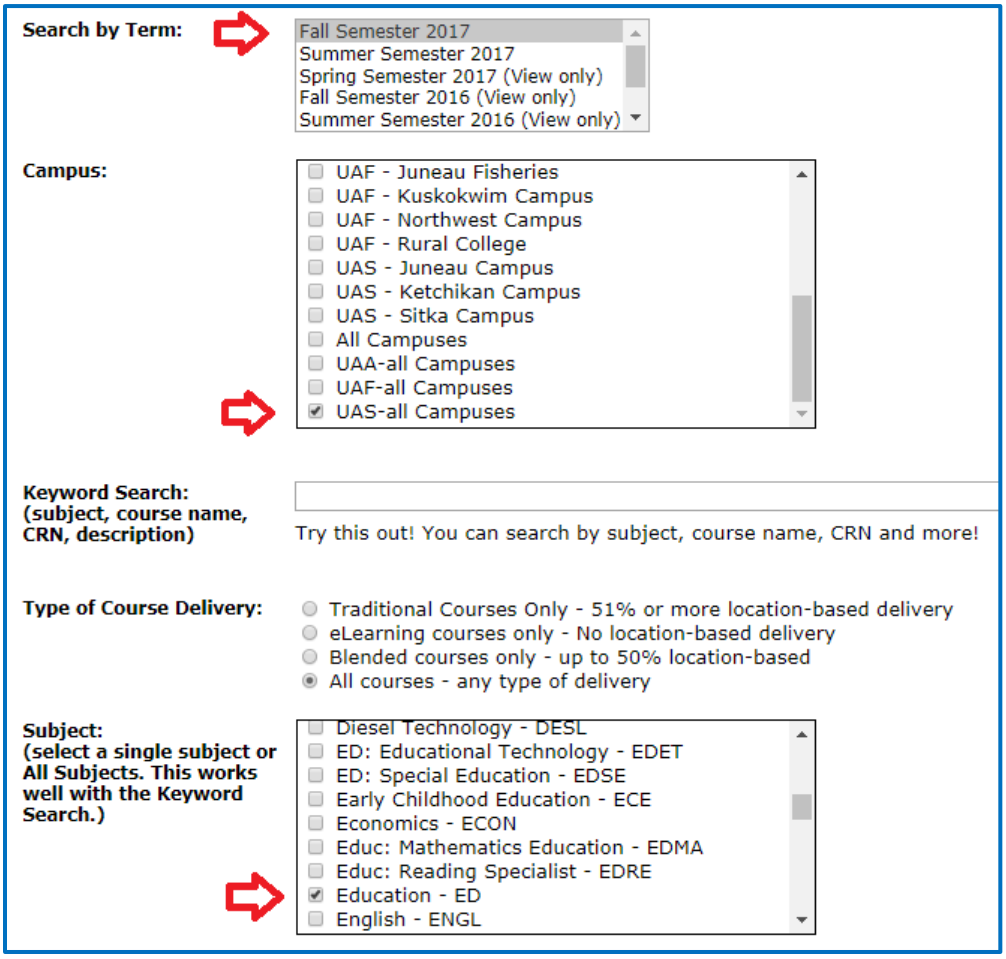
   Select the **term**, **campus**, and **one or more subjects**. (Students looking for classes through UAS should scroll down the Campus menu and select "**UAS-all Campuses**").

   Skip the "Keyword Search" and don't change any of the settings concerning "Type of Course Delivery."

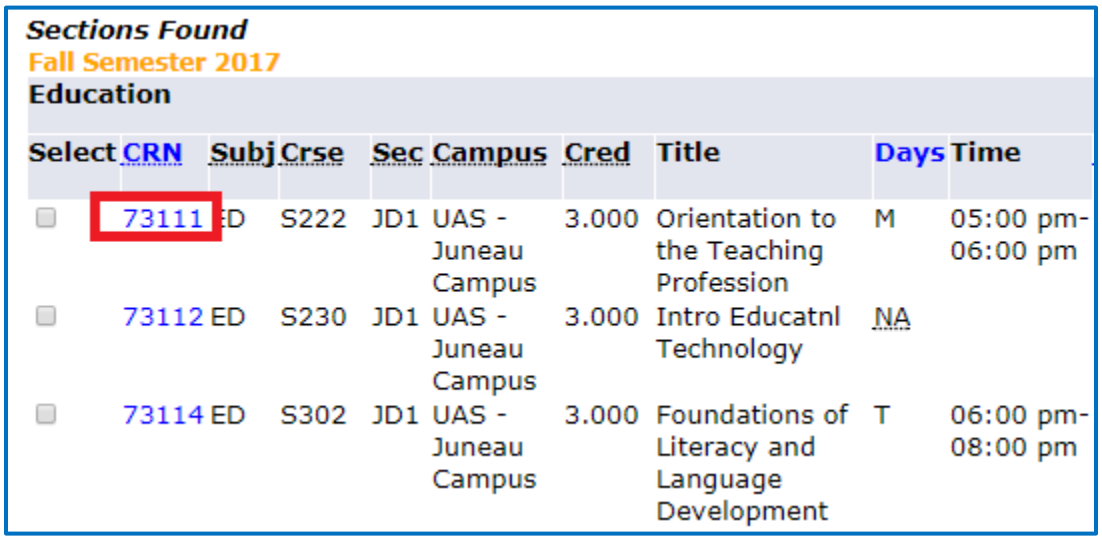
   Click "**Course Search**" at the bottom of the page when all your search parameters are entered.



7. To search Fall 2017 for Education courses through UAS, the webpage should be filled out like the image below.



6. These search parameters above pull up the list of classes below (only the beginning of the list is shown). To register for any of these classes you will need to know the course registration number (CRN), which is listed at the far left side of the page in blue text.



Sections Found

Fall Semester 2017

Education

Select	CRN	Subj	Crse	Sec	Campus	Cred	Title	Days	Time
☐	73111	ED	S222	JD1	UAS - Juneau Campus	3.000	Orientation to the Teaching Profession	M	05:00 pm-06:00 pm
☐	73112	ED	S230	JD1	UAS - Juneau Campus	3.000	Intro Educatnl Technology	NA	
☐	73114	ED	S302	JD1	UAS - Juneau Campus	3.000	Foundations of Literacy and Language Development	T	06:00 pm-08:00 pm

8. You will probably need more information about a particular course before you can determine if that course will meet your location and delivery needs.

   The code under the heading “Sec” will help you know a course’s location and delivery method.

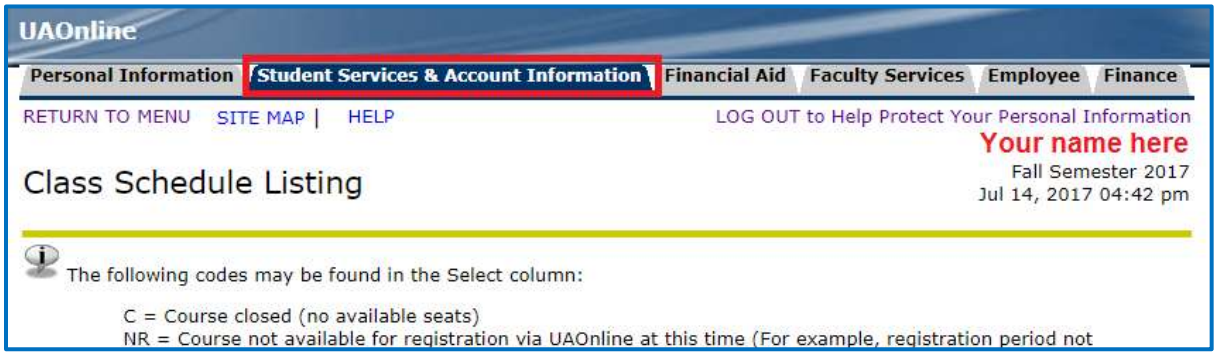
- The letter portion of the code is determined by which campus is offering the course: J (Juneau), K (Ketchikan), and T (Sitka).
- The second digit of the code (either a “D” or “0”) is determined by the course’s delivery method: D (distance), 0 (local).
- The third digit of the code is usually only useful if there are several sections of the same course being taught in a semester. Though each section covers the same content, individual sections may be offered at different times of the day or different days of the week.

Mathematics **Sample Search Results** ⇩ **Remaining seats available in class**

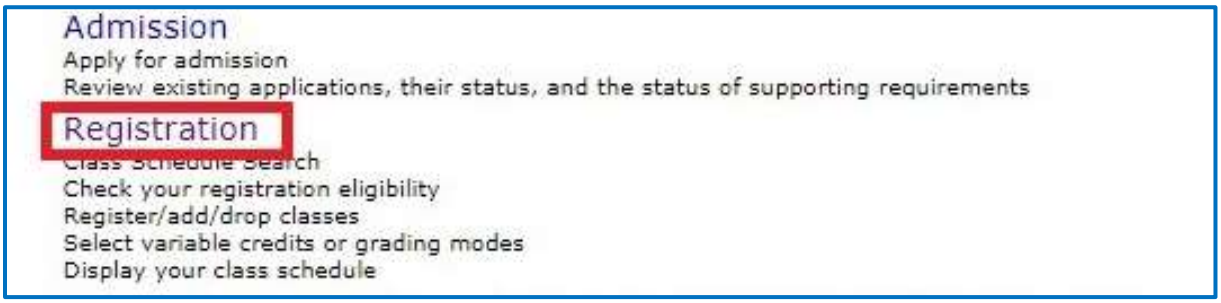
Select	CRN	Subj	Crse	Sec	Campus	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	XL Cap	XL Act	XL Rem	Instructor	Date	Location
☐	77339	MATH	S054	K01	UAS - Ketchikan Campus	3.000	Prealgebra	TR	06:00 pm-07:20 pm	12	1	11	10	0	0	0	0	Conan M Steele (P)	Aug 28-Dec 16	Paul Building 303
☐	77226	MATH	S054	KD1	UAS - Ketchikan Campus	3.000	Prealgebra	NA		30	5	25	10	0	0	0	0	Conan M Steele (P)	Aug 28-Dec 16	Distance Ed WEB
☐	73269	MATH	S055	J01	UAS - Juneau Campus	4.000	Elementary Algebra	MWF	10:20 am-11:40 am	25	7	18	5	0	0	0	0	Jill Ann Dumesnil (P)	Aug 28-Dec 16	Egan Library Wing 218
☐	73270	MATH	S055	J02	UAS - Juneau Campus	4.000	Elementary Algebra	MTRF	12:00 pm-01:00 pm	25	2	23	5	0	0	0	0	TBA	Aug 28-Dec 16	Egan Library Wing 225
☐	73271	MATH	S055	J03	UAS - Juneau Campus	4.000	Elementary Algebra	MTWR	03:30 pm-04:30 pm	25	2	23	5	0	0	0	0	Jill Ann Dumesnil (P)	Aug 28-Dec 16	Egan Library Wing 219
☐	77340	MATH	S055	K01	UAS - Ketchikan Campus	4.000	Elementary Algebra	TWR	03:00 pm-04:20 pm	16	5	11	10	0	0	0	0	Louis Lloyd Scott (P)	Aug 28-Dec 16	Paul Building 516
☐	78096	MATH	S055	TD1	UAS - Sitka Campus	4.000	Elementary Algebra	NA		25	13	12	10	0	0	0	0	Teresa L Holt (P)	Aug 28-Dec 16	Distance Ed WEB

9. By looking at the image above you should be able to determine that:

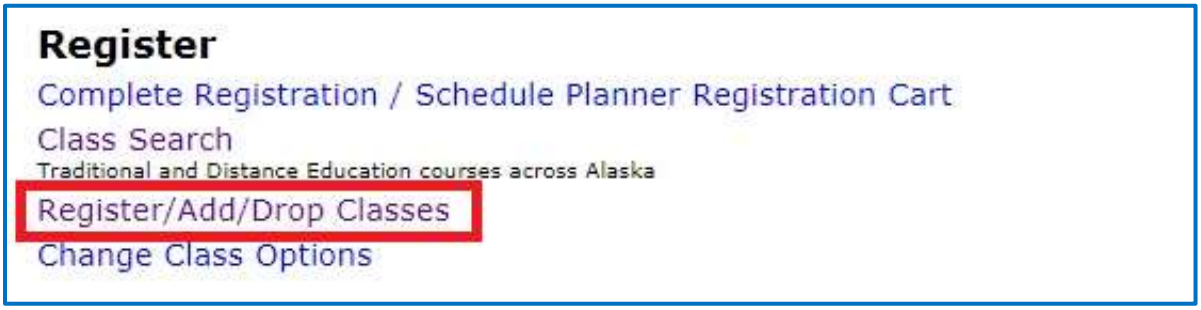
- The first course listed (MATH S054 K01) is offered locally by the Ketchikan campus and there are 11 open seats remaining in the course.
- The last course listed in the image (MATH S055 TD1) is a distance course offered by the Sitka campus and there are 12 open seats remaining in the course.
- The fourth course listed in the image (MATH S055 J02) is the second section of the MATH S055 course offered locally in Juneau, but it is offered at a different time of the day and on different days of the week than the first section (J01) of MATH S055 (third row in the image) or the third section (J03) of MATH S055 (fifth row).



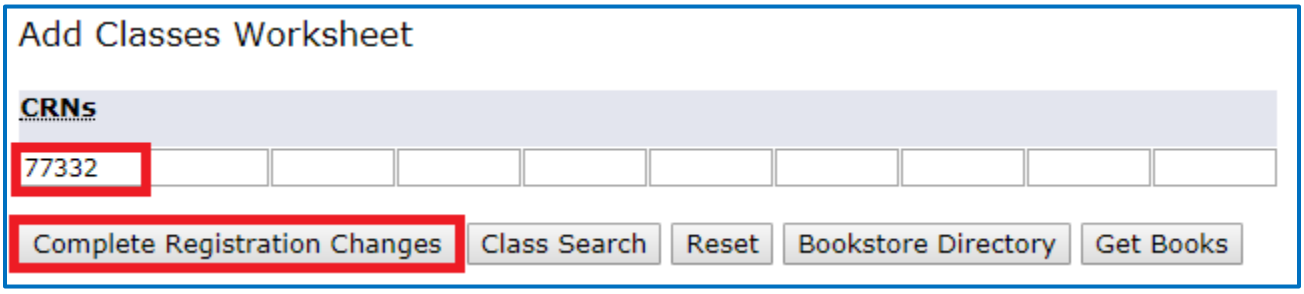
10. When all the CRNs are written down for the courses you want to register for, scroll up to the top of the website and click on the “Student Services & Account Information” tab and click on “Registration” in the following menu.



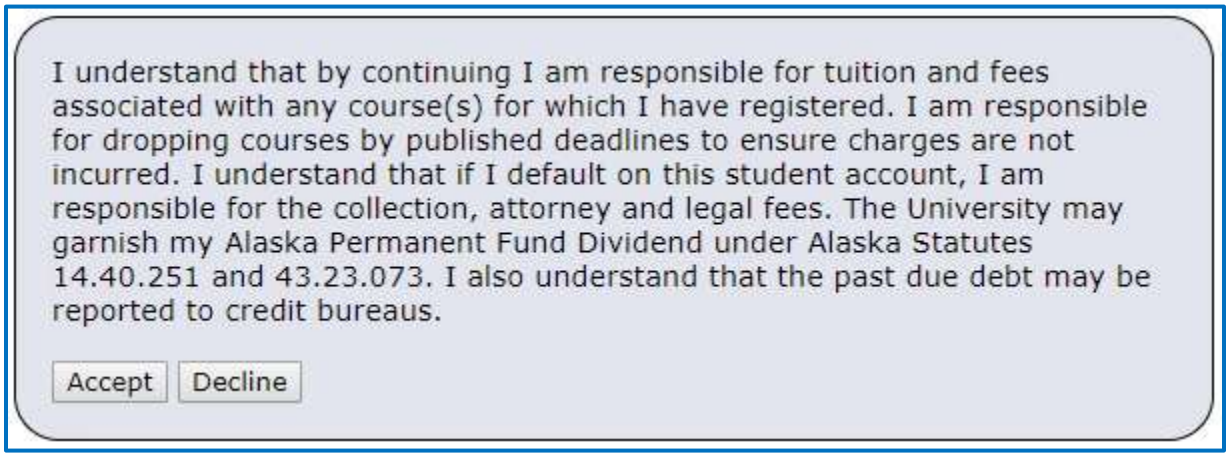
11. In the “Registration” menu click on “Register/Add/Drop Classes” and scroll down to the bottom of the page.



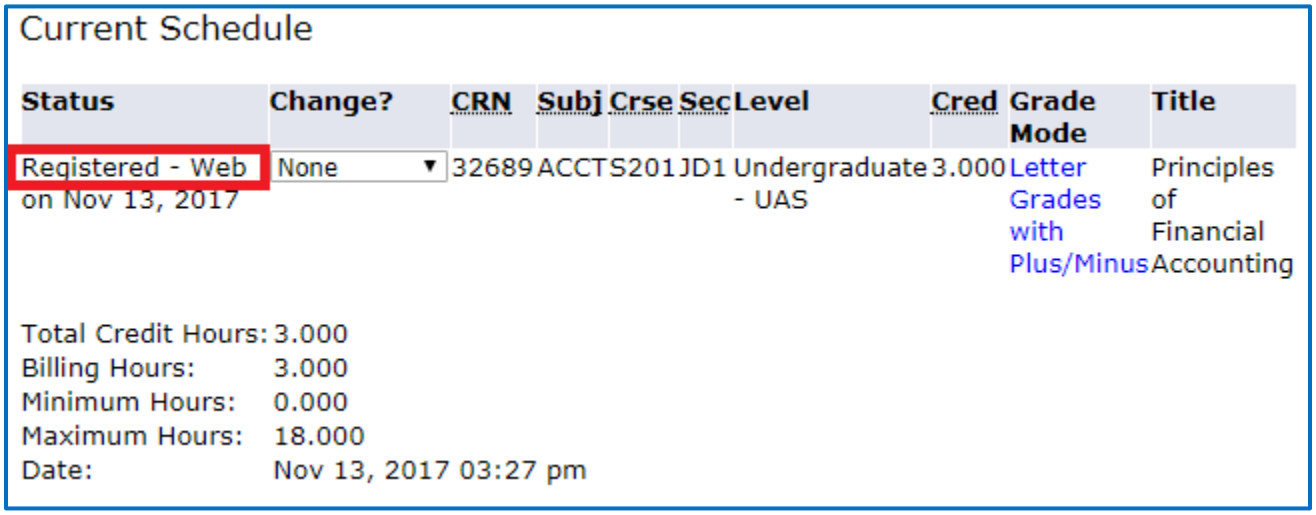
12. Type in the CRNs for all the courses you want to register for in the spaces available at the bottom of the page and click “Complete Registration Changes” when done.



13. You will need to agree to pay the tuition and fees associated the courses you are registering for. After clicking “Agree” you will be taken to a screen confirming your registration status.



14. After clicking “Agree” you should now see a screen like the one below with the status of each course listed as “Registered” if you have registered successfully for all courses.

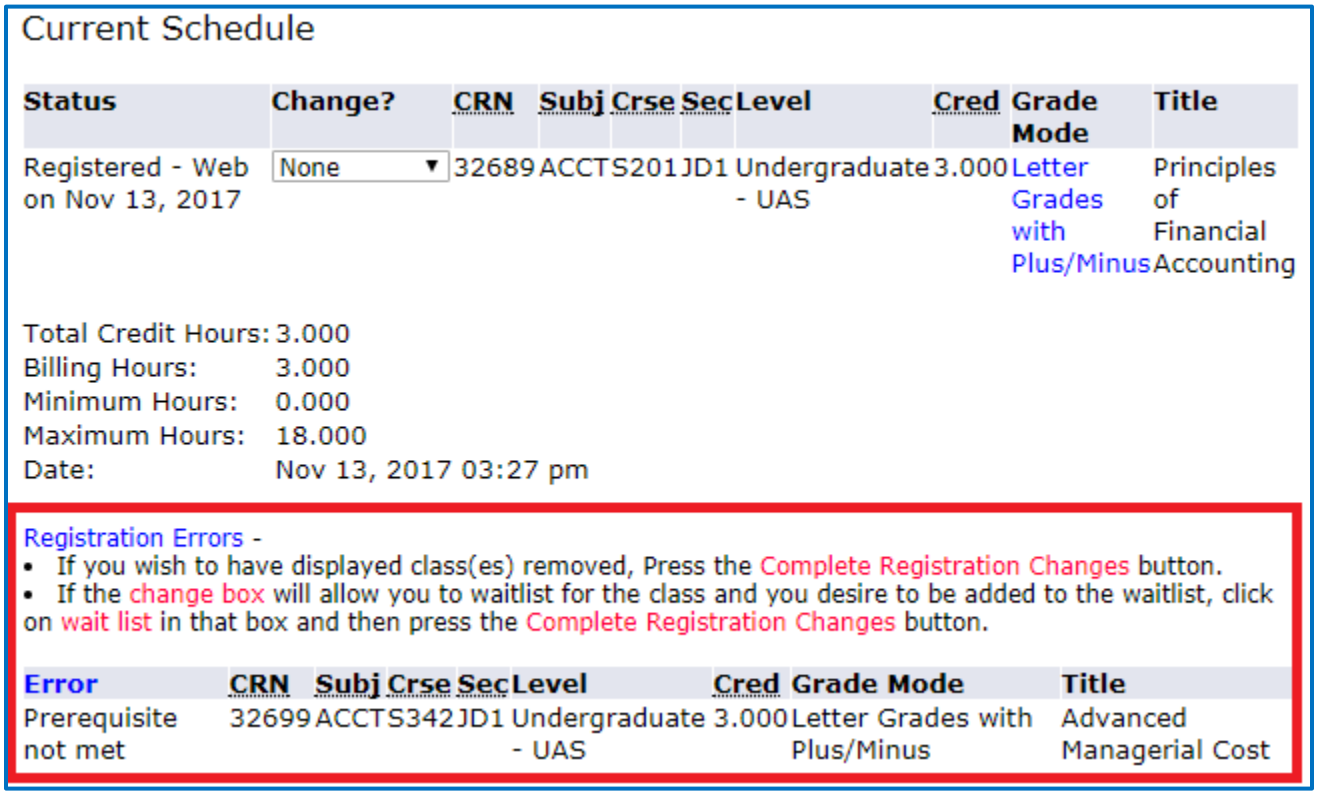


Current Schedule

Status	Change?	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered - Web on Nov 13, 2017	None	32689	ACCT	S201	JD1	Undergraduate - UAS	3.000	Letter Grades with Plus/Minus	Principles of Financial Accounting

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 13, 2017 03:27 pm

15. If you encounter any registration errors (see example below) or are not able to register for some reason, please contact your program advisor or the Education general information line (907-796-6076) for help.



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Date: Nov 13, 2017 03:27 pm

Registration Errors -
- If you wish to have displayed class(es) removed, Press the Complete Registration Changes button.
- If the change box will allow you to waitlist for the class and you desire to be added to the waitlist, click on wait list in that box and then press the Complete Registration Changes button.

Error	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite not met	32699	ACCT	S342	JD1	Undergraduate - UAS	3.000	Letter Grades with Plus/Minus	Advanced Managerial Cost

16. Once your registration is complete, do not forget to contact the Student Accounts Office to pay for your courses or set up a payment plan. They are available by email at uas.cashier@alaska.edu or by phone at 907-796-6267.

    Financial Aid is available by phone at 907-796-6255 or by email at uas.finaid@alaska.edu.

    For additional class search instructions, please see the following YouTube video “Search for Courses at UAS”: www.youtube.com/watch?v=mCYP6CZ3_C0&feature=youtu.be

Please contact Elisabeth Genaux (907-796-6076 or e.g@ alaska.edu) if you have comments, corrections for this document, or additional questions about this procedure.