REGISTRATION

You must register and pay tuition and fees to attend classes and earn credit. Registration is held each semester on dates published in the academic calendar (see academic calendar [http://catalog.uaf.edu/calendar] for the Fairbanks campus). For special programs, short courses, seminars and other classes not part of the regular academic calendar, registration is as needed.

Details about procedures and schedules for registering are published online and in separate publications at each campus. Registration instructions for the Fairbanks campus are provided in the UAF registration guide, available at http://uaonline.alaska.edu or http://www.uaf.edu/register/.

The first day of instruction for all semester-length courses is the date indicated in the official semester academic calendar. That date might not be the first day that a class meets.

If you register for courses, the university holds you financially responsible for payment of your tuition and fees. The university may drop your registration if you do not pay. Other consequences for nonpayment include not being able to receive your grades or transcripts.

Academic Advising is Required

Academic advising is an important part of planning for your education. Degree students must obtain an academic advisor’s signature every semester to begin the registration process. All undergraduate degree and certificate students are required to have an academic advisor. You will work in tandem with your academic advisor to develop a viable educational plan that reflects your academic interests and goals. Your academic advisor will assist you in determining the best options, alternatives and sequences of classes to take. Academic advising is available at several campuses. See Services and Resources [http://catalog.uaf.edu/services/academic-advising-learning-assistance] for more information.

Graduate Students

First-semester graduate students must meet with their advisor, or, if no advisor is assigned, then they should meet with the department or program chair to begin their registration process.

Continuing graduate students who meet the registration requirement as found under the How to Earn a Graduate Degree [http://catalog.uaf.edu/graduate] section of the catalog need to confer with their advisor as to what courses to enroll in for each semester.

Nondegree Students

Anyone who wants to attend classes at UAF as a nondegree student may register as long as they have the appropriate permissions. Students under the age of 18 may take courses as a nondegree student. Current high school students should refer to the High School and Secondary School Students section below.

Nondegree students are subject to placement examination requirements for courses, and they must maintain a 2.0 GPA to remain in good standing. Any nondegree student who wants to be considered a degree candidate must submit an application for admission, meet regular admission requirements and submit transcripts. Nondegree students are not eligible for financial aid or priority registration.

It’s important for potential graduate students to understand that credits earned as a nondegree student might not be accepted for use toward a graduate degree program. Please see the transfer credit section of How to Earn a Graduate Degree [http://catalog.uaf.edu/graduate].

High School and Secondary School Students

High school and secondary students may take classes at UAF. One program, Alaska Higher Education Admission Decision, requires formal admittance to UAF (see Admissions Requirements [http://catalog.uaf.edu/getting-started/admission-bachelors-degree]). Secondary student enrollment and TECH PREP, however, do not entail formal admission.

All students under the age of 18 must complete the Secondary Student Parent/Guardian Agreement form [https://www.uaf.edu/register/forms/REC_Secondary-Student-Parent-Guardian-Agreement_ent.pdf] before enrolling for the first time.

- **Secondary Student Enrollment**
  The secondary student enrollment process allows secondary school students to register for UAF classes. A student meeting course prerequisites may enroll in university classes. Students must consult their appropriate school district officials and school counselors for approval prior to registration if they wish to use university courses to meet high school graduation requirements.

  Registering for courses at UAF establishes a permanent academic record that reflects student academic performance in all courses attempted.

  **Note:** Enrollment in UAF courses as a secondary student does not constitute formal admission to the university for the purposes of earning a certificate or degree. Please note that in order to qualify for federal financial aid, you must have either a high school diploma or a GED.

- **TECH PREP Opportunities**
  The TECH PREP program allows students to earn credits toward a UAF certificate or associate degree by completing career and technical education classes in high school that have been approved for college credit by UAF. The classes available for credit vary from school to school, but in general they are taken from the following areas: applied business; automotive; airframe and powerplant; human services; computer information office systems; allied health; drafting; emergency medical services; and welding. For more information, contact your high school counselor or the Community and Technical College at 907-455-2800.

Course Placement

PLACEMENT REQUIREMENTS

Many UAF courses require placement. All students planning to take courses with specific placement requirements must meet those requirements before registering for those courses. Specific writing, reading and math placement requirements are listed in the sections below.
Students need mathematics placement at DEV M105 or above and WRTG F111X placement to register for general education requirement science courses.

**PLACEMENT TESTS**

Test results are required for first-time degree or certificate students, transfer students with fewer than 30 transfer credits, or students planning to take 100-level English, reading, mathematics, natural sciences and many general education courses. UAF mathematics placement test results must be on file with the Office of Admissions and the Registrar or the local regional campus registration office before you can register for DEV M, math, statistics or general education science classes. Results from American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT) or, for associate degree or certificate students, the ASSET, ACCUPLACER or COMPASS test must be on file with the Office of Admissions and the Registrar before you can register for classes. Your ability to register may be blocked if you have not submitted required test scores.

Students who enroll in any course without meeting placement or prerequisite requirements may be dropped or withdrawn from the course through the faculty-initiated withdrawal process.

Writing placement exams must be taken within two calendar years before the start of a course; mathematics placement exams must be taken within one calendar year prior. Students enrolling in developmental or lower-division general education requirement courses must have completed any prerequisite courses within two calendar years of their enrollment.

**COURSE PREREQUISITES**

Course prerequisites indicate what previous preparation is needed to enroll in a course. An instructor has the right to drop any student from the course if he or she does not meet the prerequisite or has not received a grade of C- or better in all prerequisite courses. An instructor also has the right to waive a course prerequisite if the instructor documents that the student possesses the background required to succeed in the class. Students who take a course at a higher level than a corresponding prerequisite course required for a degree program are not exempt from taking that required course.

**WRITING**

Placement into writing courses requires either prerequisite course credit or a standardized placement test that measures academic skills such as critical thinking and reading. The score from any of the tests (see English, Developmental English and Developmental Studies Course Placement Scores (p. 2) table) places the student in the appropriate writing class. A writing sample, given on the first day of class, may modify this placement. Degree or certificate students placed in developmental writing or reading courses should register for them during their first semester. These courses help students gain competencies necessary to succeed in college-level courses. If the student’s standardized test scores are below the minimums in English, Developmental English and Developmental Studies Course Placement Scores (p. 2) table and if the student’s high school cumulative GPA is 3.0 or higher, the student may be given permission to enroll in WRTG F111X by the director of university writing or rural campus English/Arts and Letters faculty.

On the basis of test scores, students may be required to take developmental English and/or developmental studies courses. These courses help students gain competencies necessary for success in college-level courses.

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**English, Developmental English and Developmental Studies Course Placement Scores**

<table>
<thead>
<tr>
<th>Courses</th>
<th>ACT English + Reading</th>
<th>SAT Writing Critical Evidence</th>
<th>SAT Redesign Evidence Based Reading + Writing</th>
<th>ACCUPLACER/ASSET Sentence Skills + Reading Comprehension Form B2</th>
<th>UAF Writing Sample For Use with ASSET Form B2</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG F211X</td>
<td>1340-1600</td>
<td>710-800</td>
<td>170-240</td>
<td>82-107</td>
<td>N/A</td>
</tr>
<tr>
<td>WRTG F212X</td>
<td>860-1330</td>
<td>480-700</td>
<td>140-180</td>
<td>76-81</td>
<td>16-18</td>
</tr>
<tr>
<td>WRTG F213X</td>
<td>800-1270</td>
<td>470-1200</td>
<td>110-139</td>
<td>70-75</td>
<td>12-15</td>
</tr>
</tbody>
</table>

**Note:** WRTG F111X-plus pairs a section of WRTG F111X with WRTG F068. Qualifying students are those who have a combined ACCUPLACER 135-169 score and are referred by their academic advisor to the director of University Writing to interview for the program. WRTG F068 is a writing support group tutorial class, recommended based on the student’s needs for writing assistance along with any DEVE or ENGL writing course listed in the table. Students may take up to 3 credits of WRTG F068 per semester for as many semesters as needed.

**MATHEMATICS**

Mathematics course placement varies according to the type of degree the student is planning to pursue and the corresponding math course(s) needed. (See the degree program requirements (http://catalog.uaf.edu/bachelors) for more detail.) The UAF mathematics placement test is used to determine math placement. Minimum test scores for placement in math and developmental math courses are listed in Math, Statistics and Developmental Math Placement Scores (p. 3) table.

Students who have limited access to or limited experience with the Internet should contact the Department of Mathematics and Statistics or the Department of Developmental Education for assistance.
FOREIGN LANGUAGE

Students may not register for foreign language classes higher than F101 unless they have received credit through CLEP, AP, transfer or another UAF-approved test for the prior levels. With approval of the Department of Foreign Languages and Literatures, students may enroll in the level of a language at which they are competent, based on prior experience.

Math, Statistics and Developmental Math Placement Scores

<table>
<thead>
<tr>
<th>Courses</th>
<th>ALEKS PPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH F251X</td>
<td>78-100</td>
</tr>
<tr>
<td>MATH F211, MATH F230X</td>
<td>70-100</td>
</tr>
<tr>
<td>MATH F152X, MATH F156X</td>
<td>65-77</td>
</tr>
<tr>
<td>STAT F200X</td>
<td>55-100</td>
</tr>
<tr>
<td>MATH F122X, MATH F151X</td>
<td>55-77</td>
</tr>
<tr>
<td>DEVM F105, DEVM F105N, MATH F113X (DEVF F071, DEVM F105G, DEVM F105H, DEVM F105J)</td>
<td>30-54</td>
</tr>
<tr>
<td>DEVM F055 (DEVM F055D, DEVM F055E, DEVM F055F, DEVM F061, DEVM F062, HLTH F116, TTCH F131)</td>
<td>17-29</td>
</tr>
<tr>
<td>DEVM F068</td>
<td>5-29</td>
</tr>
<tr>
<td>DEVM F054 (DEVM F056, ABUS F155)</td>
<td>0-14</td>
</tr>
</tbody>
</table>

1 Placement for BIOL F115X, BIOL F116X, CHEM F105X, CHEM F106X.
2 Placement for all general education requirements for natural sciences courses except those listed different in the catalog.

Note: Academic advisors should check test score and prerequisite course dates on BANNER or UAOline and instruct students to retest if their test scores are more than ONE year old for the placement test date and TWO years old for the course prerequisite date. Students who enroll in any course without meeting placement or prerequisite requirements may be dropped or withdrawn from the course through the faculty-withdrawal process.

Note: Completion of DEVM F068 will meet the requirements needed to enter DEVM F105, DEVM F105N and DEVM F071.

Note: DEVM F051 is appropriate for students needing a review of basic math skills.

Note: DEVM F065 assists students in reviewing and reinforcing course concepts covered by DEVM F054, DEVM F055, DEVM F062, DEVM F071, DEVM F105 and DEVM F086.

Note: Students, in consultation with their academic advisor or course instructor, may opt to take a course lower than their placement.

Adding, Dropping and Withdrawing from Classes

Information about the add/drop process can also be found at http://uaonline.alaska.edu and in the registration guide at http://www.uaf.edu/register/. Adds, drops and withdrawals are not final until the student has completed the appropriate procedure, paid any relevant fees or tuition and submitted all necessary paperwork to the Office of Admissions and the Registrar. If you drop a class within specified time frames, the course will not be part of your academic transcript. Important deadlines are listed in Important Registration Change Deadlines (p. 3) table.
Registration

Appeal for late withdrawal from a class ³

After the last day for student-initiated withdrawals
30 days after the first published day of the next regular semester
Advisors signature is required for students in a degree program and must complete appeal for late withdrawal paperwork; reviewed by a campus appeals committee. Late withdrawals are allowed for exceptional cases only and approval is not automatic.

After the last day for student-initiated withdrawals
30 days after the first published day of the next regular semester
Advisors signature is required for students in a degree program and must complete appeal for late withdrawal paperwork; reviewed by a campus appeals committee. Late withdrawals are allowed for exceptional cases only and approval is not automatic.

Note: Add/drop, total withdrawal and credit/no-credit requests must be completed by the appropriate deadlines.

1. Add, drop, withdrawal and credit/no-credit option deadlines will be adjusted proportionally for courses that are less than a semester in length.

2. The first day of instruction for all semester-length courses is the date indicated in the official semester academic calendar. It might not be the first day that a class meets.

3. Late withdrawals are allowed for exceptional cases only, and approval is not automatic.

IMPORTANT DATES FOR SHORT, LATE-START AND COURSES OUTSIDE OF THE NORMAL SEMESTER TIMELINE.

<table>
<thead>
<tr>
<th>Action</th>
<th>Begins</th>
<th>Ends</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a class</td>
<td>First day of registration for the semester</td>
<td>Last day of the second week of instruction for the semester</td>
<td>Advisor’s signature not required.</td>
</tr>
<tr>
<td>Dropping one or more class(es) (class does not appear on transcript)</td>
<td>First day of registration for the semester</td>
<td>Last day of the second week of instruction for the semester</td>
<td></td>
</tr>
<tr>
<td>Faculty-initiated drop (class does not appear on transcript)</td>
<td>Published first date of semester</td>
<td>Last day of the second week of instruction for the semester</td>
<td>Faculty member will notify the Office of Admissions and the Registrar.</td>
</tr>
<tr>
<td>Withdrawing from a class (class appears on transcript with W grade)</td>
<td>After the last day of the second week of instruction for the semester</td>
<td>Last day of the tenth week of instruction for the semester</td>
<td>Advisor’s signature required for student in degree program.</td>
</tr>
</tbody>
</table>

Withdrawal from all classes (total withdrawal) | After the last day of the second week of instruction for the semester | Last day of the tenth week of instruction for the semester | Advisor’s signature required for student in degree program; total withdrawal form must be completed. |

Credit/No-credit option

First day of registration for the semester | Last day of the second week of instruction for the semester | Undergraduates only; only electives not specified in a student’s core, major, minor and degree programs are eligible for this option. |

Faculty-initiated withdrawal (class appears on transcript with W grade) | After the last day of the second week of instruction for the semester | Last day of the tenth week of instruction for the semester | Faculty member will notify the Office of Admissions and the Registrar. Student will receive an email notification at their UAF account. |

Appeal for late withdrawal from a class³ | After the last day for student-initiated withdrawals | 30 days after the first published day of the next regular semester | Advisor’s signature is required for students in a degree program and must complete appeal for late withdrawal paperwork; reviewed by a campus appeals committee. Late withdrawals are allowed for exceptional cases only and approval is not automatic. |

NONATTENDANCE DROP POLICY

Students are expected to begin attending classes on the first day of instruction. Some departments, in trying to find space for students on waitlists, require that you attend the first class session or notify the department in advance that you cannot attend the first class. If you miss the first class without notifying the department, you may be dropped from the course, and the space may be assigned to a student on the waitlist.

Because of the high demand for composition and basic speech courses listed below, students who fail to attend either of the first two meetings of a basic course will be dropped even if they registered in advance and paid their fees. If space becomes available in a class from which
you have been dropped by the department, you need to follow the add
procedure to re-enroll.

Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG F111X</td>
<td>Writing Across Contexts</td>
</tr>
<tr>
<td>WRTG F213X</td>
<td>Writing and the Sciences</td>
</tr>
<tr>
<td>ENGL F414</td>
<td>Research Writing</td>
</tr>
</tbody>
</table>

Basic Speech

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COJO F131X</td>
<td>Fundamentals of Oral Communication: Group Context</td>
</tr>
<tr>
<td>COJO F141X</td>
<td>Fundamentals of Oral Communication: Public Context</td>
</tr>
</tbody>
</table>

WITHDRAWING

• **Withdrawing from a Class**
  If you withdraw from a class later than the second Friday after the first day of instruction (last day to drop classes), a grade of W appears on your academic record. The W grade does not affect your GPA. However, it may impact your financial aid. Be sure to check with the Financial Aid Office before withdrawing from classes. The last day you can withdraw from a class is the 10th Friday after the first day of instruction. For specific dates, see the academic calendar (http://catalog.uaf.edu/calendar). Fees and tuition are not automatically refunded for W grades.

• **Withdrawing from a Class Shorter than the Full Semester**
  Withdrawal must be done by the 60 percent point of instruction.

• **Total Withdrawal from All Classes**
  If you want to withdraw from all your classes later than the second Friday after the first day of instruction (last day to drop classes), use a Total Withdrawal form available at http://www.uaf.edu/reg/forms/ or from the Office of Admissions and the Registrar. You’ll receive a W grade for all classes, which does not impact your GPA. A student-initiated total withdrawal is subject to the same deadlines as withdrawal from a class. For specific dates, see the academic calendar (http://catalog.uaf.edu/calendar). Fees and tuition are not automatically refunded for W grades.

WITHDRAWALS AFTER THE DEADLINE

Appeals for a late withdrawal after the student-initiated withdrawal deadline — the ninth Friday after the first day of instruction — are exceptions to policy and are allowed only 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 of student’s control (for example, fire or flood).

Failing a course, avoiding an unsatisfactory grade or ignorance of policies are not serious and compelling reason for seeking a late withdrawal and will not be approved.

Appeals for late withdrawals must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for late withdrawals are available at http://www.uaf.edu/reg/forms/, through the Office of Admissions and the Registrar in Signers’ Hall on 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 university 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.

FACULTY-INITIATED DROP OR WITHDRAWAL

Class instructors have the right to drop students who do not meet course prerequisites, did not obtain a grade of C- or better in all prerequisite courses, or who have not participated substantially in a course. Faculty-initiated drops submitted through the second Friday after the first day of instruction will be treated as a dropped class and will not appear on any student transcript. The faculty-initiated withdrawal may occur after the second Friday but before the 10th Friday after the first day of instruction. A grade of W will appear on a student’s academic record for faculty-initiated withdrawals.

Directed and Individual Study

**Directed study** courses allow a student to contract with an instructor to enroll individually in a course that is listed in the catalog but in a semester in which the course is not offered in the regular schedule.

For example, a directed study proposal may be approved if the course is not being offered that semester and the student needs to complete the course for graduation. The title for the directed study course will include DS.

**Individual study** courses provide students with opportunities to improve their knowledge in areas of study not listed in the current catalog. A student who requests or is advised to undertake such an individual study should present a brief proposal and syllabus to the appropriate faculty member. The syllabus must be attached to an individual study form. This requirement does not apply to directed study courses. An individual study course number will end in 97.

Registration for directed and individual study courses is not available via the web. To register for a directed or individual study course, download the request form from http://www.uaf.edu/reg/forms/ or pick up a copy at the Office of Admissions and the Registrar. Submit the completed form to the Office of Admissions and the Registrar.

Where to Get More Information

**Office of Admissions and the Registrar**
University of Alaska Fairbanks
102 Signers’ Hall
P.O. Box 757480
Fairbanks, AK 99775-7480
Email: uaf-registrar@alaska.edu
Online: http://www.uaf.edu/reg/
Telephone: 907-474-7500