REGISTRATION

In order to attend a class, students must be either registered or wait-listed. Credit for classes may be earned only when tuition and fees are paid in full. Registration is held each semester on dates published in the academic calendar (https://catalog.uaf.edu/calendar/).

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 (https://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, 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 but are not required to meet with their advisor prior to registration.

**Nondegree Students**

Anyone who wants to attend classes at UAF as a nondegree student may register as long as they have the appropriate permissions. New nondegree students who are at least 18 years old must complete a free nondegree application (https://uaf.edu/admissions/apply/#now) in order to be eligible to register.

Nondegree students may also see an academic advisor, and it is recommended for those taking 9 or more credits in a semester or for those who have accumulated 30 or more UAF credits.

Nondegree students are subject to placement examination requirements for courses. 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 either as degree or nondegree students.

- **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 official 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. Students must submit the free nondegree application (https://uaf.edu/admissions/apply/#now) and must obtain a parent's or guardian's permission (https://uaf.edu/reg/files/forms/REC_Secondary%20Student%20Parent%20Guardian%20Agreement.pdf) to enroll.
  A parent or guardian may not attend a course in which their secondary school student is registered unless and until the parent or guardian is also officially registered for the course.
  **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.

- **Alaska Higher Education Admission Decision (AHEAD) program**
  The AHEAD program allows qualified high school students to be admitted to UAF as general studies students. AHEAD students are assigned an academic advisor and follow the registration timeline for degree students.
  To qualify, students must submit an AHEAD program application (https://uaf.edu/admissions/apply/highschool/). They must have completed three-fourths of their high school core curriculum and have a cumulative 3.0 GPA or higher. (To qualify for federal financial aid, you must have either a high school diploma or a GED.)
## Adding, Dropping and Withdrawing from Classes

Information about the add/drop process can also be found at UAOnline (https://uaonline.alaska.edu) and at the Office of the Registrar website (https://www.uaf.edu/reg/). 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 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. 2) table.

### Important Registration Change Deadlines

#### FULL TERM SECTIONS

<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</td>
<td>Last day of the second week of</td>
<td>Advisor’s signature not required.</td>
</tr>
<tr>
<td></td>
<td>semester</td>
<td>instruction for the semester</td>
<td></td>
</tr>
<tr>
<td>Credit/No-credit option</td>
<td>First day of registration for the</td>
<td>Friday of the third week of</td>
<td>Undergraduates only; only electives not specified in a student’s core, major, minor and degree</td>
</tr>
<tr>
<td></td>
<td>semester</td>
<td>instruction for the semester</td>
<td>programs are eligible for this option.</td>
</tr>
<tr>
<td>Dropping one or more class(es) (class does</td>
<td>First day of registration for the</td>
<td>Last day of the second week of</td>
<td>Faculty member will notify the Office of the Registrar.</td>
</tr>
<tr>
<td>not appear on transcript)</td>
<td>semester</td>
<td>instruction for the semester</td>
<td></td>
</tr>
<tr>
<td>Faculty-initiated drop (class does not</td>
<td>First day of registration for the</td>
<td>Last day of the second week of</td>
<td>Faculty member will notify the Office of the Registrar.</td>
</tr>
<tr>
<td>appear on transcript)</td>
<td>semester</td>
<td>instruction for the semester</td>
<td></td>
</tr>
<tr>
<td>Withdrawing from a class (class appears</td>
<td>After the last day of the second</td>
<td>Last day of the tenth week of</td>
<td>Advisor’s signature required for students in a degree program; total withdrawal form must be</td>
</tr>
<tr>
<td>on transcript with W grade)</td>
<td>week of instruction for the</td>
<td>instruction for the semester</td>
<td>completed.</td>
</tr>
<tr>
<td>Withdrawing from all classes (total</td>
<td>After the last day of the second</td>
<td>Last day of the tenth week of</td>
<td>Faculty member will notify the Office of the Registrar. Student will receive an email</td>
</tr>
<tr>
<td>withdrawal)</td>
<td>week of instruction for the</td>
<td>instruction for the semester</td>
<td>notification at their UAF account.</td>
</tr>
<tr>
<td>Faculty-initiated withdrawal (class appears</td>
<td>After the last day of the second</td>
<td>Last day of the tenth week of</td>
<td></td>
</tr>
<tr>
<td>on transcript with W grade)</td>
<td>week of instruction for the</td>
<td>instruction for the semester</td>
<td></td>
</tr>
<tr>
<td>Appeal for late withdrawal from a class</td>
<td>After the last day for student-</td>
<td>30 days after the first published</td>
<td>Advisor’s signature is required for students in a degree program and must complete appeal for</td>
</tr>
<tr>
<td></td>
<td>initiated withdrawals</td>
<td>day of instruction for the</td>
<td>late withdrawal paperwork; reviewed by a campus appeals committee. Late withdrawals are allowed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>next regular semester.</td>
<td>for exceptional cases only and approval is not automatic.</td>
</tr>
</tbody>
</table>

**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. See next two tables.

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.
### SECTION IS MORE THAN 4 WEEKS, BUT LESS THAN THE FULL SEMESTER

<table>
<thead>
<tr>
<th>Action</th>
<th>Begins</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a class</td>
<td>First day of registration for the semester</td>
<td>Five business days after the class begins</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>Five business days after the class begins</td>
<td></td>
</tr>
<tr>
<td>Faculty-initiated drop (class does not appear on transcript)</td>
<td>Published first date of semester</td>
<td>Five business days after the class begins</td>
<td>Faculty member will notify the Office of the Registrar.</td>
</tr>
<tr>
<td>Credit/No-credit option</td>
<td>First day of registration for the semester</td>
<td>Friday of the third week of instruction for the semester</td>
<td>Undergraduates only; only electives not specified in a student's core, major, minor and degree programs are eligible for this option.</td>
</tr>
<tr>
<td>Withdrawing from a class (class appears on transcript with W grade)</td>
<td>Six business days after the class begins</td>
<td>Before 60% of the scheduled length of the course has elapsed</td>
<td></td>
</tr>
<tr>
<td>Faculty-initiated withdrawal (class appears on transcript with W grade)</td>
<td>Six business days after the class begins</td>
<td>Before 60% of the scheduled length of the course has elapsed</td>
<td>Faculty member will notify the Office of the Registrar. Student will receive an email notification at their UAF account.</td>
</tr>
</tbody>
</table>

### SECTION IS LESS THAN 4 WEEKS

<table>
<thead>
<tr>
<th>Action</th>
<th>Begins</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a class</td>
<td>First day of registration for the semester</td>
<td>First day of class</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>First day of class</td>
<td></td>
</tr>
<tr>
<td>Faculty-initiated drop (class does not appear on transcript)</td>
<td>Published first date of semester</td>
<td>First day of class</td>
<td>Faculty member will notify the Office of the Registrar.</td>
</tr>
<tr>
<td>Credit/No-credit option</td>
<td>First day of registration for the semester</td>
<td>Friday of the third week of instruction for the semester</td>
<td>Undergraduates only; only electives not specified in a student's core, major, minor and degree programs are eligible for this option.</td>
</tr>
<tr>
<td>Withdrawing from a class (class appears on transcript with W grade)</td>
<td>Second day of class</td>
<td>Before 60% of the scheduled length of the course has elapsed</td>
<td></td>
</tr>
<tr>
<td>Faculty-initiated withdrawal (class appears on transcript with W grade)</td>
<td>Second day of class</td>
<td>Before 60% of the scheduled length of the course has elapsed</td>
<td>Faculty member will notify the Office of the Registrar. Student will receive an email notification at their UAF account.</td>
</tr>
</tbody>
</table>

### NON-ATTENDANCE 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG F111X</td>
<td>Writing Across Contexts</td>
<td></td>
</tr>
</tbody>
</table>

### WITHDRAWING

- **Withdrawing from a Class**

If you withdraw from a full-semester 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. See the tables above for
classes lasting less than a full semester.

- **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 the Office of the Registrar
  forms page (https://www.uaf.edu/reg/forms/) or through the Office
  of the Registrar in Signers’ Hall on the Fairbanks campus. 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 tenth 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 the immediate family;
2. serious illness or injury of the student or immediate family; and
3. factors outside of the student's control (for example, fire or flood).

Failing a course, avoiding an unsatisfactory grade or ignorance of policies
are not serious and compelling reasons 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 the Office of the Registrar forms page
(https://www.uaf.edu/reg/forms/), through the Office of 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 a further appeal
of the matter under any other procedure within the university.

**FACULTY-INITIATED DROP OR WITHDRAWAL**

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 class. Faculty-
initiated drops submitted prior to the last day to drop classes will not
appear on the student's transcript. Faculty-initiated withdrawals may
occur between the last day to drop classes and the 10th Friday after
the first day of instruction. A grade of W will appear on the student’s
transcript for faculty-initiated withdrawals. Fees and tuition are not
automatically refunded for W grades.

**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 (https://www.uaf.edu/reg/forms/) or pick up a copy at
the Office of the Registrar. Submit the completed form to the Office of the
Registrar.

**Where to Get More Information**

Office of the Registrar (https://www.uaf.edu/reg/)
University of Alaska Fairbanks
1810 Salcha Street | 102 Signers’ Hall
P.O. Box 757495 | Fairbanks, AK 99775-7495
Email: uaf-registrar@alaska.edu
Telephone: 907-474-6300