

## How to use UAOnline (<http://uaonline.alaska.edu>) to

- Register for classes
- Check status of financial aid
- Access grades & unofficial transcripts
- Order official transcripts & enrollment certifications



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### NEW STUDENTS - Apply for admission on UAOnline (<http://uaonline.alaska.edu>).

Call Student Services at 907-486-1214 for advising if needed.

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### PRIOR/RETURNING STUDENTS - Log in to UAOnline (<http://uaonline.alaska.edu>).

1. Click **Log in to Secured Area**.
2. Enter your **username and password** to login. If you do not know your login, go to [me.uaa.alaska.edu](http://me.uaa.alaska.edu).
  - a. Call the UAA Call Center at (877) 633-3888 (option 1) if assistance is needed.

### WEB REGISTRATION

1. Log in to UAOnline and select **Student Services & Account Information**.
2. Select **Registration**
3. Select **Register/Add/Drop Classes** and select the term for which you wish to register. Follow the prompts to update your information if requested.
4. If you know the 5-digit Course Registration Numbers (CRN) for the classes you wish to register for, enter them in the CRN boxes provided and select **Complete Registration Changes**.
5. If you need to look up classes or CRNs, click on **Class Search**.
  - a. You will be directed to the **Class Schedule Search** page. Select the **Campus** you plan to attend, the **Subject** you wish to study, and any other criteria you wish to use to help narrow your search. At the bottom of the page, click on **Course Search**.
  - b. Check the box for the class(es) you wish to take and then click **Add to Worksheet**. To search for additional classes, select **Class Search** and repeat the process.
  - c. Select **Complete Registration Changes**.
6. Once you have successfully registered, courses will appear under the Current Schedule heading.
7. When finished with the registration process, select **View Fees** on the lower right corner of the screen. Print your bill & schedule to present at the Kodiak College bookstore.

Check with the Bookstore at the end of Fall and Spring Semesters about the textbook buyback program. Call 486-1242 for information.

### PAYING FOR CLASSES

1. Students will not receive a bill for tuition and fees. Payment is due *at the time of registration*. Please be aware that students may be assessed late fees for delayed payment.
2. To submit payment electronically, select **View Fees** at the bottom of the registration page and follow the prompts to pay with a credit or debit card.
3. Payments in check, cash, or money order may be made in the Kodiak College Business Office (907) 486-1217.

**Login questions? Visit the CIOS Lab or call the UAA Call Center at 1-877-633-3888 (press option 1).**

## **FINANCIAL AID STATUS**

1. Log in to UAOnline and select **Financial Aid**.
2. Select **UAA** (UAA processes financial aid for Kodiak College students).
3. Select **Financial Aid Status**.
4. Select aid year from the drop-down menu and **Submit**.
5. Click on **View Your Financial Aid History**.
6. Refer to <http://www.uaa.alaska.edu/financialaid/> or call (907) 486-1214 for more information.

## **GRADES & UNOFFICIAL TRANSCRIPTS**

Students do NOT receive a paper copy of their grades in the mail.

1. Log in to UAOnline and select **Student Services & Account Information**.
2. Select **Student Records**.
3. Select **Final Grades** or **Academic Transcript**.

## **ENROLLMENT CERTIFICATIONS**

1. Log in to UAOnline and select **Student Services & Account Information**.
2. Select **Enrollment Verifications**, check **UAA Enrollment Verifications** then click **Submit Enrollment Verification**.
3. Select from the options presented **of Current Enrollment** or **All Enrollment**.
4. Print the certificate that will open as a PDF.

The enrollment certificate is an official document. It does not require UAA's seal or a signature from a UAA representative. Most major insurance companies accept this printout as an official document from the university. Please Contact UAA Enrollment Services at (907)786-1480 if you experience difficulties with this process. UAA is able to verify its authenticity.

## **OFFICIAL TRANSCRIPTS**

**Official transcripts requests are processed** through UAOnline [uaonline.alaska.edu](http://uaonline.alaska.edu)

- **Log in to Secured Area.**
  - Call the Call Center 1-877-633-3888 OR go to [me.uaa.alaska.edu](http://me.uaa.alaska.edu) for help.
1. Select **Student Services & Account Information**.
  2. Click **Official Transcript Request Service**.
  3. Determine which method of delivery is preferred.
  4. Click **Log on to the Parchment Exchange secure transcript ordering service**.
  5. Enter the requested information.
  6. Students can check the status of ordered transcripts by logging in to the same site.

Transcripts ordered on UAOnline are processed and shipped within 10 days. They remain official as long as they are sealed in the original envelope. Enrollment Services at UAA can assist with official transcript questions: (907) 786-1480.

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When you are finished using UAOnline, select **Logout** in the top, right-hand corner of the screen, then **Return to Homepage** to protect your records.

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