



COURSE INFORMATION

Semester: **Spring 2010** CRN: **40826** Course Number/Section: **LS 590.101** Credits: **1.0**

Course Title: **AKLA Conference '10: Breaking New Trails**

Course Dates: **3/4/2010 - 4/6/2010** Grading: **Pass/No Pass (P/NP)** Instructor of Record: **Debbie Mole**

REGISTRATION

Registration for this course should be completed online via UA Online (Wolflink). See pages 3-7 of this packet for step-by-step instructions. If you are unable to complete the online registration process, please contact the PACE office for assistance. If we are unable to resolve your issue with registration, we will provide you with an alternate registration option. **Registration for this course must be completed/submitted by 3/10/2010.**

DROPS/WITHDRAWALS

If you must drop or withdraw from this course, it is essential that you call UAA/PACE at (907) 786-1932 or email pace@uaa.alaska.edu no later than **3/31/2010** to initiate your official drop/withdrawal from this course. If you are not officially dropped or withdrawn from this course through UAA by the drop/withdrawal deadline date, you may receive a failing (F) or no pass (NP) grade for this course. It is your responsibility to notify UAA/PACE Enrollment of your drop/withdrawal. **Notifying your instructor that you can no longer participate or that you are unable to complete the course may NOT be sufficient for official drop/withdrawal.**

REFUNDS

Refunds are calculated using UAA's Pro-Rate calculator (<http://curric.uaa.alaska.edu/registration/prorate/prorateout.cfm>)

⇒ To be eligible for a **100% Refund**, you must notify UAA/PACE by **3/5/2010**

⇒ To be eligible for a **50% Refund**, you must notify UAA/PACE by **3/15/2010**

PAYMENT

Full payment for this course is expected to be submitted online during the registration process. Total cost for this course is **\$69.00**. The online system accepts e-payments by checking/savings account, Visa or MasterCard. If your school, district, or other organization has agreed to pay the registration fee for this course on your behalf, it is your responsibility to ensure that payment information has been provided to the University by your school, district or the organization. **You are personally responsible for all charges posted to your UAA account until such time that proper payment or payment authorization is received from the school, district or organization.**

GRADES/TRANSCRIPT INFORMATION

⇒ The published due date for all assignments from this course is **4/6/2010**

If you are or will be unable to complete the assignments for this course by the due date, please contact your instructor for information on Incomplete grades and completing an Incomplete Grade Contract.

⇒ Grades for this course may not be available for transcripts until **4/16/2010**

Please keep this date in mind when registering for this course.

⇒ This course will appear on your transcript as **LS 590, ST: AKLA Conf 2010**

UAA/PACE ENROLLMENT

3211 Providence Drive, PSB 221 Anchorage, AK 99508

(907) 786-1934 /ansjl@uaa.alaska.edu

<http://www.uaonline.alaska.edu>

PRINT	<i>Unofficial Transcripts</i>
VIEW	<i>Account Summary Account Holds Pay Your Balance</i>
REGISTER	<i>For current classes</i>
CHANGE	<i>Your Address/Phone</i>

⇒ PLEASE VERIFY YOUR GRADES
FOR ACCURACY THROUGH
UAONLINE EVERY SEMESTER...
SHOULD FIND ANY
DISCREPANCIES, LET US KNOW
RIGHT AWAY!

OFFICIAL UAA TRANSCRIPTS

http://www.uaa.alaska.edu/records/academic_records/officialtranscripts.cfm

COST OF TRANSCRIPTS

The cost for regular service is \$7.00 per copy. Processing time for regular service is 5-7 business days and transcripts are sent via first-class mail. Priority mailing and express mailing services are available at an additional cost. All fees can be paid by check, money order or credit card (Visa/MasterCard). Allow for longer processing times during peak periods at the beginning and end of each semester. If you attended more than one UA campus, you can order all from one transcript office by marking the appropriate boxes on the request form.

NEW! ONLINE TRANSCRIPT SERVICE

National Student Clearinghouse is the University of Alaska provider for online transcript request service. This is a secure site that enables you to electronically submit your request. (A major credit card and current e-mail address are required.) No Priority, FedEx or Express mailing services are available through this site.

https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=01146200

TRANSCRIPT SERVICE BY MAIL

If you do not have a major credit card or current e-mail address, or if you require expedited shipping, a transcript request form for you to print & mail is available online at

http://www.uaa.alaska.edu/records/academic_records/upload/transcript_request_form.pdf

TRANSCRIPT SERVICE IN PERSON

Transcripts may also be ordered in person at the Enrollment Services kiosk located on the south end of the University Center.

24-HOUR TRANSCRIPT SERVICE

24-hour service is available only in person at the University Center, Enrollment Services kiosk. If you require an immediate official transcript, **one** only will be furnished within 24 hours (one business day) of receipt of request submittal for a fee of \$25. We cannot accept faxed or mailed requests for the 24-hour service. The 24-hour request form is available online at

http://www.uaa.alaska.edu/records/academic_records/upload/24_hour_transcript_request.pdf

Questions/problems regarding registration, payments and grades for 500-level, professional development courses can be directed to: PACE Enrollment ♦ (907) 786-1932 ♦ pace@uaa.alaska.edu

Professional Development (500-level) courses offered through the office of Professional and Continuing Education (PACE) utilize the University of Alaska online registration system.

ONLINE REGISTRATION... •Decreases overall processing time/delays in processing of registration and payments •allows for electronic processing of credit card, checking/savings account payments •ensures personal information with UAA is correct & offers opportunity to update •reveals problems that may obstruct/ prevent registration •provides immediate confirmation of successful registration.

HOW DO I REGISTER ONLINE?

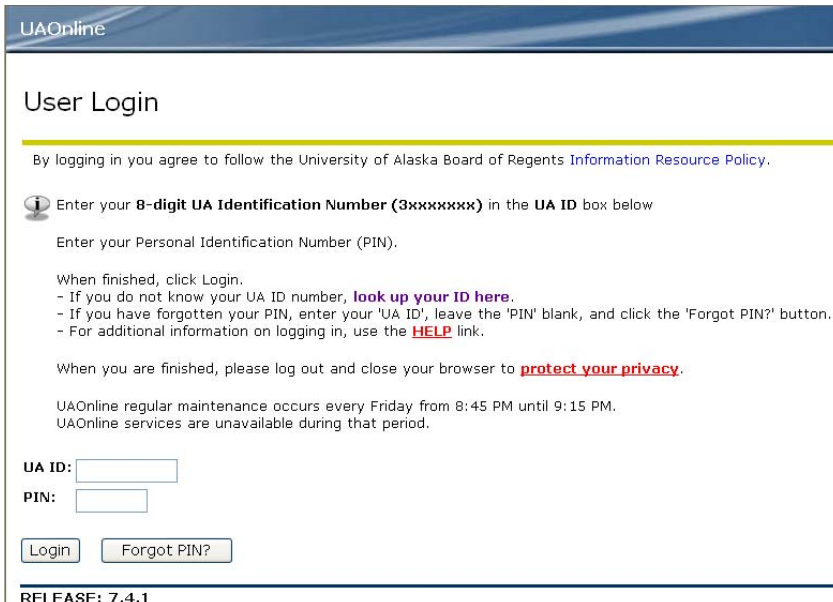


LOGIN TO UA ONLINE: WWW.UAONLINE.ALASKA.EDU

IF YOU RECEIVE AN ERROR MESSAGE WHEN ACCESSING THE SITE DIRECTLY FROM THE WEB ADDRESS, SIMPLY GO TO WWW.UAA.ALASKA.EDU AND CHOOSE UAONLINE FROM QUICKLINKS MENU FOUND ON THE RIGHT-HAND SIDE OF THE PAGE.

If you are new to Alaska or have never taken classes from the University of Alaska (UAA, UAF or UAS), please contact Sally Love (786-1934 or sallylove@uaa.alaska) and a separate set of instructions will be emailed to you.

1. Click on "LOGIN TO SECURED AREA." Enter your UA ID# and PIN:



* UA ID#: If you do not know your UA ID#, click on the "look up your ID here" link. When the results display, your UA ID# is the 8-digit number beginning with a 3 (The letters displayed below your ID are NOT your PIN). See below for information about PINs. If you are unable to retrieve your ID through the lookup form, please contact the PACE office so we can verify your information.

* PIN: If you have accessed UAOnline before but do not know your PIN, enter your User ID and click on "Forgot PIN?" If you previously set up a security question and answer the question correctly, you will be able to choose a new PIN at this time.

* When accessing UAOnline for the first time, your default PIN will be set to your birth date (in the format MMDDYY). For security purposes, your birth date PIN will immediately expire and you will be prompted to change your PIN to a different six character string (numbers, letters, and some symbols). Be sure to create a new PIN that you will REMEMBER! Following the creation of your new PIN, you will be asked to enter a security question and the answer to that question. We STRONGLY recommend that you choose a question that remains constant, such as "What is my mother's maiden name?" or "City of Birth?"

* If your initial PIN (birth date) does not work, enter your ID and click on "Forgot PIN?" Frequently, students do not realize they have accessed the system before and set-up a security question.

* If you forget your PIN in the future, you can click on "Forgot PIN?" from the UAOnline login page and answer the security question you provided. If the system receives the correct answer, your PIN will be reset to your birth date once again. * If you do not have a security question set up or can't remember the answer to your question, you must call UAA IT Services at (907) 786-4646 (select option 1 and then option 1 again) -or- Enrollment Services at (907) 786-1480 (select option 2) to have your PIN reset. You may also stop by the University Center with picture ID to have your PIN reset for you.

***Please note that if your PIN is reset more than twice in a six month period, you will be required to come to the University Center kiosk with picture ID to have your PIN reset a third time.

2. DETERMINE YOUR REGISTRATION ELIGIBILITY

- Once successfully logged in, click on “**Student Services & Account Information**”, then on “**Registration**,” and next on “**Check your Registration Eligibility.**”
- From the dropdown menu, select the term in which your course begins and click **submit**

Select Term

Your current educational level and goal are listed below.

Education Level: Associate Degree
Education Goal: Masters

Select a Term: Summer 2007

Submit

* On the next screen, if you receive this message:

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Non-Degree Seeking.

You should be eligible to register and can proceed with registration (see Section C,).

* On the next screen, if you receive the following message:



You require re-admission prior to registration.

You must first re-apply for non-degree seeking admission (to update your non-degree seeking status) before you will be permitted to register. (See Section C below). **Alternately, you can call the PACE office to have your non-degree seeking admission status updated.**

* On the next screen, if the information displayed states that you have **Holds**, you can view your holds by clicking on the “**Student Services & Account Information**” tab, then on “**Student Records**,” and then on “**View Holds.**” For Holds due to:

- * **Financial** obligations, you will need to call UAA Accounting: 786-1475 -or- 786-6146.
- * **Library** fines, you will need to call the UAA Consortium Library: 786-1374.
- * **Parking** fines, you will need to call the UAA Parking Services: 786-1119.
- * If your hold is due to another reason not listed above, you will need to contact UAA Enrollment Services (786-1480) to determine what needs to be done to resolve the issue.

Your Hold(s) must be resolved (any account balances/fines paid, etc.) and your hold released before you will be permitted to register.

B

NON-DEGREE SEEKING ADMISSION INSTRUCTIONS

**** DO NOT APPLY for NON-DEGREE-SEEKING admission if you are currently admitted to a degree program at a UA campus (UAA, UAF, UAS); doing so will change your status in the UA system and may remove you from your program. Login to UA Online & proceed with registration (section C). ****

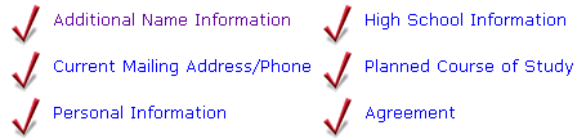
1. Click on the “**Student Services & Account Information**” tab at the top of the page.
2. Choose “**Admissions**” from menu.
 - a. Select “University of Alaska Anchorage”, “Non-Degree Seeking” from the lists at right
 - b. Select the current UAA semester in the admission term drop-down menu.
 - c. Enter your name & click Fill Out App.

Campus:	Application Type:
Bristol Bay Campus	Associate/Cert - No College
Chukchi Campus	Associate/Cert - Prior College
Interior-Aleutians Campus	Bachelor - No College
Kenai Peninsula College	Bachelor - Prior College
Ketchikan Campus	Graduate (Bachelors Req'd)
Kodiak College	Intl 2yr Degree-No College
Kuskokwim Campus	Intl 2yr Degree-Prior College
Mat-Su College	Intl 4yr Degree-No College
Northwest Campus	Intl 4yr Degree-Prior College
Sitka Campus	Non-Degree Seeking
Tanana Valley Campus	Occupational Endorsements
University of Alaska Anchorage	Secondary School
University of Alaska Fairbanks	
University of Alaska Southeast	

- To begin the application, click on additional name information. On the following screens, fill in/update the requested personal information (address and phone, and high school information, etc).

*All fields marked with a red asterisk are required and must be completed. * - indicates a required field.*

- When you reach Planned Course of Study, select “**Non Degree Seeking**” from the drop-down menu and click “**continue.**”
- On the Application Checklist, be sure there is a red checkmark by each section and click “**Application is Complete.**”



- If there is a blue “i” circle next to any section, you will need to go back and complete that section before clicking “**Application is Complete.**”



- When you reach the **Signature Page**, you have completed the application successfully and should now be able to proceed with registration (Section C, below).

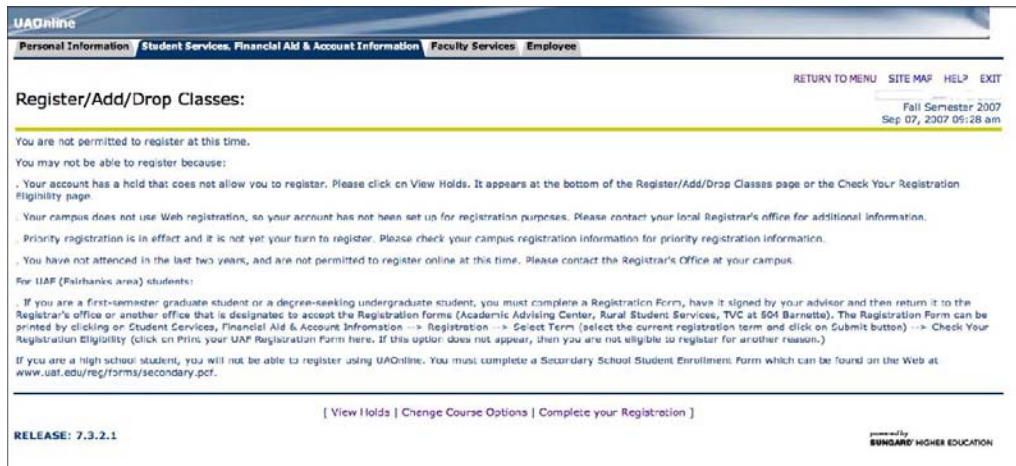
C REGISTRATION INSTRUCTIONS

1. Click on “**Student Services & Account Information**” tab
2. Click on “**Registration**”
3. Click on “**Register / Add/Drop Classes**”



If you receive a message stating “**You are not permitted to register at this time,**” after clicking **Register / Add/Drop Classes**, your non-degree seeking admission is out of date.

To update your information, you can re-apply for non-degree seeking admission (See Section B, page 4), or call/email the PACE office with your student ID# and we can update your status.



4. Choose the **Current Semester** from the drop down menu & click “**Submit**”
5. You may be asked to verify your Education Level and Education Goal. Choose the appropriate selections for the drop down menus and click “**Continue.**”
6. Scroll to the bottom of the page & locate the **Add Classes Worksheet**
7. Enter the **CRN** for your course & click “**Complete Registration Changes**” (see the **Course, Registration & Transcript Information on page 1 of this packet for the CRN**)

Add Classes Worksheet

CRNs

8. The page will refresh and the course should now appear under **current schedule**

Current Schedule

Status	Change?	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Registered - Web on Nov 21, 2006		37837	OSH	A112	AES Undergraduate - UAA	3.000	Letter Grades	Introduction to Injury Epidemiology

****After clicking “Complete Registration Changes”, if you receive a registration error indicating a time, capacity or duplicate section conflict, please contact the PACE Office to have an override entered for you.****

Registration Errors -

- If you wish to have displayed class(es) removed, Press the **submit 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 **submit changes** button.

Error	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
DUPL CRSE WITH SEC-90258 90050 PADM A571 705 Professional - UAA 1.000 Letter Grades - Not in GPA Personal Financial Planning							

9. At the bottom of the page, below the horizontal line, click “**View Fees**”

RELEASE: 7.3.3

[[View Holds](#) | [Change Course Options](#) | [View Fees](#)]

powered by
SUNGARD HIGHER EDUCATION

10. The screen that follows displays the fees & charges assessed on your UAA account
Please note: this is a summary of charges for **all courses enrolled in for selected semester; it does not reflect any payments you may have made**

11. At the bottom of the page, below the horizontal line, click on “**Account Detail for Term / Credit Card Payment**” (even if you will be paying by e-check or savings)

Total Charge: \$/85.00

RELEASE: 6.2

[[Week at a Glance](#) | [Student Detail Schedule](#) | [Account Detail for Term / Credit Card Payment](#) | [Bookstores](#)]

powered by
SUNGARD HIGHER EDUCATION

12. The next screen shows the detail of all charges and payments for the selected semester, as well as the total amount due on your account. Click on “**Check**” to pay through your checking or savings account; click on “**Credit Card**” to pay with a credit card and follow the prompts.

Account Detail for Term

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Questions? Contact the appropriate office(s).

If ready to pay, click **Check** to make online payment from your checking or saving account, or click **Credit Card** to pay online by credit card.

If you would like to add a sports pass, parking decal or health insurance charge to your account before making payment, click on the appropriate link
[Sports Pass - for UAF students only](#)
[Parking Decal](#)
[Health Insurance - for UAF students only](#)

200703 Fall Semester 2007 Term Detail

Detail Code	Description	Charge	Payment	Balance
	Net Term Balance			\$0.00
	Net Balance for Other Terms:			\$0.00
	Account Balance:			\$0.00
	Current Amount Due:			\$0.00

- After clicking on Check or Credit Card, you will be prompted to enter the **Term** for your payment again. Choose the appropriate semester & click **Submit**. Follow the payment instructions on the screens that follow.

TO CONFIRM YOUR REGISTRATION

Click on “**Student Services & Account Information,**” then “**Registration,**” then “**Active Registrations.**”
If your course is listed, your registration was successful.

For security purposes, please be sure to logout of UAOnline & close your browser window.

If you have difficulties registering or have questions about online registration, contact:
Sally Love (907) 786-1934, sallylove@uaa.alaska.edu or Jennifer Greene (907) 786-1932, jgreene@uaa.alaska.edu

COMMON PROBLEMS	SUGGESTIONS/SOLUTIONS
I receive a site certificate error when accessing www.uaonline.alaska.edu and my network will not allow me to access the site	Go to www.uaa.alaska.edu and click on UAOnline from the Quicklinks menu on the right side of the page
I don't know my UA ID#	Click on "Look up my ID here" and enter the requested information
I've entered the information, but it says it is unable to retrieve my UA ID.	Call the PACE office for assistance.
I don't know my PIN	<p>Enter your UA ID and click on the Forgot PIN link. If you have a security question enabled, and answer it correctly, it will allow you to reset your PIN.</p> <p>If you do not have a security question enabled, or you don't know the answer to your question, you will need to call UAA IT Services to have your PIN reset. UAA IT Services Call Center (907-786-4646) is open Mon-Fri 6am-midnight and Sat-Sun 8am-5pm.</p>
When I click on Register / Add/Drop Classes, I receive a message that I am not permitted to register at this time.	<ul style="list-style-type: none"> *Follow the instructions (beginning on page 4 of the attached packet) to Determine Your Registration Eligibility; *Follow the Non-Degree Seeking Admission Instructions (beginning on page 4 of the attached packet) to update your status; *Be sure that you have selected the correct semester; <p>If one of these do not resolve your issue, please contact the PACE office for assistance.</p>
When I click "Complete Registration Changes" after entering the CRN, I receive an error (TIME CONFLICT, DUPLICATE SECTION, CAPACITY, etc)	Email the PACE office. Be sure to include your UA ID#, what type of error you received. We can generally resolve these issues quickly as long as we receive all the information in your email.
I am being charged the incorrect amount for my course	Be sure you have clicked on "Account Detail for Term/Credit Card Payment", which includes both payments and charges. The first screen after clicking View Fees only shows charges and does not reflect payments for other courses you may have already made.



Professional and Continuing Education

ONLINE REGISTRATION ASSISTANCE

If you are having problems with UAA online registration, received an error during registration, missed the registration deadline, or have questions regarding online registration, please contact:

Sally Love

(907) 786-1934

(888) 822-8974 outside Anchorage

sallylove@uaa.alaska.edu

-or-

Jennifer Greene

(907) 786-1932

jgreene@uaa.alaska.edu

PLEASE NOTE: If your UAOnline account has been disabled, you **MUST** call UAA IT Services (907-786-4646 or 877-633-3888) to have your PIN reset.

The PACE office is unable to assist with PIN resets.