



COURSE INFORMATION

Semester: **Spring 2012** CRN: **42333** Course Number/Section: **CTE 590.202** Credits: **1.0**

Course Title: **Building Student Career Pathway Portfolios**

Course Dates: **4/3/2012 - 5/8/2012** Grading: **Letter Grades (A-F)** Instructor of Record: *Joni Simpson*

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 2012.**

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 **4/27/2012** 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 If you are not officially dropped or withdrawn from this course through UAA by the drop/withdrawal deadline date, you may receive a failing (F) or no pass (NP) grade for this course.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 **4/4/2012**

⇒ To be eligible for a **50% Refund**, you must notify UAA/PACE by **N/A**

PAYMENT

Full payment for this course is expected to be submitted online during the registration process. Total cost for this course is **\$99.00**. 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 **5/10/2012**

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 **5/21/2012**

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

⇒ This course will appear on your transcript as **CTE 590, Bldg Stdnt Career Pathwys 2012**

UAA/PACE ENROLLMENT

3211 Providence Drive, PSB 221 Anchorage, AK 99508

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

UAOnline Self-Service Student Services...

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

PRINT	<i>Unofficial Transcripts</i>
VIEW	<i>Account Summary</i> <i>Account Holds</i> <i>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 YOU FIND ANY
DISCREPANCIES, LET US KNOW
RIGHT AWAY!

-----OFFICIAL UAA TRANSCRIPTS-----

<http://www.uaa.alaska.edu/records/Transcripts/index.cfm>

Three Types of Transcripts

\$12 Official PDF Transcript-the fastest delivery

Processed and delivered by the next business day. University of Alaska official transcript delivered by email in a secure electronic PDF.

\$30 Official Paper Transcript-EXPEDITED 24hr processing

Official University of Alaska paper transcript EXPEDITED is processed and mailed by next business day. Sent by US Postal Service first class mail.

\$15 Official Paper Transcript-Normal Processing

Official University of Alaska paper transcript processed and sent by US Postal Service first class mail within 5 business days.

Three Ways to Order

UAOnline

Fastest way to order and ensure receipt. Log in to the secured area of UAOnline; Select "Student Services & Account Information," then select "Official Transcript Request Service"

In Person

Order in person at our cashier's window: Monday, Tuesday, Thursday, & Friday 9 am-5 pm; Wednesday 10 am-5 pm located at UAA, 3901 Old Seward Hwy., Anchorage, Alaska.

Mail

Mail the completed form to: University of Alaska Anchorage, Office of the Registrar,
PO Box 141629, Anchorage, AK. 99514

UAOnline requests require a major credit card, UA Student ID, PIN number, and email account. Students can look up their UA email account, UA ID, UA username, or change your password by visiting <http://www.uaa.alaska.edu/informationtechnologyservices/identity.cfm> or by calling 907-786-4646.

Questions/problems regarding registration, payments and grades for 500-level, professional development courses can be directed to: PACE Enrollment ♦ (907) 786-1934 or 786-1932 ♦
jsilas@uaa.alaska.edu or 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 (UAOnline).

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?

PART A: 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 Jamie Silas (786-1934 or jsilas@uaa.alaska.edu) and an alternate set of instructions will be sent to you.

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

UA ID Information: Your UA ID is your 8-digit UA Student ID# (beginning with a 3). If you do not know your UA ID#, click on the “**look up your ID here**” link and you will be routed to me.uaa.alaska.edu. Choose the appropriate selection and follow the prompts to access your ID#. See below for PIN information. If you are unable to retrieve your ID through the ELMO system, please contact the PACE office for assistance.

PIN Information: New users (never logged into UAOnline previously) see “A.” below for PIN information. Returning users (you have logged onto UAOnline previously to check your transcript, register for classes, etc.), see “B.” below.

- A. When accessing UAOnline (Wolflink) for the first time, your PIN will initially be set to your birth date (e.g. MMDDYY). For security purposes, your 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 complete this step and **choose a question that remains constant**, such as “What is my mother’s maiden name?” or “City of Birth?”
- B. Returning UAOnline users are required to use the password chosen/set up previously. If you have forgotten your PIN enter your USER ID and click on the “Forgot PIN” button. You will be asked the security question you entered during initial setup. If the system receives the correct answer, you will be prompted to choose a new PIN.

If you initially skipped setting up your security question or can’t remember the answer to your question, you must call Enrollment Services at (907) 786-1480 (select option 2) or Information Technology Services at (907) 786-4646 (select option 1 and then option 1 again) to have your PIN reset. You may also stop by the University Center with picture ID to have your PIN reset for you.

* If you have ever been compensated by UAA, you must call Kathy or Sandy in Human Resources at (907) 786-4608

** If you enter and incorrect PIN more than five (5) times, you will need to call either Enrollment Services or Human Resources to have your PIN reset.

***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**.

- * On the next screen, if the following message is displayed:

- ✓ 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.

Select Term

At UAF, prerequisite checking is in place for registration for the following courses: all DEVE courses, all DEVM courses, and all Core courses (course number ends with X). Students attempting to register for these courses without meeting a "pre req" or "place registering for that course. Advisors or instructors may grant registration approval in ce

Select a Term: Fall Semester 2010

Submit

You should be eligible to register and can proceed with registration (see PART C, pg. 6).

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



You require re-admission prior to registration.

You must re-apply for non-degree seeking admission (to update your non-degree seeking status) before you will be permitted to register. 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.

PART 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 in the system. 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:

University of Alaska Anchorage
University of Alaska Fairbanks
University of Alaska Southeast
Bristol Bay Campus
Chukchi Campus
Interior-Aleutians Campus
Kenai Peninsula College
Ketchikan Campus
Kodiak College
Kuskokwim Campus
Mat-Su College
Northwest Campus
Sitka Campus
Tanana Valley Campus

Application Type:

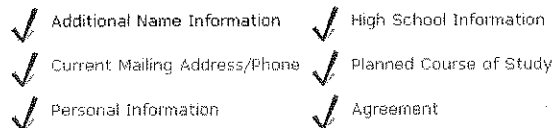
Associate/Cert - No College
Associate/Cert - Prior College
Bachelor - No College
Bachelor - Prior College
Graduate (Bachelors Req'd)
Intl 2yr Degree-No College
Intl 2yr Degree-Prior College
Intl 4yr Degree-No College
Intl 4yr Degree-Prior College
Intl Graduate Bachelor Req'd
Non-Degree - Non-US Citizen
Non-Degree - US Citizen
Occupational Endorsements
Secondary School

3. 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).

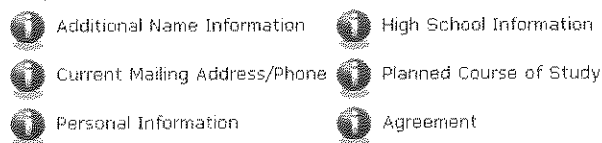
All fields marked with a red asterisk are required and must be completed.

* - 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).

PART C: COURSE REGISTRATION

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 Part 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)

8. The page will refresh and the course should now appear under **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-9025B 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: 7.3.9

[View Holds | Change Course Options | **View Fees**]

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10. The screen that follows displays the fees & charges assessed on your UAA account

****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)

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

RELEASE: 6.2

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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 the **"PAY NOW"** button and you will be directed to the University of Alaska (UA) payment system. (see right)

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).

The University of Alaska has implemented a new payment system. Once you click "Pay Now", you will be forwarded to a separate secure website to:

- Make your payment via a credit card or ACH payment
- Enroll (or update) an Authorized User who can make payments on your account
- Consider your payments in advance for automatic payment on the scheduled due date
- Receive email notification on payments made to your account by you or your Authorized User.

When you are done making your payment or establishing your authorized user, logout and close the payment system window before returning to UASOnline questions, please contact your campus business office.

If you would like to add a parking decal, post office box or health insurance charge to your account before making payment, click on the appropriate link:
Parking Decal
Post Office Box - UAF students only
Health Insurance - UAF students only

13. From "Quick View" in the UA payment system, click on "Make a Payment" in the bottom right corner of the screen and follow the prompts on the screens that follow to complete your payment.

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

QUESTIONS. If you have difficulties registering or have questions about online registration or payment, contact:
Jamie Silas (907) 786-1934, jsilas@uaa.alaska.edu OR Jennifer Greene (907) 786-1932, jgreene@uaa.alaska.edu

COMMON PROBLEMS

I receive a site certificate error when accessing www.uaonline.alaska.edu and my network will not allow me to access the site

I don't know my UA ID#

I've entered the information, but it says it is unable to retrieve my UA ID.

I don't know my PIN

When I click on Register / Add/Drop Classes, I receive a message that I am not permitted to register at this time.

When I click "Complete Registration Changes" after entering the CRN, I receive an error (TIME CONFLICT, DUPLICATE SECTION, CAPACITY, etc)

I am being charged the incorrect amount for my course

SUGGESTIONS/SOLUTIONS

Go to www.uaa.alaska.edu and click on UAOnline from the Quicklinks menu on the right side of the page

Click on "Look up my ID here" and enter the requested information

Call the PACE office for assistance.

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.

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.

*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;

If one of these do not resolve your issue, please contact the PACE office for assistance.

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.

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.



UNIVERSITY of ALASKA
ANCHORAGE

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:

Jamie Silas

(907) 786-1934

(888) 822-8974 outside Anchorage

jsilas@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.