UAS TECH PREP REGISTRATION SCHEDULE & PROCEDURES
Fall 2015

Fall 2015 Semester

<table>
<thead>
<tr>
<th>Registration Forms &amp; Fee Payment</th>
<th>Check your grade rosters online at uaonline.alaska.edu</th>
<th>Grades DUE No Later Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to Tech Prep Regional Coordinator</td>
<td></td>
<td>Within 5 Days of LAST Class Meeting</td>
</tr>
<tr>
<td>October 9th</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information Regarding UAS Tech Prep Concurrent Registration:

- Please contact me if you need your UA ID# for logging into UA Online or if you need help with Elmo.
- Withdrawal from UAS Tech Prep courses is not permitted. Students not completing all required coursework and/or components may be issued an “NB” (No Basis) grade IF approved by the university, due to extenuating circumstances.
- Completed registration forms and payment need to be sent me at the address below. It’s important that registrations are completed in pen. Please check registration forms for the following:
  - A full legal name must be listed. Sometimes students will use a nickname or a different spelling of their name.
  - Please have the student verify that their social security number and high school ID number are correct.
  - Parent’s Signature – This form must be signed by a parent if the student is not 18 as of the date of the signature.
  - Please be sure student has entered their birthdate correctly. Student sometimes will write the current year instead of their year of birth, i.e. 6/22/2015.
  - A form of payment must be attached with the registration – i.e. check, money order, proof of scholarship, scholarship information form.
- Course rosters can be checked for accuracy at uaonline.alaska.edu after all registration forms for your class have been entered by the registrar and payment entered by the Bursar’s office. You can check your rosters at any time using your login and password at UAOnline. Students requesting receipts for their course work should contact the Bursar’s Office for this information.
- Final course grades for each student will be given to the University within 5 days of the last class session. Grades are entered online at uaonline.alaska.edu. If you are unsure as to how to do this, I have a tutorial and/or I can work with you directly. If you need help with the website please let me know. I would be happy to walk you through the process.
- For students receiving a grade of “NB” or “F” you will need to provide a last date of attendance.

Please contact me any time if you have any questions or concerns. I look forward to working with you this year.

Kimberly
Kimberly Szczatko, M.Ed.
Tech Prep Regional Coordinator
University of Alaska Southeast
P.O.Box 2274
Wrangell, Alaska 99929
907-874-2427
Text 907-305-1026
kszczatko@uas.alaska.edu