

Steps to Success

Ketchikan
Advising:
228-4508

Ketchikan
Learning
Center:
228-4560

Educational
Support
Center:
Craig
826-2115
Metlakatla
886-1491



PREPARE FOR COLLEGE

Follow these easy steps

University of Alaska
Southeast Ketchikan
campus

1. Assess Your Goals

Your goals will determine the process to get started. Speak with an advisor early to ensure a successful start. Common goals include:

Nondegree - Courses for personal interest or employment. No intent to graduate with a college degree. Nondegree students are not required to apply for admission and do not qualify for some financial aid.

Degree seeking - Study a specific field. You'll take a prearranged sequence of courses which allows you to graduate with a degree. You must apply for admission.

Transfer - Some students take courses with the intent to transfer them to another university later. Admission is optional.

Important Tip! If your goals change, transition from one status to another is easy.

2. Apply for Admission

Application Submitted On: _____

If required (see above) complete application for admission. Application must be accompanied by the fee, a copy of your HS diploma or GED and **official sealed** transcripts from **all** previous colleges.

3. Assessment

Assessment Appointment: _____

All students who are degree seeking or are planning on enrolling in 6 credits or more are required to take math, English and computer assessments in our Learning Center. This requirement will be waived for transfer students who have taken college English and math courses and provide transcripts of their previous college work. Placement results will indicate your starting level.

4. Academic Advising

Advising Appointment: _____

Academic advisors are here to assist you with all of your questions at any point in the process. Meet with your advisor once your assessment is complete. They can assist you with course selection to ensure the courses you select best fit your skills, interest and goals.

Important Tip! Each college credit takes an average of 3 hours per week of your time (1 hour/week in class; 2 hours/week for readings, assignments, studying, etc.) Online classes take more time!

4. Financial Aid

FAFSA Submitted On: _____

If you need assistance paying for courses make arrangements for financial aid **as soon as possible**. Start by completing the Free Application for Federal Student Aid (FAFSA) to be considered for federal and state grants and loans. You do not have to be admitted as a degree seeking student before completing the FAFSA, only before receiving your funding. **Our Financial Aid checklist will walk you through the process!**

Important Tip! Talk to an advisor about financial aid as soon as possible; deadlines are months in advance!

5. Registration

Registration Completed On: _____

After working with your advisor to choose courses you must register for those courses. This can be done on campus or on-line at: <http://uaonline.alaska.edu/>

6. Fee Payment

Payment Confirmed On: _____

Students must make payment arrangements or they will be dropped from their classes for nonpayment. This includes ensuring that your financial aid has been completely processed. Check your financial aid status on-line at: <http://uaonline.alaska.edu/>

7. Books

Books for UAS Ketchikan classes are available for purchase in the bookstore and will be mailed to students outside of Ketchikan. Books for distance courses based out of the University of Fairbanks will be mailed to you. You must order your books for UAS courses from Juneau or Sitka from MBS Direct at:

<http://direct.mbsbooks.com/ualaska.htm>.

8. Once School Starts

Start attending classes! Your instructor will give you a syllabus the first day which details his or her expectations. You can make changes to your schedule during the first week of classes.

Important Tip! If you are enrolled in a distance class confirm how and when you will begin that course.

Start As Early As Possible!

Two months prior is recommended. Don't let this process overwhelm you; take advantage of one of our Student Resource Centers for help!

University of Alaska Southeast Ketchikan campus

2600 7th Ave, Ketchikan, AK 99901

Toll-free 1-888-550-6177

Web Page: www.ketch.alaska.edu



Important Phone Numbers

UAS

Ketchikan Bookstore	228-4511
Business Office	228-4530
Distance Office	228-4590
Computer Help Desk ... (877) 465-6400	
Craig Support Ctr	826-2115
Learning Center	228-4560
Library	225-4722
Metlakatla Support Center	886-1491
Records & Registration	228-4511
Student Resource Center	228-4508
UAS Financial Aid	(877) 465-4827

Other

MBS Book Sellers	(800) 325-3252
FAFSA	(800) 433-3243



Distance Education

Distance delivery of courses is becoming more prevalent in education. They offer students a wider range of options and flexibility. Distance delivered courses originate from a variety of University of Alaska campuses. Courses are offered through a variety of delivery methods (i.e. mail, internet, phone) and processes for enrollment and preparation can vary.

The majority of distance classes require students to have strong computer and strong self-management skills in order to be successful.

A complete listing of all distance delivered courses through the University of Alaska system can be found at: www.alaska.edu/distance

Wondering if distance is right for you? Distance Education courses are not easy. They require the same or more amount of homework and study time as a

On-line Resources

Access all your student records at uaonline.alaska.edu

UAS forms

www.uas.alaska.edu/forms

Course site for UAS distance courses

uascentral.uas.alaska.edu/online

Ketchikan campus

www.ketch.alaska.edu

UAS Web Mail

mail.uas.alaska.edu

Computer Help Desk

www.uas.alaska.edu/helpdesk

Federal Financial Aid Application (FAFSA)

www.fafsa.ed.gov

Listing of all UA distance delivered courses

www.alaska.edu/distance

Occupational Outlook Handbook

www.bls.gov/oco

MBS Online Bookseller

direct.mbsbooks.com/ualaska.htm

traditional course. Take the quiz at the link below to see if you are ready for a distance course. distanceeducation.uaa.alaska.edu/disted_quiz.cfm

Because of the complex nature of distance delivery we recommend that you speak with your advisor before enrolling in distance courses.

Campus Resources

The Student Resource Center is the place to start with questions about your academic pursuits. We will describe how to get started, assist with financial aid, help you to select the right courses, provide guidance with any problems along the way and prepare you for graduation.

The Financial Aid Office is based in Juneau and is responsible for establishing a financial aid offer to all students who have applied for financial assistance.

Records & Registration is responsible for UAS Ketchikan students' academic history and grades, class registration, course withdrawals and additions.

The Bookstore sells textbooks for Ketchikan based courses as well as supplies and logo wear. Distance courses from Sitka

or Juneau require the use of MBS, an online bookseller.

The Business Office is responsible for verifying that all students have properly paid for their courses and for dispersing approved financial aid to students.

The Learning Center provides assessment of basic skills, tutoring services, support of distance delivery courses and testing services.

Computer Resources All students enrolled in credit courses automatically receive an account with the University of Alaska Computer Network (UACN). Student accounts are active within two days after payment is received. The account deactivates two weeks after the course is completed, unless the student preregisters for courses in the following semester.

The UAS Ketchikan Library is a member of the First City Libraries Consortium, sharing a library card and an on-line catalog with the Ketchikan Public Library. Internet access is available, including a doorway to more than 90 electronic databases. The staff can borrow resources from other libraries throughout the nation. Library instruction is offered for individuals and classes and reference assistance is available.

Metlakatla & Prince of Wales Centers are designed to be your one-stop shop for all college-level support services in one central location. These centers will be staffed by UAS Instructional Technicians and will provide assessment testing, academic counseling, and tutoring services, as well as support for distance delivered coursework.