

Welcome to UAS Ketchikan Courses!

Please review the following checklist to ensure a smooth start to the semester.

Payment To retain registration students must submit one or more of the following:

- 1) a completed [financial aid](#) package (including all required supporting paperwork),
- 2) personal payment (call us at 228-4530 or 1-888-550-6177 in AK),
- 3) an account with [Tuition Management Systems](#) or
- 4) a letter of authorization from an agency.

Proof of payment is required one week prior to the start of courses for semester length courses or two weeks before the course begins for short-term courses. Students not submitting proof of payment by the deadline may be dropped for nonpayment.

Textbooks Order your UAS books for both local and distance courses as soon as possible through [MBS books](#) or any other online vendor of your choice to ensure you receive your books before your class begins. If using your financial aid to purchase books, you must first fill out a request for a [book voucher](#). Within 48 hours you'll receive a voucher # and can order your books from MBS (this form must be filled out every semester).

Access/Update UASOnline [UASOnline](#) is your course management site and has a link for every UAS course you are registered for. Visit [ELMO](#) to determine your username and set your password. Once logged into [UASOnline](#) edit your profile (upper left).

Click here for an orientation to [UASOnline](#).

Access your [UAS email account](#) (use your username and password you set with ELMO above). Learn how to [forward your UAS email](#) to a personal email.

Make sure your computer is adequate for your class. Many classes require special software; check [UASOnline](#) to find out what you need. Visit our [downloads page](#) for software UAS provides for your use as a student.

Start class. At least one week prior to your course(s) start date follow the link to your class(es) at [UASOnline](#), to read the syllabus and determine any other requirements for taking the class.

You have assumed full academic and financial responsibility for the courses for which you have successfully registered.

Please don't hesitate to contact us (see links below) for additional support!

[Technology Support](#) • [Tutoring](#) • [Testing](#) • [Academic & Financial Aid Advising](#) • [Library](#) • [Business Office](#)

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