



UNIVERSITY of ALASKA SOUTHEAST

JUNEAU CAMPUS
REGISTRAR'S OFFICE
11066 AUKE LAKE WAY
JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
uas.registrar@alaska.edu

KETCHIKAN CAMPUS
STUDENT SERVICES
2600 7TH AVE.
KETCHIKAN, AK 99901
TEL: (907) 225-6177
FAX: (907) 225-3624
ketch.info@alaska.edu

SITKA CAMPUS
STUDENT SERVICES
1332 SEWARD AVE.
SITKA, AK 99835
TEL: (907) 747-7700
FAX: (907) 747-7731
sitka.registrations@uas.alaska.edu

COURSE ADD/DROP/CHANGE

Campus **Semester/Year** **Degree**

Juneau Spring/Year 20____ Non-Degree

Ketchikan Summer/Year 20____ Seeking

Sitka Fall/Year 20____ Degree/Cert. Program

You must be currently registered to use this form

Use this form to add/drop/withdraw/change to credit/audit for individual courses

last name first name middle initial

UA ID#

email address

mailing address

city state zip code

daytime phone evening/message phone

	course ref #	subject	course #	section	course title	credit	instructor approval*	office use
ADD								
DROP/ WITHDRAW								
CREDIT / AUDIT							<input type="checkbox"/> Credit to Audit	
							<input type="checkbox"/> Audit to Credit	
							<input type="checkbox"/> Credit to Audit	
							<input type="checkbox"/> Audit to Credit	

*SIGNATURE REQUIRED IF STUDENT DOES NOT MEET MINIMUM REQUIREMENTS, REGISTERING AFTER THE START DATE OF THE CLASS OR FOR SPECIAL APPROVAL

I understand that by submitting this registration I am responsible for the tuition and fees associated with any course(s) for which I have registered, whether or not I successfully complete the course(s). I am responsible for dropping courses by the published deadlines to ensure charges are not incurred. If I default on this student account, I promise to pay for the collection, attorney, and legal fees necessary for the collection of any amounts owed to the University of Alaska, which may be based on a percentage at a maximum of 40% of the debt. If I do not pay, the university may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods. I also understand that past due debt may be reported to credit bureaus.

FINANCIAL AID

Note, your Financial Aid may be affected by changing your credits. Please talk with the Financial Aid office about how this could affect your aid.

✘ _____
student signature (required) date

✘ _____
UAS advisor signature (if required) date

✘ _____
UAS advisor printed name

✘ _____
UAS registrar signature (if required) date

FEE INFORMATION

Tuition and/or fees will be added to your student account. You can view your balance on uonline.alaska.edu. For questions regarding your account please contact the UAS Business Office:
Juneau: (907) 796-6267 / uas_bursar@alaska.edu
Ketchikan: (907) 228-4530 / ktn.business@alaska.edu
Sitka: (907) 747-7737 / sitka.info@alaska.edu