COURSE INFORMATION

Semester: **Spring 2018**   CRN: **38622**   Course Number/Section: **EDSE 590.001**   Credits: **1.0**

Course Title: **Transitions for Children with Disabilities**

Course Dates: **4/6/2018 - 4/21/2018**   Grading: **Letter Grades (A-F)**   Instructor of Record: **Krista James**

REGISTRATION

Registration for this course should be completed online via UA Online. See pages 3-7 of this packet for step-by-step instructions. **Registration for this course must be completed/submitted by 4/12/2018.**

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 may be able to provide alternate registration options.

DROPS/WITHDRAWALS

To request a drop or withdrawal, contact the PACE office at (907)786-1934 or pace@alaska.edu

Drop requests must be received no later than **4/12/2018**. Withdrawal requests must be received by **4/12/2018**. If you are not officially dropped or withdrawn from this course through UAA by the listed deadlines, you may receive a failing (F) or no pass (NP) grade for this course.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 is NOT sufficient for official drop/withdrawal.**

REFUNDS

To be eligible for a **100% Refund of course fees**, you must drop with UAA/PACE by **4/12/2018.** If you paid for your course by credit card, your refund will be processed back to your card. Payments made by cash or check will be refunded by check to the mailing address on file. If you did not pay for your course, the fee will be reversed on your student account.

PAYMENT

Full payment for this course should be submitted online during the registration process. Total cost for this course is **$74.00.** You may pay by credit or debit card (Visa, MasterCard, Discover, American Express) through the payment system in your UAOnline account. A 2.75% non-refundable service charge ($3 min) will be assessed on all credit card payments. To avoid the service charge, you can make an e-payment via UAOnline using your checking/savings account, mail a check, or pay in person by cash or check with UAA Cashiering at the University Center; in-person or credit card payments over the phone can no longer be accepted. Because this is not tuition, UA tuition waivers cannot be used in lieu of payment. **Third Party Payments**: 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**.

Failure to make payment may result in late fee(s) being added to your account and/or a hold being placed on your student record. Holds due to unfulfilled financial obligations prevent any future registration and transcript activity. UAA does not initiate drop for non-payment.

- For more information on refunds, holds, and payments, visit:
  https://catalog.uaa.alaska.edu/academicpoliciesprocesses/tuitionfees/financialobligations/

GRADES/TRANSCRIPT INFORMATION

- The published due date for all assignments from this course is   **4/21/2018**

- 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   **5/5/2018**

- This course will appear on your transcript as **EDSE 590, ST: Transitions-Chldrn Disab**

UAA/PACE ENROLLMENT 3211 Providence Drive, PSB 221   Anchorage, AK 99508

(907) 786-1934 / kabrennan@alaska.edu

UAOnline Self-Service Student Services…

https://uaonline.alaska.edu/

PRINT	*Unofficial Transcripts*
VIEW	*Account Summary*
	Account Holds
	Pay Your Balance
REGISTER	*For current classes*
CHANGE	*Your Address/Phone*

⇨ 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, Password, and email account. Students can look up their UA email account, UA ID, UA username, or change your password by visiting https://elmo.alaska.edu/ or by calling 907-786-4646 option 1.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.

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 ♦ or pace@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?

LOGIN TO UA ONLINE: HTTPS://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 the "Quick Links" menu 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 Katie Brennan (786-1934 or kabrennan@alaska.edu) and an alternate set of instructions will be sent to you**.

Click "**LOG IN**" and enter your UA Username and Password:

UA Username Information

Login to UAOnline using your UA Username and Password. If you do not know your UA Username, click on the **Help with UA Username or Password** link and you will be routed to https://elmo.alaska.edu/. Choose Option 3 and follow the prompts to access your Username and set/reset your Password.

Password Information

RETURNING UAONLINE USERS: Use the Password chosen/set up previously. If you have forgotten your Password, click on the **Help with UA Username or Password** link and you will be routed to https://elmo.alaska.edu/. Choose Option 3: Forgot Password/Find ID & Username. Follow the prompts, answer security questions, and you will be able to Set/Change your Password. If you have difficulty with your Username/Password, or the system cannot locate your information, you may call UAA IT Services at 786-4646 option 1 for assistance.

NEW UAONLINE USERS: When accessing UAOnline for the first time, you will need to go https://elmo.alaska.edu/ and choose Option 2: Activate My Account. The ELMO system will ask you a series of questions to verify your login. After the questions have been answered, you will be required set security questions and the answers to those questions. ELMO will then ask you to define your level of security. We advise choosing either the first or second option as the third will limit self-service password resets. Once you have completed these steps, you will be able to set your Password. ***Be sure to create a new Password that you will REMEMBER***!

If you are unable to retrieve your login information through the ELMO system, please contact the PACE office at (907) 786-1934 for assistance. After office hours, please contact IT Services at 786-4646 option 1.

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 status is out of date.**

To update your information, you can re-apply for non-degree seeking admission (See Appendix, page 6), or call/email the PACE office with your student ID# and we can update your status.

** Note: Online re-application for non-degree seeking admission may take up to three days before you will be permitted to register. You will not receive notification that your status has been updated, so please be sure to return to UAOnline for your current status.**

⚠️   **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: 786-1871.
✳ **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.

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)*

Add Classes Worksheet

CRNs

(Complete Registration Changes) [Class search] [Reset]

8.   The page will refresh and the course should now appear under **current schedule.**

Current Schedule

Status	Change?	CRN	Subj Crse Sec Level	Cred Grade Mode Title
Registered Wat on Nov 21, 2008		37857 OSH A1 T 4FA Undergrad.crv	UAA 5 00 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 either have an override entered for you or further instructions.

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

9. At the bottom of the page, below the horizontal line, click on "**Pay Now"** link (even if you will be paying by e-check or savings)

[View Holds | Change Course Options | View Fees/Make Payment | Pay Now]

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. 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.

You must acknowledge the above before proceeding.

PAY NOW

201603 Fall Semester 2016 Term Detail

Detail Code	Description	Charge	Payment	Balance
	Net Term Balance			$0.00
	Net Balance for Other Terms:			$0.00
	Account Balance:			$0.00
	Current Amount Due:			$0.00

12. From the TouchNet screen, click on **"Make a Payment"** in the middle of the screen and follow the prompts on the screen that follows to complete your payment.

TouchNet® [BILL+PAYMENT]
SET THE CURVE®

My Account   Payments   Payment Plans
Account Activity   Personal Profile   Payment Methods   Authorized Users

Account Alerts
No alerts at this time.

Announcements
Welcome! **Remember to pay your bill**

Please check your payment due dates on your campus website. Payments are accepted via the website 24/7.

My Account
Current Account Status
Balance: $99.00
Make a Payment   View Account Activity

Term Balances
Spring 2015 $99.00

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

**APPENDIX: HOW DO I UPDATE MY NON-DEGREE SEEKING ADMISSION STATUS?**

rev. 2/2017

** 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.

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."**
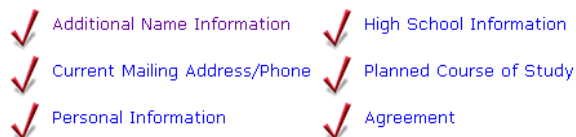
   - If there is a blue "i" circle next to any section, you will need to go back and complete that section before clicking **"Application is Complete**".

   - When you reach the **Signature Page**, you have completed the application successfully. Online re-application for non-degree seeking admission may take up to three days before you will be permitted to register. You will not receive notification that your status has been updated, so please be sure to return to UAOnline for your current status.**

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

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.

COMMON PROBLEMS	SUGGESTIONS/SOLUTIONS
I receive a site certificate error when accessing www.uaonline.alaska.edu and my network will not allow me to access the site.	Go to www.uaa.alaska.edu and click on UAOnline from the "Quick Links" menu on the right side of the page.
I don't know my UA ID# or UA Username.	Click on the **Help with UA Username or Password** link and you will be routed to https://elmo.alaska.edu/. Choose Option 3 and follow the prompts to access your login information.
I've entered the information, but it says it is unable to retrieve my UA ID or UA Username.	Call the PACE office for assistance.
I don't know my Password.	Click on the **Help with UA Username or Password** link and you will be routed to https://elmo.alaska.edu/. Choose Option 3 and follow the prompts to access your login and change your Password.
	Alternately, you may call UAA IT Services to have your Password reset. UAA IT Services Call Center can be reached at (907-786-4646) option 1.
When I click on Register/Add/Drop Classes, I receive a message that I am not permitted to register at this time.	*Refer to How Do I Update my Non-Degree Seeking Admission Status (beginning on page 6 of the attached packet) to update your status; *Be sure that you have selected the correct semester; *Verify that you have no account Holds from the View Holds page under Student Account. If one of these do not resolve your issue, please contact the PACE office for assistance.
When I click "Complete Registration Changes" after entering the CRN, I receive an error (TIME CONFLICT, DUPLICATE SECTION, CAPACITY, etc.)	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.
I am being charged the incorrect amount for my course.	Be sure you have clicked on "Account Detail for Term/Credit Card Payment", which includes both payments and charges. The first screen after clicking Pay Now only shows charges and does not reflect payments for other courses you may have already made.

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:

Katie Brennan

(907) 786-1934

(888) 822-8974 outside Anchorage

kabrennan@alaska.edu

-or-

Jennifer Greene

(907) 786-1932

jgreene@alaska.edu

PLEASE NOTE: If your UAOnline account has been disabled, you MUST reset your Password via me.uaa.alaska.edu or call UAA IT Services (907-786-4646 or 877-633-3888).
The PACE office is unable to assist with Password resets.