

Enrollment Services

When a student has been accepted by the home campus, the student is governed by that campus' policies and procedures. Students follow the registration policies of that institution with regard to actually being enrolled into any online course. All three campuses have "online advisors" to sign up students who have never successfully completed an online class. Once the student is officially enrolled, an individual at each campus must enter the student information into the AA Online Intranet where it can be accessed by faculty. Students will be informed by their individual home campus how to access their account username and password. Generally, that information is passed along using regular mail (some via post card type mailing) due to spam blocking software that may prevent students from receiving it via email. This information directs the student to the UA Online web site and instructs them to click on the AA Online Continue Registration link. At this point, they will enter their social security number (this is a secure site) and select a term code, then they will be provided with a page that lists which courses they are enrolled in and gives them their username and password. They are instructed to print and save this page. They should type AGREE at the bottom to continue the process. More Intranet detail can be found in the Administrative Services section of this manual (utilization for faculty and staff). For access to the Intranet, faculty or staff must obtain a username and password from the campus designated contact (current contacts are also listed in the Administrative Services section of this manual).

Students are directed to log into their web classes using the following link: <http://www.uaonline.uasys.edu/schedules.cfm>. When this site comes up, they should select the appropriate term code and click "submit". The next screen will show a complete listing of courses that are being offered for that term. Each course has a "login" link to the far left. Students can also use this page to pull up the instructor's page as well as access syllabi for any course that is listed.

Policies regarding withdrawals, grade submissions, grade appeals, disciplinary actions, student conduct, etc. can be found in the Administrative Services section of this manual.

A complete list of current contacts for all three institutions can be found at <http://www.uaonline.uasys.edu/contacts.htm#admissions>. This contains Chancellors, Vice Chancellors, designated contacts, technical contacts, financial aid, bookstores, test proctors, etc.

Students can find information on application, class schedules, curriculum, fees, and contact information by browsing the UA Online site at www.uaonline.uasys.edu. A complete listing of features of the UA Online site can also be found in the Administrative Services section of this manual. Appendix A contains samples of pages found on the UA Online page for students, prospective students, faculty and staff.