



Getting Started at UAH for Undergraduates

How do I register for classes?

Each student has the primary responsibility for planning his/her academic program and registering for classes. The UAH catalog should be consulted for prerequisites. Our academic advisors are well versed in the degree requirements and can help with all aspects of degree planning. The Advising office is located in Room 102 of the Business Administration Building.

To Register:

1. Go to www.uah.edu, pull down the link **I AM A...Current Student**, then click on “Class Schedules”. The **Schedule/Course Listings** by semester are located on this page.
2. **In a separate window**, go to <http://register.uah.edu>.
3. Click on **Enter Secure Area**.
4. Please enter your Charger ID**, which is the part of your email to the left of @. **Please be aware that BANNER is CASE sensitive.**
5. Please enter your PIN, which is your first initial last initial (lowercase) and the last six digits of your student A#. (**Example: Linda Stevens A01234567 (i.e. ls234567)**)
6. You will be prompted to answer a few questions and asked to change your PIN #. **When you change your PIN, you must then write it down in a safe place for memory. No other person at this University will have your PIN # after you change it.**
7. Click the **Student** tab.
8. Click **Registration**. You will then click “**Add or Drop Classes**”. Make sure the drop down menu has the correct selected term, and then click **Submit**.
9. Locate the classes you would like to take using the **Schedule/Course Listings** from Step 1. Write down the **5 digit CRN** numbers corresponding to the sections you desire on a sheet of paper.
10. On the “**Add or Drop Classes**” page in the BANNER system, type in the CRN numbers for the courses you chose in the **Add Classes Worksheet** fields at the bottom of the screen. Click **Submit Changes** when satisfied.

How Do I Pay for Classes?

1. You can contact the Bursar’s Office (Student Accounts), University Center, Room 213 (256) 824-2732.
2. You can mail payment to:
The University of Alabama in Huntsville
Bursar’s Office, UC Room 213
Huntsville, AL 35899
3. To pay online with check, e-check, VISA, Mastercard, American Express or Discover card, go to <http://register.uah.edu>, click on the Student tab, and under “Student Records” select Account Summary

NOTE: All fees are due by 5:00 p.m. on the first official day of the semester. All accounts not paid in full by the deadline will be assessed a \$50 late fee.

** Find your Charger ID use the OIT Portal: <https://apps.uah.edu/OITPortal/>. Log in with you’re A# and PIN, your first initial last initial (lowercase) and the last six digits of your student A# and select “Find My Charger ID.” It will appear in the top field.

Additional Tuition Information

Deferred Payment – A deferred payment plan is available during the Fall and Spring semesters. Forms must be completed and returned to the Bursar’s Office (Student Accounts) along with the first installment by 5:00 p.m. on the first official day of the semester. The payment will be due as stated in your contract.

Refund Policy – Students may drop any or all courses during the first ten days of the semester (Fall and Spring semester) and receive a refund. There is no refund after the first ten days of the semester. See calendar on www.uah.edu for exact dates.

Office of Student Financial Services, University Center, Room 212, (256) 824-6241

Note: Scholarship Application deadline for each Academic Year is December 1.

Students receiving financial aid are responsible for completing the necessary paperwork far enough in advance to assure the proper credits to their accounts. Deadlines: Fall – August 1; Spring – December 1; Summer – April 1. When students receiving financial assistance find it necessary to withdraw from school or reduce the course load to less than fulltime, it may be required that portions of the financial aid received be recovered from the student. Discuss your possible financial obligations with a Financial Services officer prior to course drop or withdrawal.

How do I set up an appointment with my advisor?

OPTION 1: To make your own appointment with your undergraduate advisor visit

<https://cba.uah.edu/advising/calendar/>. You can then login with your Username, which is the first part of your email address (before the @), and email password to view available time slots and schedule your appointment. Your initial password is your first initial last initial (lowercase) and the last six digits of your student A#.

(Example: Linda Stevens A01234567 (i.e. ls234567))

OPTION 2: Call the Academic Advising office at 256-824-6787.

OPTION 3: Email undergradbiz@uah.edu.

How do I obtain a parking decal?

Parking Decals– All students are required to have a UAH parking decal to park on campus. To order your decal visit <https://parking.uah.edu> and click on the “Employee or Student Permits” link. You can then login with your ChargerID, which is the first part of your email address (before the @), and password (first initial last initial (lowercase) and the last six digits of your student A#). Additional vehicles may be registered at the Office of Public Safety for an additional fee. Fees are prorated for the summer semester.

Contact information: Office of Public Safety, Intermodal Facility, (256) 824-6594

How do I claim in-state residence?

Residency –Residency is determined by information submitted on your Application for Admission. An Alabama Residency Claim form is available from Charger Central, University Center, Room 118 or online at <http://www.uah.edu/registrar/forms/general>. The application, along with supporting documentation, should be submitted prior to the first day of the semester.

Am I eligible to go to the University Fitness Center?

University Fitness Center, UFC - All full-time undergraduate students (12hrs a semester) can go to the University Fitness Center free of charge. For students taking less than 12 hours, you will be charged a nominal fee. Just print your schedule off of the banner website at <http://register.uah.edu> and take to the Fitness Center.

How do I check my UAH email?

STEP 1: Go to google.uah.edu and login. Your Username is the first part of your email address (before the @) and your initial password is your first initial last initial (lowercase) and the last six digits of your student A#.

(Example: Linda Stevens A01234567 (i.e. ls234567))

If you have questions you should contact TAG (phone: 256-824-3333 | email: tag@uah.edu)

How do I access the wireless internet on campus?

Go to <http://www.uah.edu/oit/services/wireless> to find instructions for your operating system.

How do I check my class information in CANVAS?

STEP 1: Go to canvas.uah.edu.

STEP 2: Login using your email Username, which is the first part of your email address (before the @). Your password will be the same as your email password.

STEP 3: If you are registered for a course where the instructor is using CANVAS you will automatically have access to the course information once the instructor activates the class. Some instructors won't have this done immediately when the semester begins, so don't worry if you can't see all of your classes in CANVAS by the first day of class. Your instructor will let you know if this tool will be available to you.

How do I receive emergency notifications (UAlert) from the university?

1) Visit <http://www.uah.edu/ualert> for an overview of the system.

2) Click the link uah.bbcportal.com under "Updating your UAlert Contact Preferences".

3) Click the *Sign Me Up!* link and follow the onscreen instructions.

How do I find a list of important deadlines?

Go to <http://uah.edu/calendars> and look under the appropriate semester. Exam schedules, as well as academic calendars for semesters and years are available here.

General Information

Course Load – Undergraduate students – 12 semester hours is full-time. Permission to take more than 20 hours must be obtained from the student's Dean.

Course Repeat – After seeking the counsel of an academic advisor, a student may repeat any course in which a grade of C, D, or F was received in order to improve his/her grade. A maximum of five course repeats may be excluded from the calculation of the undergraduate student's Grade Point Average. This course repeat policy will automatically be applied unless the student files for an exemption in Charger Central (UC 118) upon registration.

Graduation Information – Degree Application Deadlines for Undergraduates – Spring semester is October 1; Summer semester is February 1; Fall semester is June 1. All applications for graduation may be obtained in Charger Central, University Center, Room 118 or online. Submit completed graduation applications to Charger Central ONLY.

Degree Completion Date – Students may complete degree requirements in summer, fall or spring semesters. The student's official degree completion date will be the last day of the semester in which all degree requirements are satisfied. All degree requirements must be completed and certified by the Office of Student Records prior to the degree completion date. Students must apply for graduation by published deadlines.

Students with Disabilities (256-824-6203) – Students with disabilities are advised to contact the Office of Disability Support Services at least one month prior to class enrollment to request special accommodations. Tutorial assistance is available without cost to UAHuntsville students currently enrolled.

Student I.D. Card (256-824-6445) – Photo IDs are made in the University Center, Room 147. There is a \$10 fee for the first card that is assessed to the student's account.

Veterans (256-824-2761) – Office of Student Financial Services, University Center, Room 212. A Veterans Affairs assistant is available to assist and counsel students applying for veterans benefits or problems that may arise. Each semester a student who is attending school with assistance from the Veterans Administration must complete a form to provide proper certification of attendance. Without a form, certification is delayed and, consequently, benefits are delayed. Veterans are responsible for all debts incurred by reduction of hours or withdrawal, including retro-active withdrawal or bankruptcy of courses.

DAY ABBREVIATIONS

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday

BOOKSTORE (256-824-6600) The University Bookstore is located on the ground floor of Charger Union. All textbooks and supplies may be purchased for classes. Also available are gifts, clothing, emblematic items, video games, computer software (at academic pricing) and a full line of reference titles.

Buyback: The Bookstore buys books all year round. Prices paid will vary due to the time of the year and the demand of the book.

Hours of Operation: Monday through Friday 8:30 a.m. to 5:00 p.m. Closed on Saturday and Sunday

Reserve your Books Online! We will pull your books and have them ready for pickup! www.uah.bncollege.com