

REFERENCE GUIDE

FOR REGISTRATION AND ADVISING



**Check here
first if you have
a question!**

General Advising Questions?

Finding your Advisor - If you are unsure who your academic advisor is you can view your Degree Works for that information. In the top section, at the bottom of the second column, you will see the “advisor” section. If you click on your advisor’s name, you can email them directly from [DegreeWorks](#).

Meet with your Advisor – General Studies major should contact HES Student Services at (205) 348-6150 to schedule an advising appointment. Other CHES majors should contact their advisor directly by phone or email as posted [here](#).

Remember! Always include your CWID in emails to UA officials and communicate via your crimson email account.

It is the student’s responsibility to make sure they are advised and registered within a timely manner. Delaying advising and/or registration may result in necessary classes being full.

Academic Calendar – Every semester, all students should check the academic calendar for important dates (e.g., last day to drop a class): <https://registrar.ua.edu/academiccalendar/>

Registration instructions - Please see instructions provided here: <https://registrar.ua.edu/student-services/registration/>. Registration Times are posted at least two weeks before registration begins. Go to the “Student” tab on myBama. Under the "Academic Services" box, click on "Registration Status" and select the term. Your specific date and time for registration should display.

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Degree Works – All students should review their Degree Works every semester and before advising. For help and tutorials with Degree Works: <https://registrar.ua.edu/student-services/degree-works/>

To Access Courses - Login to MyBama, and at the very top right select “More” (next to “Sign Out”). Select “Blackboard.” Your courses will be listed at the right, or you can go to the “My Courses” tab. Clicking on the class will take you to the content for that course. Courses are typically loaded about a week before classes start, but they may not be available until the first day of class.

Purchasing Books - You can look up textbooks at this website: <http://www.universitysupplystore.com/> . On the top right, click on BUY next to “Course Materials.” You can then add your courses to the list, and it will generate a list of textbooks you need.

Issues with Registration?

Online Courses - Students are admitted either as main campus or distance learning. If you are unsure of your status, check your Degreeworks under “Campus Code” (see example below). For online courses, main campus students must register for sections with a campus code of OLM, or “Online- Main Campus Students.” Distance learning students must register for sections with a campus code of OL, or “Online- DL/Gadsden Students.”

Catalog	2013-2014
Campus Code	Main Campus (Tuscaloosa)

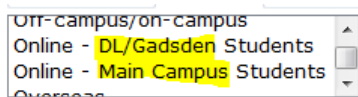
Sections Found

HD-Human Developmt Family Stdy

Select	CRN	Subj	Crse	Sec	Cmp	Inst	Method	Cred	Title
SR	43813	HD	262	910	OLM	Internet		3.000	Marriage And Family Restricted to Main Campus Students only.
SR	43812	HD	262	920	OL	Internet		3.000	Marriage And Family Restricted to Distance Learning Students only.

When looking up classes, you can select "Advanced Search" to filter online courses available for main campus or distance learning students.

Campus:



Waitlist - Look up the course and write down the five digit CRN of the section you would like. Go back to myBama (student or home tab), and select "add or drop classes." In one of the blank boxes towards the bottom of the screen, input the CRN and select "submit changes." If there is a waitlist available, an error message should pop up with instruction.

Class is Full, No Waitlist Available - If a course is full, you may email the academic department directly and request an override (<https://catalog.ua.edu/undergraduate/about/academic-regulations/records/department-program-course-alpha-symbols/>). *An override is NOT guaranteed, and there may be many reasons why a denial is necessary. Overrides should only be sought in special cases- if the particular course is necessary for a timely graduation or there are other serious considerations, include them in your email.*

Need to Change your Major?

Change your Major – If you would like to change your major, you may do so in [myBama](#) under the Student tab. For those wishing to change their major to General Studies in Human Environmental Sciences, you must meet with an Academic Advisor in HES Student Services.

Getting close to graduation?

Graduation Checkout Form - If you have earned 80 hours or more, you will receive a graduation checkout form from your advisor. If you have completed this form before, it is not necessary for you to complete it again. This form is used to check you out for graduation, so it is VERY IMPORTANT.

Apply to Graduate - Students should ideally apply one semester before they intend to graduate. When logged into MyBama, select the Student tab, look under the Student Services box in the top center of the screen for the Apply to Graduate icon, and select the term you plan to graduate. For more information regarding graduation, see here: <https://registrar.ua.edu/graduation/>

Financial Concerns?

Financial Aid- You will need to contact financial aid directly (<http://financialaid.ua.edu/> or 205-348-6756) if you have any questions about financial aid requirements.

Billing and Tuition - For questions about billing and tuition, including billing holds preventing registration, contact Student Account Services, <https://studentaccounts.ua.edu/> or 205-348-5350.

Other Notes

Proctored Testing - For general information on proctored testing (if it's required for your class): <http://bamabydistance.ua.edu/current-students/testing/index.php>

Pre-health – Students wanting to pursue a career in a health profession should meet with a pre-health advisor and read the advising guide provided here: <https://prehealth.ua.edu/prehealth-at-ua/pre-health-guide-2/> .