University of Washington ACCESS Program

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Program Description

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- ACCESS is governed by Chapter 28B.15.540 of the Revised Code of Washington (RCW)
- For Washington residents who are 60 years or older:
  - Waive, in whole or in part, the tuition and services and activity fees for those who qualify and enroll for credit or,
  - Waive, in whole or in part the tuition and activity fee, but charge a nominal fee not to exceed $5 per quarter or semester
- Website: https://registrar.washington.edu/registration/access/

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Program Description

- Residents can register for up to two courses each quarter on a space available basis
- Waivers are not available for those who plan to use the course credits toward earning a degree or salary schedule increases
- Persons enrolling shall have access to course counseling services
- Be subject to all course prerequisite requirements

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Program Information

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- ACCESS students attend classes on an audit basis as a non-matriculated student
- Auditors may not participate in class discussions, labs, take tests, or submit papers
- ACCESS programs are also available at the University of Washington Bothell and University of Washington Tacoma
- A transcript is not maintained for ACCESS students
- Registration begins the third day of the quarter and for up to two weeks after. Students may not register prior to the third day of the quarter and are registered by the campus registration teams

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Benefits of Being an Access Student

Benefits of Being an ACCESS Student

- Take full advantage of extraordinary resources of the campus, outstanding faculty, and diverse student population
- Husky Card
  - Library privileges
  - U-PASS allows unlimited rides on the bus, light rail, and other transit: ACCESS students may purchase a quarterly U-PASS at staff/faculty rate
- ACCESS students may create a UW NetID.
  - Allows access to certain computers on campus
  - To establish a UW email account
  - Access Canvas Learning Management for some classes

How to Register in Five Easy Steps

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Step 1: Check Course Offerings

Course information is available online in the University Time Schedule.

NOTE: The UW no longer offers a paper catalog of course offerings.

UNIVERSITY TIME SCHEDULE >

- **Select the quarter and year:** A list of schools and departments will be displayed.
- **Select the department and course abbreviation:** A listing of available courses will be displayed.
- **Schedule Line Number (SLN):** Each course section has a five-digit SLN. Students with a UW NetID can click on the SLN to view course details such as the most current space availability.
- **Registration Restrictions:** Take note of any special registration restrictions, such as no auditors or an entry code requirement which is noted with a **">"** symbol next to the SLN.
- **Department contacts:** Course specific questions or entry code requests must be directed to the department or instructor. Department contacts may be found in the UW Office Directory and specific instructors may be found in the UW Directory.
- **Question Section (QZ):** Lecture sections (LC) may include a QZ section. ACCESS students will need to be registered for both sections but do not actually attend the QZ. *Please include an open quiz section on the registration form.*

Course Limitations

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ACCESS students may NOT enroll in the following courses:

- **English** 100, 101, 102 | **Math** 098
- **UW Professional & Continuing Education (PCE)** and other courses associated with fee-based programs
- **Asian Languages & Literature** language courses
- **DANISH, FINN, NORW and SWED** courses: *Only 300-level DANISH, FINNISH, NORWEGIAN and SWEDISH courses are open to auditors with instructor approval. Please email the instructor or uwscand@uw.edu to discuss participation*
- **Distance Learning**/Online courses*******
- *****Classes that would normally meet in an on-campus or in-person format but are now "online" due to COVID-19 restrictions are still open to ACCESS students.**
- Studio, laboratory courses, and honors sections
- Sections with a restriction of **No Non-Matriculated, Auditors, and/or ACCESS students** in the quarterly Time Schedule

Step 2: Course Entry Codes

An **Entry Code** is a 5-digit number used for course registration, if required by the course. Entry codes are obtained from the instructor or department, can only be used once, and must be provided on the ACCESS registration form when necessary.

Courses which require entry codes

- 500 level courses always require entry codes.
- Courses which are full require an entry code to overload the class. It is up to the department's discretion to overload their courses.
- Courses with a **">"** symbol next to the SLN on the Time Schedule require an entry code.

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Step 3: ACCESS Registration – Online or PDF

ACCESS students have two ways to submit a registration form – online or PDF.

Online Registration	PDF Registration
• Complete form online • Submit via web browser **ONLINE REGISTRATION FORM** >	• Download, complete, and save pdf form • Email to regoff@uw.edu or fax to 206-616-3222 **PDF REGISTRATION FORM** >

PDF Registration Form – Student Number

The **ACCESS Student Number** is the same as the **UW Student Number** which remains assigned to students for the entirety of their tenure at UW. *This is NOT an Alumni Association number.*
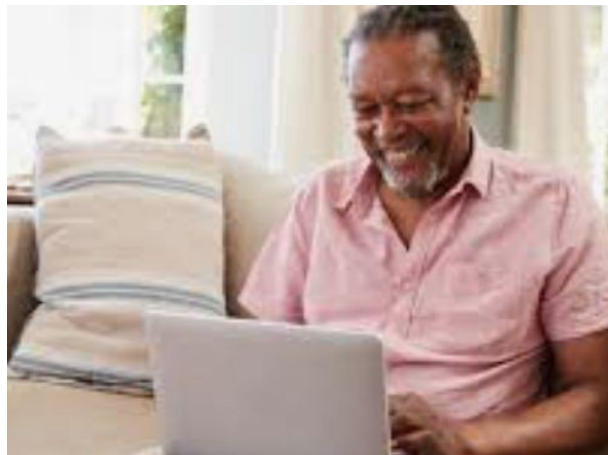
- **New Students:** Leave the student number field blank – a student number will be assigned.
- **Returning Students:** Provide previously assigned UW or ACCESS Student Number.
- **Forgotten Student Number:** Returning students who cannot remember their UW or ACCESS Student Number may leave the field blank but indicate the approximate dates of attendance in the space provided.

Step 4: Submit Completed ACCESS Registration Form

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- **Online Registration:** Submit via web browser.

- **PDF Registration:** Email to regoff@uw.edu or fax to 206-616-3222.

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Step 5: Payment & Fees

- Payment is due by the tuition deadline which is the third Friday of the quarter.
- Credit/debit card and Webcheck payments can be made in the **Accounts** section of MyUW. [UW NetID required]
- Students cannot pay until they have been registered. Payment cannot be accepted ahead of time and/or with the registration form.
- Contact Student Fiscal Services at 206-543-4694 with questions regarding payments.

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Step 5: Payment & Fees

Registration Fee	ACCESS students may enroll for a maximum of two courses per quarter with a registration fee of **$5**. **Note:** Registration fees are not refundable.
Course Fees	Some departments impose course fees and in most cases the student is responsible for the paying the fee. ACCESS students are encouraged to check with the department regarding course fees and how it applies to Auditors. Additionally, the Office of the University Registrar may provide an explanation of these additional fees.
Student Technology Fee (STF)	ACCESS students will also pay the STF, which is an additional fee of approximately $4 per credit in addition to the registration fee. The STF allows registered students access to computer labs, technology resources, and certain campus-wide services funded by the Student Technology Fee Committee. For example, an ACCESS student auditing a 5 credit class will pay approximately $25 per quarter with both fees. **Note:** The STF is subject to the same rules as tuition forfeiture.
Services and Activities Fee (SAF)	ACCESS students **DO NOT pay SAF** and are therefore not entitled to participate in or receive student pricing for UW programs and/or services which are funded by SAF. SAF funded programs include, but are not limited to, ASUW & GPSS events or services, Universal U-Pass pricing, Student Publications, Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, the IMA, childcare, Student Legal Services, Ethnic Cultural Center, Husky Union Building (HUB) facilities, and UW CARES.

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Questions/Thoughts?