University of Washington ACCESS Program



OFFICE OF THE UNIVERSITY REGISTRAR

UNIVERSITY *of* WASHINGTON

Division of Enrollment Management

Program Description

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Program Description

- 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/

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

Program Information



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Program Information

- ACCESS students attend classes on an audit basis as a non-matriculated student. Auditors may not participate in class discussions, take tests, or submit papers.
- ACCESS programs are also available at University of Washington Bothell and University of Washington Tacoma. For additional information, review UW Tacoma Access Program and UW Bothell ACCESS Program. However, **UW Bothell and UW Tacoma ACCESS students may submit an online registration form**.
- 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 be registered prior to the third day of the quarter. This should NOT be confused with the third day of the course.
- ***ACCESS students do not register themselves via MyUW or MyPlan. Only the Office of the University Registrar (OUR) Registration staff may process ACCESS registrations. No other UW office, department, or adviser is authorized to register ACCESS students.***

Benefits of Being an Access Student

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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 Four Easy Steps!

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Step 1: Check Course Offerings

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Course information is available online in the University Time Schedule. If you have a UW NetID you'll go to the UW Time Schedule, if you do not yet have one, you will use the Public UW Time Schedule, which does not show instructors or class locations.

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

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.*
- **Class Selection**: ACCESS students may submit up to five (5) class options, in the order of preference.
- **Class Limits**: ACCESS students are limited to two (2) classes maximum per quarter. ACCESS students must indicate their limit preference of one (1) or two (2) classes.

Step 1: Check Course Offerings



University of Washington Seattle Time Schedule

Current and future quarters

- Autumn Quarter 2024
- Winter Quarter 2025

Autumn Quarter 2024 Time Schedule

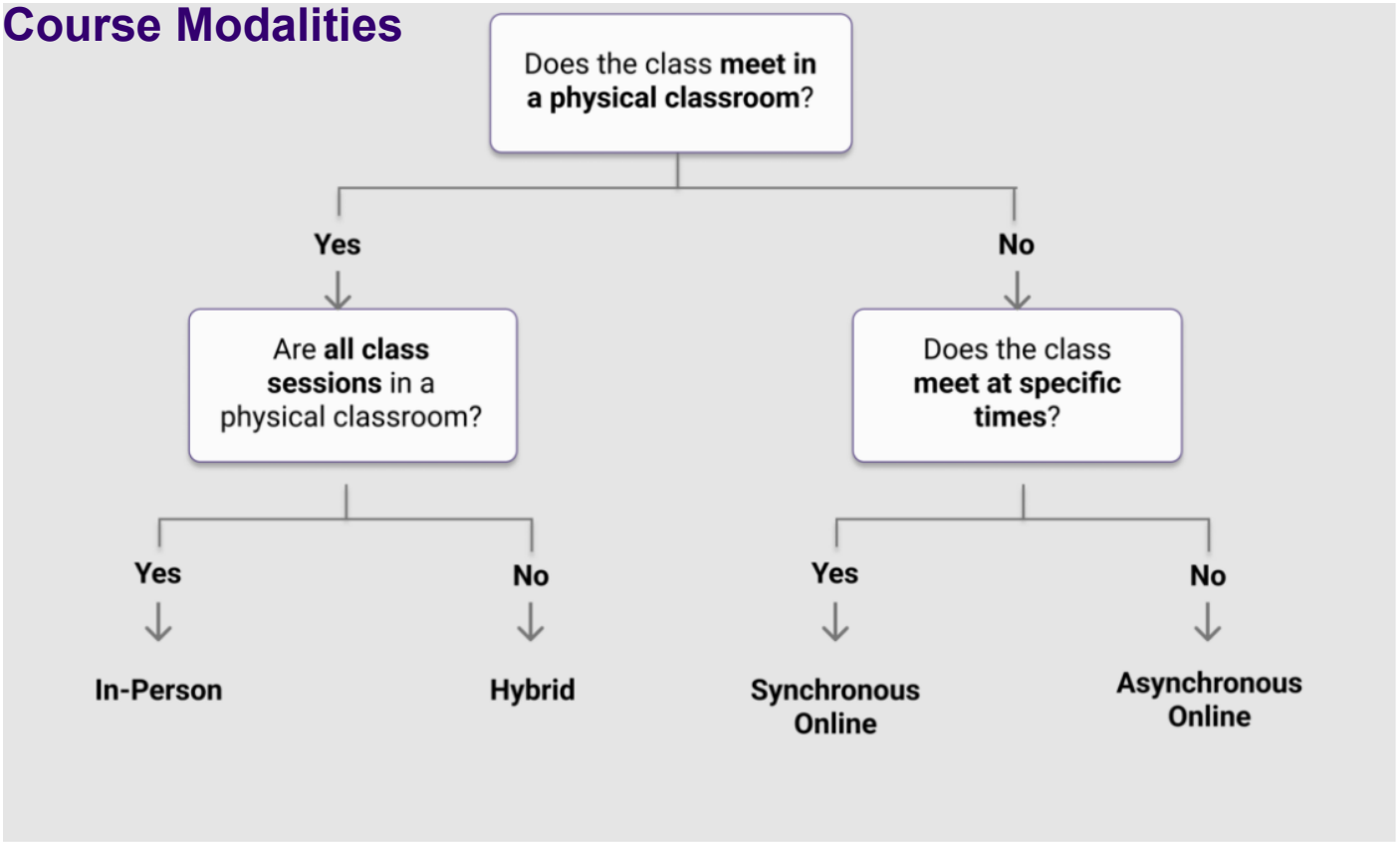
ATMOSPHERIC SCIENCES
(COLLEGE OF THE ENVIRONMENT)

Help with the UW Time Schedule

Enrl Restr ?	SLN ?	Sect ID ?	Cred ?	Meeting Times ?	Bldg/Rm ?	Instructor ?	Status ?	Enrl/Lim ?	Grades ?	Crs Fee ?	Other ?
ATM S 101				**UNDST & PRED WEATHER**							
	10714	A	5	MTWTh 930-1020 ATM S 101 SECTION A IS IN PERSON. IT IS JOINTLY LISTED WITH ATM S 101 SECTION C, WHICH IS FOR STUDENTS WHO WANT TO TAKE IT AS ONLINE SYNCHRONOUS. LECTURES WILL BE AT PCAR 391	PCAR 391	Mass,Clifford F	Open	27/ 90			%

Online Notice

Step 1: Check Course Offerings

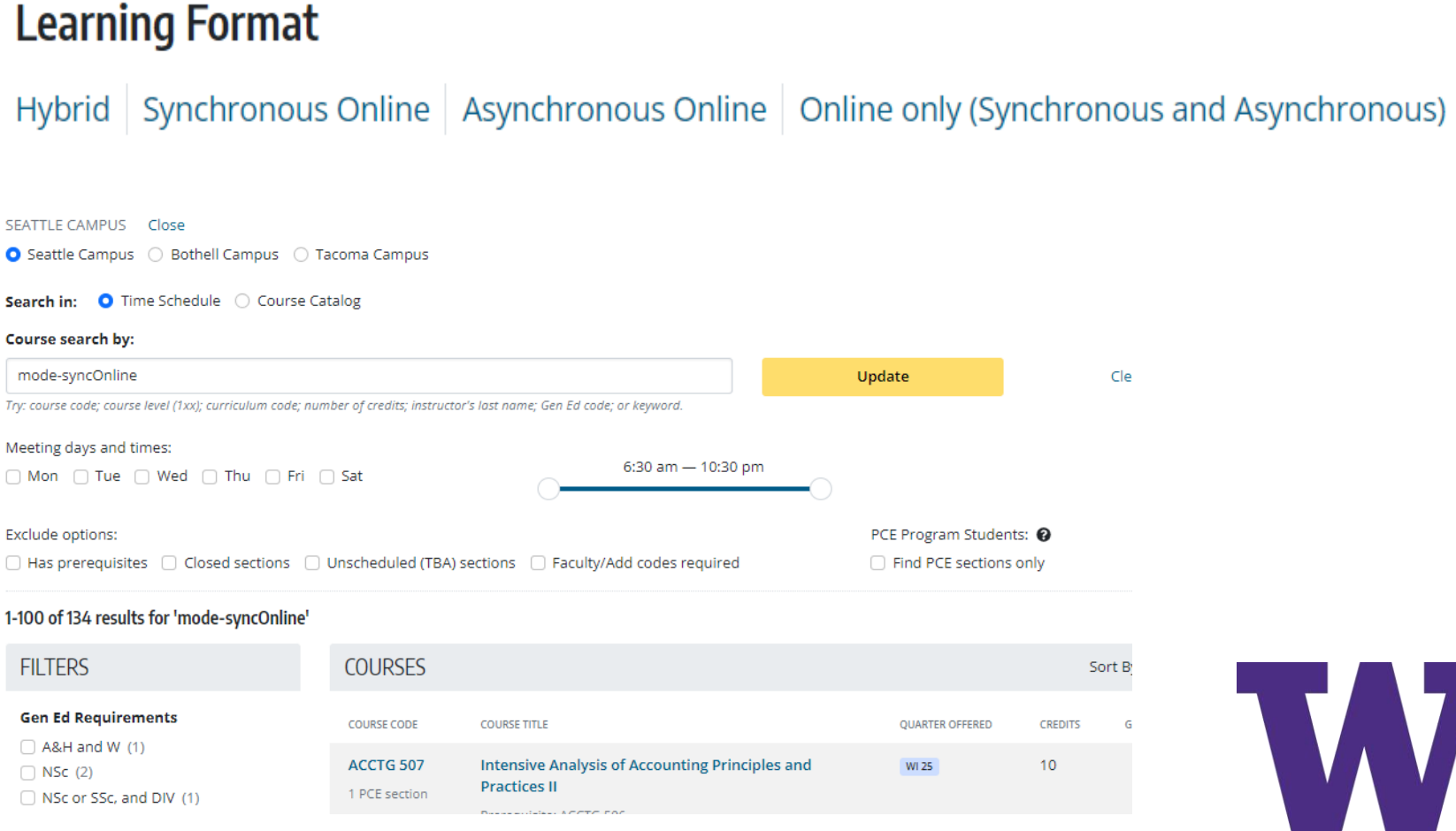


Course Modality Decision Tree

Step 1: Check Course Offerings

Find Courses
Find Programs
View Course Bookmarks
View Program Bookmarks

Another Search Tool: MyPlan.uw.edu



Course Limitations

Course Limitations

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*
- 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

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.

Step 3: ACCESS Registration - Online Form

Step 3: Submit Completed ACCESS Registration Request Form

The ACCESS Registration request forms open approximately one month before registration begins and is the only way to register for ACCESS courses.

Returning ACCESS Students UWNetID	New & Returning ACCESS Students
Returning ACCESS students who know their UWNetID +password REGISTRATION FORM – RETURNING	First-time ACCESS students and those who do not remember their UWNetID or password REGISTRATION FORM – NEW

The PDF ACCESS Registration form is no longer accepted.

Step 4: Payment & Fees

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

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 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.

Step 4: Payment & Fees

Student Technology Fee (STF)

ACCESS students will also pay the tech fee, 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 that are funded by the Services and Activities Fee Committee. SAF funded programs include, but are not limited to, ASUW & GPSS events or services, Universal U-Pass pricing, Student Publications, Student Loan Fund, Husky Health Center, recreational sports programs, the IMA, childcare, Student Legal Services, Ethnic Cultural Center, Husky Union Building (HUB) facilities, and UW CARES.

Helpful Tips and Notes

- **Check the Time Schedule on Registration Day:** Many students add and drop courses during the first week of the quarter and enrollment numbers fluctuate. A course previously thought closed that needed an entry code may become available.
- **Register only for courses you plan to attend** Students are responsible to pay the registration fee even if eventually withdrawn, and because the STF is based on the number of credits registered for, do not register for more classes than you plan to attend.
- **How to withdraw** Students who need to withdraw from course(s) may do so in person or by submitting an email to regoff@uw.edu to request to be withdrawn with a corresponding signature to the Office of the University Registrar.

https://registrar.washington.edu/register/access/

Questions or Thoughts?



See you in class!

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