

## How to Register (cont'd)

5. **Register by mail.** If you are not able to register in person, you can mail the completed registration form in, or simply send it in with a friend who is registering in person. Be sure to get an entry code first if the course requires it!
6. **Check with Registration if you receive unexpected fees.** If for some reason you are charged a fee you were not expecting, contact the Registration Office at 206-543-8580 for an explanation.
7. **How to withdraw.** If you need to withdraw from your course(s), you may come in person to the Registration Office and request to be withdrawn, or write a letter requesting to be withdrawn to:

Registration Office  
Box 355850  
University of Washington  
Seattle, WA 98195-5850

Please be sure to identify yourself as an Access student. The registration fee is not refundable.

The University's reputation for excellence promises to provide you with many avenues for personal enrichment. If you would like to take advantage of the opportunity and have any questions about the Access program, please call the Registration Office at 206-543-8580.

UNIVERSITY OF WASHINGTON  
Office of the Registrar  
Box 355850  
Seattle, WA 98195-5850

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# Access

A program for Washington state  
residents aged 60 and older to audit  
University of Washington courses



Office of the  
Registrar

## The Access Program at the University of Washington

The Access program at the University of Washington allows Washington state residents aged 60 and older to audit University courses on a space-available basis. The program is a great opportunity to take full advantage of the extraordinary resources of the campus, the outstanding faculty, and the diverse student population.

Access students attend classes on an audit basis. As auditors, they may not participate in class discussions, take tests, or submit papers.

As an Access student, you may enroll for a maximum of two courses per quarter for the low registration fee of \$5. Also included in the quarterly tuition billing statement is the Technology Fee that allows all registered students to have an email account and use of the computer labs. The Technology Fee is charged pro rata based on the number of registered credits (and is approximately \$4 per credit).

As an Access student, you may request a student ID card. Your student ID card allows library and computer lab privileges for the quarter. You are also eligible to purchase a quarterly U-PASS at the faculty/staff rate from the Commuter Services office.

## How to Register

### 1. Refer to the Time Schedule to find available courses.

Course information is available in the University's Time Schedule, which is available online.

- a. Begin at the homepage, [www.washington.edu](http://www.washington.edu). Select **UWIN** at the bottom of the page, then select **Student Guide**.
- b. In the left-hand column, click on **Time Schedule**.
- c. Select the quarter and year.
- d. A list of departments and the curriculum they offer will be displayed. Select the prefix of the curriculum you are interested in.
- e. A listing of the courses being offered this quarter will be displayed. Clicking on the four-digit schedule line number displays details of the course, including space availability.
- f. Take note of any special registration restrictions.
- g. After viewing the course details, use the Web browser **Back** button to navigate back to the index to search for additional course offerings.

Computers are available in the Registration lobby on the second floor of Schmitz Hall for your use.

Another popular way to find out what courses are available is simply to ask other Access students while waiting in the registration line on Access registration day. (Registration takes place at Schmitz Hall from 8:00 a.m. to 5:00 p.m. beginning the third calendar day of the quarter and continuing through the fifth calendar day.)

### 2. Obtain an entry code if required.

Some courses require a special entry code. If you want to register for one of these courses, check with the instructor for the code (or where to get the code) before registering.

### 3. Register only for courses you plan to attend.

Because the registration fee is due even if you withdraw, and because the Technology Fee is based on the number of credits you are registered for after the first week, do not register for more classes than you plan to attend.

### 4. For in-person registration, fill out an Access registration form.

The Access registration form is available at the Registration Office. Before coming to the registration window, make sure all the blanks are completed on the form. Include the course(s) you wish to take in addition to one or two alternate courses.