W OFFICE OF THE UNIVERSITY REGISTRAR
UNIVERSITY of WASHINGTON

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ACCESS PROGRAM STUDENT REGISTRATION FORM

Before filling out this form, please read the ACCESS Program Registration instructions on page 2 of this form. Additional information regarding the program can be found at: https://registrar.washington.edu/registration/access/

ACCESS STUDENT INFORMATION:

Student Number	Quarter	Year	
Name (Last)	(First)		(Middle Initial)
Address (Street)	(City, State, Zip)		
Date of Birth	Former Name (if applicable)		
Phone Number	Email		

Have you ever been a student, ACCESS or other, at UW? ☐ Yes ☐ No   If YES, what was the first year you attended? _____

Release of Student Directory Information? ☐ Yes ☐ No   *For more information visit: https://registrar.washington.edu/students/ferpa/*

REGISTRATION INFORMATION:

Would you like to register for one or two courses? ☐ One ☐ Two

Please list in order of preference.

	SLN	Department	Course Number	Section	Credits	Entry Code (if required)
1						
2						
3						
4						
5						

Access students cannot register for courses until the third day of the quarter, but can start attending classes on the first day of the quarter. **The deadline for registration is two weeks after the third day of the quarter.**

By signing below, I agree to the terms of this program as outlined on page 2 of this form, including payment of all fees and costs associated with the program. I also certify the above information is correct to the best of my knowledge; I am 60 years old or older as of the first day of the quarter; and am a resident of the state of Washington.

ACCESS Student Signature: _____ Date: _____

ACCESS PROGRAM REGISTRATION INFORMATION

The Access Program allows Washington State residents age 60 and older to audit one or two University of Washington courses per quarter on a space-available basis.

REGISTRATION INFORMATION: Access students cannot register for courses until the third day of the quarter, however, they can start attending classes the first day of the quarter. The deadline for registration is two weeks after the third day of the quarter.

1. Access students are considered non-matriculated students who attend classes on an audit basis only, not for credit. Auditors may not participate in class discussions, take tests or submit papers. Some lectures have associated quiz or lab sections. Access students do not attend quiz or lab sections, but they must register for one in order to register for the associated lecture. Please list an open quiz or lab section on page 1 of this form below the lecture you wish to take. Quiz and lab sections are listed in the Time Schedule below the lecture. Quiz sections are marked QZ and lab sections are marked LB.
2. The UW Time Schedule is available only online at https://www.washington.edu/students/timeschd/.
3. Access students cannot register for English 100, 101, 102, Math 098, UW Professional and Continuing Education, Distance Learning, studio or some laboratory courses, or honors sections.
4. The Access registration form can be turned in by mailing, faxing, scanning and emailing or delivering in person. Contact information is available on page 1 of this form.
5. The deadline for all registration transactions, including obtaining entry codes and making schedule changes, is two weeks after the third day of the quarter.

ENTRY CODES: Some courses require an entry code prior to registration. An entry code (also known as an add code) is a 5-digit code that can be used only once to register for a course. Entry codes are obtained through the department or instructor of a course; the Registration Office does not supply entry codes. Please note:

- 500-level courses always require entry codes.
- A course that is full on the third day of the quarter requires an entry code to overload the course. It is at the department's discretion whether or not an overload is possible.
- If a course has special registration restrictions that an Access student does not meet, they can be found on the Time Schedule by clicking directly on the SLN and reviewing the "Notes" boxes under "Current Section Status" (*A NetID is required to view this page*). Examples of these restrictions are that the course is limited to certain majors or class standings only, no auditors or non-matriculated students may be permitted to register, or that the course may require an entry code.These restrictions are placed by the department and only the department or instructor can approve an exception by providing an entry code. A department can decline to allow Access students to register and/or to provide an entry code for a course at their own discretion. The Registration Office cannot override these restrictions
- If the course has a ">" symbol next to the SLN on the Time Schedule, it requires an entry code for any student to register.

FEES:

- Access fees: There is a nonrefundable registration fee of $5 per quarter, plus a technology fee of approximately $4–6 per credit. Payment is due by the third Friday of the quarter, which should be done through the "Accounts" section of your MyUW with a credit/debit card or web check. **Please do not send payment with the Access registration form**. The payment cannot be made until the third day of the quarter at the earliest. If you withdraw from a course, the technology fee is subject to the same rules as tuition forfeiture. https://finance.uw.edu/sfs/tuition/forfeiture-refund

- If you have questions about these fees, please contact Student Fiscal Services at (206) 543-4696 or sfshelp@uw.edu

- Departmental course fees: Some departments charge additional course fees. These are usually listed in the Time Schedule. In some cases, Access students may have departmental fees waived. For example, a department may not require a lab fee because the Access student will not be participating in the lab. Some departmental fees are for lecture section use and may not be waived. Please check with the department if you have questions about a departmental course fee.

UWNETID:

Access students can also create a UWNetID username and password. This optional service allows students to log into computers on campus and have a UW email account while enrolled. Some courses, such as those that use online collaborative tools, require a UWNetID to access class readings. Please visit the MyUW website at https://my.uw.edu to create a new UWNetID, login with an existing UWNetID or reset a forgotten password. To reset a forgotten password you will need your student number and Private Access Code (PAC). While confirming your identity online during this process, please choose "UW Student" as your status even if you are an employee or alumnus. If you don't know or can't remember your student number or PAC, contact the Registration Office.

HUSKY CARD/UPASS:

As an Access student, you may request a student ID card (Husky Card). Your Husky Card allows library privileges for the quarter and is used for the UPASS. Husky cards can be obtained on the ground floor of Odegaard Library next to the By George café after you have registered for courses. You do not need a new Husky Card every quarter, but it will only be active while you are enrolled and have paid the quarterly technology fee. Access students are eligible to purchase a quarterly UPASS at the staff/faculty rate from the UW Transportation Center at 1320 NE Campus Parkway. The UPASS allows you to ride on the bus, light rail and more. Please visit Transportation Services for more details: http://transportation.uw.edu

Through the Student Conduct Code, Huskies hold themselves to the highest standards of ethics, integrity, and accountability. The University of Washington expects you to be informed of the Student Conduct Code and to conduct yourself as a responsible member of our community. Learn more about the Student Conduct Code and Policies: http://www.washington.edu/studentconduct/