



Youth With A Mission - University of the Nations

To: YWAM/UofN School Leaders & Staff, Registrars, Training Directors and Base Leaders

From: YWAM/UofN International Records

Date: September 20, 2012

UofN ON LINE FORM A - Course registration

DETAILED INSTRUCTIONS

IMPORTANT:

The On Line Registration website is now linked to the YWAM.org and UofN.edu websites. So, in order for you to fill out an on line Form A for your specific location, that location has to be already listed in the Go Manual, which is done by filling out the yearly Go Manual Survey. If your location is not already listed in the Go Manual, request a Survey by writing to: doreen.jenkins@uofn.edu

ON LINE FORM A:

It is **NOW EXPECTED** that **ALL** Course Leaders/Staff use the '[On-Line FORM A Course Registration System](#)'. This system will enable us to process your course registration in a matter of days, or weeks, rather than months and you will receive an automatic notification when your course has been approved.

ONLY if you do **NOT** have sufficient internet access to use the '[On-Line FORM A Course Registration System](#)', may you complete the normal paper FORM A process and return the completed paper FORM A to the appropriate U of N International Registrar at the address listed on the form itself.

Simply follow this link or copy the website address and insert it into your internet browser:

<https://update.ywam.org/uofn/af/>

Note: There is also a link to the on line Form A on the website: www.uofn.edu - click on 'Academics' and then 'UofN Documentation Forms'. You can also download and print the Form A in PDF format here, by clicking on 'FORMS A-D'. To open this file you will need Adobe Acrobat Reader software which can be downloaded free at the following website address www.adobe.com

As a U of N School Leader, you first need to 'sign on' to the website as a 'new user' to "create new account". You will then put in your email address and create a 'password' for the account. Please retain your email address and password for future use. After receiving authorization, then you simply follow the instructions to fill in your FORM A. **NOTE:** If you already have an account, use the same login/password to sign on the Form A website. If you forgot the password, simply go to the website and click on "Forgot Password" and the system will automatically send your password to your email address.

REGISTER BY BASE/OPERATING LOCATION:

Each school should be registered according to the actual location where the course is being offered. So, if you are offering your school in a base different from your own, please create a new account for that base. Please be aware that each email address can only be used once.

PAYMENT:

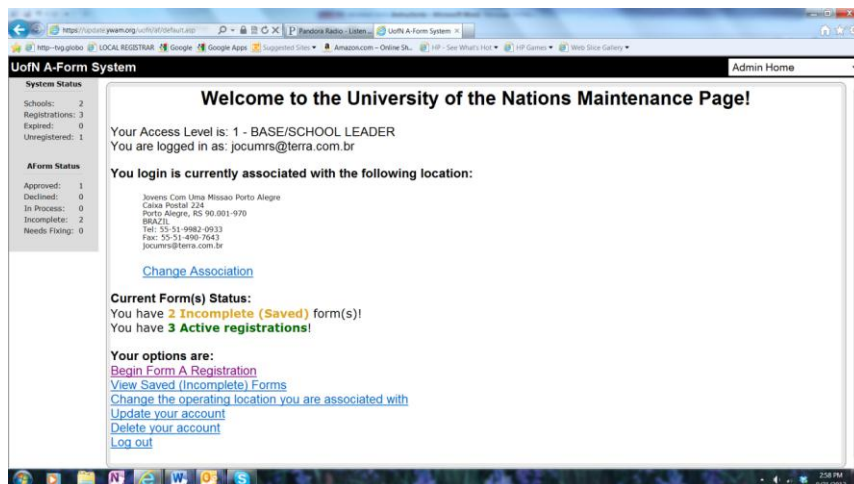
Fee cost: On Page 5 under “General Information” you will be asked to enter the cost of the school (lecture phase) for a student. This entry can only have numbers with a period for decimal point. Please do not put any other symbols. On the last page of the on line FORM A, the system will automatically calculate the fee amount to be paid for the U of N course/school registration. The cost for first time registration (for schools running for the first time in your base) is US\$35. The cost for re-registration of an existing school at your base is US\$125 OR 10% of one student’s school fee (whichever is the lower amount).

Credit Card Payment: Please be aware that on completion of an on line Form A the system will require a credit card for payment of fees. The credit card WILL BE CHARGED when you submit the FORM A on line. NOTE: The credit card holder does NOT have to be the same person who is filling in the FORM A. Any valid Visa or Master Card will work. If you, your base, or someone else on your base does not have a credit card you can use for this process, please contact the Int’l Registrar for your area for possible alternatives.

A receipt will be issued automatically by the system to the school leader or the email address given on the form. The receipt will show the name of school, date submitted and amount.

GENERAL OVERVIEW OF HOW THE SYSTEM WORKS:

After signing up, you will see a page similar to the one below.



Your options are: The School Leader has the option of starting a NEW FORM A, or EDITING an incomplete FORM A that was previously saved in the system. NOTE: the FORM A can be saved at any point by clicking SAVE at the bottom of any given page).

Form A Status (explanation): see the left side of the screen example above:

1-In Process - Once the School Leader has sent/submitted the Form A, he/she can see the submitted Form A by clicking on **In Process** on the page above. Once submitted, the FORM A can be viewed but it can no longer be edited. It will be automatically sent to the College/Centre signer for review and approval or correction.

2- Incomplete – the FORM A has been saved previously, but not yet sent/submitted to the next level of approval.

3- Needs Fixing - If there’s any correction or clarification needed, the FORM A will be sent back to the school leader. He/She will be notified by e-mail and given opportunity to clarify or correct anything needed and then re-submit the FORM A. The FORM A will be shown in the **Needs Fixing** category until the School Leader re-submits it, then it will go into the **In Process** again and be automatically moved to the next level of approval required.

4- Active Registration - Once the On Line FORM A has been completed, approved/signed by the College/Centre leadership and signed by the Provost, then it will be shown in the **Registered List**.

Follow the instructions carefully on each page. After filling out each page, click **NEXT**. Remember to **SAVE** the FORM A as you go, so that you don't lose any information in case of an accidental internet failure/power surge/etc.

If you can't complete the FORM A for some reason, then **SAVE** it and this will enable you to come back to the FORM A at a later time to complete it. It will be saved under **Incomplete**

Choosing the Registration Type:

I want to register a ...

- I want to register a new course or school at my location.**
 - I want to re-register a course or school at my location.**
 - I have made major changes (25% or more) to my course or school.**
 - I want to register a totally new course or school.**
- I have consulted with my college dean or center leader about this new seminar/course or school.**
 - This seminar/course or school does not already exist in the UofN Catalogue.**

- **I want to register a new course or school at my location.** Choose this if you want to register a school at a location for the first time. For example: SBS that has not already run at that location.

- **I want to re-register a course or school at my location.** Choose this if you want to re-register your existing course for the new catalogue period

- **I have made major changes (25% or more) to my course or school.** Choose this if you have made major changes to your course/school during the catalogue period for which your course/school is already registered.

- **I want to register a totally new course or school.** Choose this if your course or school is brand new; it has never been run in the U of N. You will then be asked a couple of extra questions from a drop down box.

PRINTING: (Please print a copy & file it at your base/operating location.)

Once you have submitted the FORM A, you can go back into **In Process**, go to **View** and then **Print**, as usual.

Warning: if you try to print from the pages while you are entering your information, you will experience problems.

PREVIOUS FORM A REGISTRATIONS: To view a previous Form A on line, after entering in your page, click on "Approved" under "AForm Status" on the left gray area. A list of your schools will appear and you can click on "View" for the desired school. NOTE: the complete Form A can only be seen if it was submitted online.

If you have any questions, please contact the U of N Int'l Registrar office for your area:

Asia

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registrar.asia@uofn.edu

Asia Pacific

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registrar.ap@uofn.edu

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Latin America & Other Latin Nations

Miriam Steyer
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