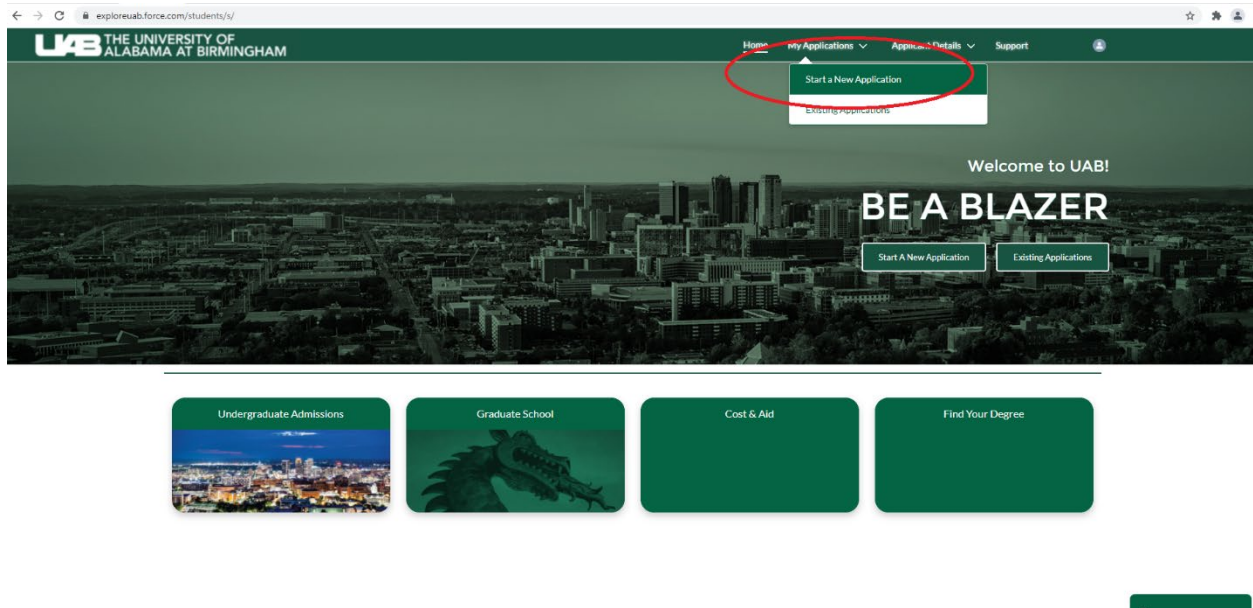


# How to Enroll in Courses as a Postdoc

## Step 1: Become a Non-degree student

- Create a profile and apply through the [UAB Graduate School Application System](#)



- On your new application you will select the following options from the dropdown box:
  - Non-Degree Seeking Student
  - Postdoctoral Fellow
  - On-Ground
  - No Concentration
  - The semester you wish to begin

### UAB Application

Student Type

Graduate

\* For which of the following are you applying?

\* What is your intended program of study?

\* Format

What is your concentration?

\* Term

- The fee should be waived automatically for you.
- You will receive an email informing you of your acceptance to the UAB Graduate School in about a week.

## Step 2: Clear Holds

- After you have been accepted to the Graduate School, you should check to see if there are any holds which will prevent you from registering. Holds can be added at various times. Continue to check to see if holds have been added to your account.

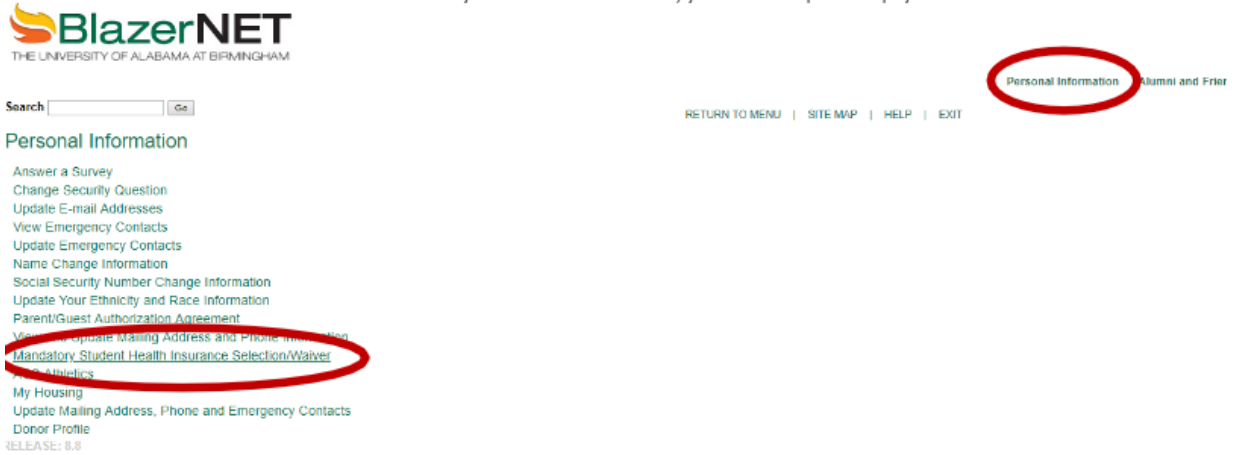
The screenshot shows the BlazerNET website interface. At the top, there is a navigation bar with links for Personal Information, Alerts and Events, Student (circled in red), Financial Aid, and Faculty Services. Below this is a banner for BlazerNET, THE UNIVERSITY OF ALABAMA AT BIRMINGHAM. A search bar is present with a 'Go' button. The main content area is titled 'Student' and lists several options: Registration, Student Records, Student Account (circled in red), Student Status at a Glance, Si Leaders Menu, GPS, and Access to Graduation Planning System. Below this is another BlazerNET logo and a second search bar. The 'Student Account' section is expanded, showing options: Account Summary by Term, View Holds (circled in red), Account Detail & Registration by Term, Direct Deposit Enrollment and Changes, and Opt out of BlazerBucks Program. The version number 'RELEASE: 8.8' is visible at the bottom.

### Common Holds:

- Non-degree seeking student from needed
  - o Fill out and return the [Non-degree policy form](#) to the Graduate School to [gradschool@uab.edu](mailto:gradschool@uab.edu)
- Immunization Hold
  - o Any course that takes place on campus requires students to be up to date on your immunizations. This is not a requirement that can be waived by the Office of

Postdoctoral Education. Our office has no say in this policy. You must speak to Student Health Services.

- Review the immunizations required: <https://www.uab.edu/students/one-stop/immunization-requirements>
- Student Health Services: 934-3328
- Mandatory Student Health Insurance
  - Follow the instructions in Blazernet. If you do not clear this hold, you will be required to pay the health insurance fee.



### Step 3: Register for Classes

- Login to Blazernet with your ID and password <https://www.uab.edu/blazernet>
- Click on the 'Student' tab on the top right.



- Click Registration



Search

[RETURN TO ME](#)

## Student

### Registration

Check your registration status, class schedule and add or drop classes

### Student Records

View your holds and grades; view or request transcripts

### Student Account

View your account summaries, statement/payment history and tax information

- You can now click on 'Look Up Classes' if you don't know the course number or Add, Drop, Withdraw if you do know the course ID.



Search

[RETURN TO MENU](#) |

## Registration

Select Term

**Look Up Classes**

Add, Drop or Withdraw Classes

Change Class Options

Week at a Glance

- Search for the term you wish to take classes.
- Next select the subject and search



Search

## Look Up Classes

You must select at least ONE subject

Subject: 

AAS-African American Studies	▲
AC-Accounting	
AEL-Area Educ Leadership	
AFS-Aerospace Studies	
<b>AH-Administration Hlth Serv</b>	
AHD-Adm Hlth Services Dsc	
ANTH-Anthropology	
ARA - Arabic	
ARH-Art History	
ARS-Art Studio	▼

- For example, I want to take Comparative Health Systems. I select 'View Sections'



P

Search

[RETURN TO MENU](#) | [SITI](#)

## Look Up Classes

Spring Term 2018

### AH-Administration Hlth Serv

707	Research Methods	<input type="button" value="View Sections"/>
710	Comparative Health Systems	<input type="button" value="View Sections"/>
716	Macroenvironmental Analysis	<input type="button" value="View Sections"/>
720	Continuing Seminar	<input type="button" value="View Sections"/>
722	Regression Analysis	<input type="button" value="View Sections"/>
775	Strategic Planning and Mgt	<input type="button" value="View Sections"/>
778	Mixed Methods Research II	<input type="button" value="View Sections"/>
788	Independent Studies	<input type="button" value="View Sections"/>

- To register for this course, check the box and click 'Register'

Search

[RETURN TO ME](#)

## Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Effective spring 2017, class waitlisting is available. The addition of three (3) columns have been added to class schedule to reflect this. You will see **WL Cap** (Waitlist Capacity), **WL Act** (Waitlist Actual), and **WL Rem** (Waitlist Remaining), this means there is a Waitlist (

Below is the interpretation of the information contained in the new waitlist columns:  
 WL Cap = 5 -there are a maximum of 5 seats available for waitlisting  
 WL Act = 2 -there are two students currently on the waitlist for this section  
 WL Rem =3 -there are 3 seats still available for waitlisting

### Sections Found

#### AH-Administration Hlth Serv

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input checked="" type="checkbox"/>	34300	AH	710	HP	01	3.000	Comparative Health Systems	M	10:00 am-12:50 pm