Conducting Offline Business

Most administrative business at the University of Alabama at Birmingham is handled electronically through your voluntary Consent to Conduct Business Electronically in BlazerNET. If electronic consent is not provided or is withdrawn, no portal-accessed transactions will be available to you. If you choose not to consent to conduct business electronically with the University, transactions must be completed in-person. Please visit the One Stop Student Services office located in Hill Student Center, Suite 103. Below is a list of offline business transactions:

- View assigned enrollment dates
- Register for classes **on or after the assigned registration time**
- Search for classes
- View class schedule
- View grades
- View degree progress report
- Apply for graduation
- View and order transcripts
- Change address and phone number
- Maintain emergency contacts
- Authorize financial aid to apply to all charges
- Sign up for direct deposit
- View your account summary & account balance
- View or print a bill
- View your financial hold status
- Determine due charges/make an authenticated payment
- View or print current and past 1098-T forms
- Sign Loan promissory notes and other loan documents
- View your financial aid award notice and summary
- Accept or decline your financial aid awards
- Notify the financial aid office if you are receiving additional awards
- Notify the financial aid office if you will not be enrolling for a specific term
- Determine what additional documents you may need to submit to apply for aid and pick up copies of those documents
- Sign short-term university loan promissory notes
- View your student loan summary
- Calculate an estimate of your university bill and determine the amount you may be able to borrow through alternative loan
- Submit/update Student Employment Application information
- Submit/update form W-4 (Employee Withholding Allowance) information

Please note that choosing not to do business with the University electronically will not impact the University's official mode of communication with you, which remains through the University provided email account. University communications will continue to be routed to your UAB email address, and you will be responsible for all academic and administrative information provided to you in this format.

If you have questions or need assistance, you please contact One Stop Student Services at (205) 934-4300 or email onestop@uab.edu.