



Many LifeTrack courses (contracts) are set up as independent study courses where the student and the instructor communicate through email and telephone. Courses on the Blackboard system will show up on your mybama.ua.edu homepage in the upper right hand corner where there is a collection of boxes and the word "More...". Click on the More and a top icon bar will reveal itself. You can click on the "Blackboard" icon and check to see if your course has a Blackboard shell. Some courses are blended and may require a brief weekend or three day on-campus portion. If you have questions about the format of your chosen course, please ask.

Enrollment of LifeTrack Contracts

LifeTrack refers to "courses" as "contracts". This is because the course work is done on an individual basis with the instructor and the Academic Advisor assists the student in choosing and enrolling the course/contract.

You have chosen a course contract with the assistance of the Admission Coordinator, Reinstatement Coordinator or your Academic Advisor. You have been permitted for enrollment and your Advising hold/Pin has been lifted. You have a five digit CRN (course reference number) and you are ready to enroll the course/contract.

To access New College LifeTrack program and course information (including course Syllabi): Enter the myBama.ua.edu website using your "username" and "password". When the homepage for myBama appears, in the upper right-hand row corner you should see an icon titled "More" with several small boxes next to the word. Click on that icon. Now you should see multiple icons across the top of the myBama page. One of the icons that appears will be titled "Blackboard." Click that icon. You should now be on the Blackboard page. On the right hand side of the screen you should see a box labeled "My Courses." The courses will be listed with the year followed by a 10, a 30 or a 40. The 10 represents Spring courses, the 30 represents Summer courses and the 40 represents Fall courses. You should look for the current year followed by the appropriate semester indicator and "EXD 100." Click on this link. The next page that opens will be the Blackboard shell for EXD 100 and will give you another list of links on the left hand side of the screen as a table of contents. Each of these links contains different LifeTrack information. You should pick the corresponding link for what you are looking for.

Next, you will find instructions on how to enroll, how to pay, and how to go about beginning your course.

To Enroll/Pay/Confirm

STEP ONE: To enroll you need to visit: MyBama.UA.EDU and enter using your user name and password. If you have forgotten your user name since you filled out the UA admittance form, you should click on “Need Account” and go through the steps.

STEP TWO: The homepage for MyBama comes up, click on the word “Student” in the left-hand Table of Contents. When the new page opens, you will see the Banner Self Service Box in the upper left-hand quadrant of the page. Click on the heading “Student Services” and then “Registration”. A list will drop down, then click on “Add or Drop Class”. Be sure to choose the correct semester. The system may ask for updated addresses (both permanent and emergency—just click on through if yours are up to date). A page will appear that has a row of boxes across the bottom of the page. Enter the CRN(S) your Academic Advisor has given you in the first and second box, then click on “Submit Changes”. If asked to submit a start date or end date, only enter one (the start date is the best one to enter) and should be entered as mm/dd/yyyy (remember the year has to be the full year). The system may not ask for a date.

STEP THREE: A bill should appear on your account and the amount should be: \$1,047.00 (this is the Distance Learning rate plus \$10.00 fee per credit hour) for one 3 hour course and if you are enrolling two courses due to financial aid the amount will be \$2,094.00. If the bill does not appear immediately, check back often till it does appear. In the box marked “Banner Self Services” click on Student Services” and then “Student Receivables”. The first title: “View Your Account, Pay/ Confirm Your Schedule”. Follow the instructions for making payment. You must confirm your schedule to ensure that enrollment will not be dropped. There may be a statement that says, “Yes, I plan to attend The University of Alabama”. Please click on this statement if it appears to further “confirm” the schedule.

In order to enroll coursework, students must be “permitted” by a LifeTrack Advisor. The Advisor/Admission Coordinator will provide the course CRN (course reference number) and the student will then access the Mybama.UA.EDU website to enroll.

Questions about enrollment; your Advisor, 205-348-6000 (if you do not have an assigned Advisor because you have just been admitted, please speak to Lori Jacobi)
 Questions about Financial Aid: 205-348-6756
 Questions about course content: Call Instructor listed in the Syllabus.

Beginning Your Course- Work

STEP ONE: You will find your Instructor's contact information on the contract/syllabus. This should include an email and in some cases a phone number.

STEP TWO: Review the contract examining the goals and objectives, methodologies, required resources and the manner in which you will be evaluated throughout the course. If this is an online Blackboard course, visit the mybama.ua.edu and begin.

STEP THREE: Order your resource materials. You may find some of books or essays or articles through your local library or inter-library loan. You may find a better price for these materials through amazon.com or half.net or ebay. Make sure you are ordering the correct edition of your reading materials.

STEP FOUR: While you are waiting to receive your reading materials, you may want to contact your instructor and get answers to any lingering questions about procedure or turning in materials. It is also suggested that you send your instructor a calendar of your anticipated turn-in dates for each assignment. (See example at right). This will state your commitment to the instructor to finish your coursework and will provide a road map to completion. Do not put off the work. Get busy right away and follow the calendar.

STEP FIVE: If you have any questions, do not hesitate to contact your instructor. Keep in mind that they may take holidays off and will certainly have other obligations. If you do not get a response from your instructor within 72 hours via email, it would be a good idea to call (if there is a phone number provided). If you still do not get a response, please contact the LifeTrack office at 205-348-6000 and we will do our best to assist you and track down the instructor.

Enjoy your work and remember to stay in touch with your contract director.

Communication is very important.
Stay in touch with your Contract
Director.

Set reasonable goals and
communicate anticipated due dates
with Contract Director.

Example: Assignment Turn-In Calendar:

Assignment One: January 14th

Assignment Two: February 15th

Assignment Three: March 10th

Paper topic for Approval: March 15th:

Final Paper: April 15th