As you will recall from the on-campus Orientation, 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 contract with the assistance of the Reinstatement Coordinator or your Academic Advisor. You have been permitted for enrollment and your advising hold has been lifted. You have a five digit CRN (course reference number) and you are ready to enroll the course/contract.

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 tab titled “Student”. On the left-hand side of the screen, find a box titled “Banner Self Services”. 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) 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 of the bills should be: $966.00 (this is the Distance Learning rate) for one 3 hour course and if you are enrolling two courses due to financial aid the amount will be $1,932.00. 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 offering is titled “View Your Account, Pay/Confirm Your Schedule”. Follow the instructions for making payment on your account. Payment is the first step in confirming a schedule to ensure that course/contract 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 much be “permitted” by a LifeTrack Advisor. The Advisor will provide the course CRN (course reference number) and the student will then access the Mybama.UA.EDU website to enroll.

Questions about enrollment; call Lori Jacobi, 205-348-7037
Questions about Financial Aid: 205-348-6756
Questions about course content: Call Instructor listed
Beginning Your Course-Work

STEP ONE: You will find your Instructor’s contact information on the contract. 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.

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 contract 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.

Anticipated 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