

UAS welcomes students under the age of 18 who are ready for college-level work to enroll in many of the classes that we offer under the policies described below. However, students who are under the age of 18 and have not graduated from high school or obtained a GED are ineligible for admission to a degree program and cannot receive financial aid.

Dual enrollment students

A dual enrollment student is one who is simultaneously enrolled in a high school curriculum and also is taking courses at UAS. The courses that the student takes at UAS will be used to fulfill high school graduation requirements. The purpose of dual enrollment is to provide high school students with access to coursework that is not available in Alaska high schools. Examples include academic courses that are more advanced than those offered in high schools and various vocational and technical programs that high schools are not equipped to teach.

Other underage students

These may be students who are enrolled in high school and are taking UAS classes, but do not intend to use the UAS classes for academic credit at their high school. These may be students who have withdrawn from high school prior to graduation and have not completed a GED and are taking classes at UAS as non-degree seeking students.

Tech Prep students

Tech Prep students are enrolled in a UAS course taught at their high school by high school faculty under an articulated agreement between the school district and UAS. THE POLICIES AND PROCEDURES DESCRIBED HERE DO NOT APPLY TO TECH PREP COURSES. Tech prep students should register for tech prep classes at their high schools.

Enrollment policies for underage students and dual enrollment students:

- Underage students must have a cumulative high school grade point average (GPA) of at least 3.0 to be eligible for enrollment at UAS. Exceptions to the 3.0 GPA requirements may be approved by the instructor.
- Underage students may register for no more than seven credits per semester.
- Pre-college courses (numbered 050-099) are not open to enrollment by underage students. These courses cover pre-college coursework that should be first obtained in a student's high school curriculum. Exceptions may be approved by the instructor.
- Underage students must meet the same course pre-requisites that are required of other students.
- Underage students are required to abide by the Student Code of Conduct at all times.

Registration process for University courses:

1. Meet with an advisor from the Student Resource Center in Juneau, the Student Services Manager in Ketchikan, or Student Services Advisor in Sitka to discuss the goals, risks, and rewards of enrollment in college courses.
2. Submit high school transcripts that reflect a cumulative GPA of at least 3.0. A new transcript is required for each semester.
3. Take Accuplacer assessments for initial placement in Math and English courses. Scores from SAT or ACT tests taken within the past year may be substituted.
4. Complete the Dual Enrollment and Underage Student Registration form which includes signatures of the student, parent, high school counselor (if appropriate), UAS advisor, and instructor. Students under 16 will also be required to have the appropriate Dean's signature. **Note: Instructor signature is required; it indicates faculty approval but does not guarantee admittance into a course.**
5. Complete an Education Record Information Release form (FERPA) in order for UAS officials to be able to speak to parents and counselors about the student's academic progress, registration status, student account, and student affairs record.
6. Submit required forms to registrar's office and pay tuition and fees or provide proof of other funding source. **Note: Students (and their parents) are responsible for the cost of tuition, fees, books, and other required materials.**

The underage student applicant and his/her parent or guardian understands and accepts that:

1. University work is generally much more rigorous and often much less guided than secondary course work.
2. These courses will establish a university transcript that will follow the student throughout his/her college career regardless of where the student subsequently enrolls.
3. Adult themes are endemic to university materials and discourse.
4. An underage student who registers as a university student is fully responsible for knowing and complying with all policies and procedures of UAS.
5. UAS will not act in a parental role.

UAS reserves the right to deny or discontinue the enrollment of a high school student in a course or courses if the University determines that the student lacks the maturity or the legal or intellectual ability to participate on an equal footing with other students, or when it is otherwise not in the legitimate interest of the university for the student to participate.

The **Family Education Rights and Privacy Act (FERPA)** is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). Although the rights under FERPA have now transferred to the student, a school may disclose information from an eligible student's education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

UAS will not release a student's information to a parent without proof that a student is claimed as a dependent for tax purposes or a written and signed authorization from the student to release information to the parent.

To maintain confidentiality, the University does not publish social security numbers on written reports, forms, electronic displays, or other communication unless required and/or permitted by law (Family Education Rights and Privacy Act of 1974). Social security numbers will be printed on official transcripts.



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JUNEAU CAMPUS
REGISTRAR'S OFFICE
11120 GLACIER HWY.
JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
registrar@uas.alaska.edu

KETCHIKAN CAMPUS
STUDENT SERVICES
2600 7TH AVE.
KETCHIKAN, AK 99901
TEL: (907) 225-6177
FAX: (907) 225-3624
ketch.info@uas.alaska.edu

SITKA CAMPUS
STUDENT SERVICES
1332 SEWARD AVE.
SITKA, AK 99835
TEL: (907) 747-7700
FAX: (800) 478-3552
sitka.registrations@uas.alaska.edu

DUAL ENROLLMENT & UNDERAGE STUDENT REGISTRATION

Semester/Year

- Spring/Year 20____
 Summer/Year 20____
 Fall/Year 20____

PLEASE PRINT CLEARLY

course ref #	subject	course #	section	course title	credit	instructor approval required*
						✘
						✘
						✘
						✘

last name first name middle initial

UA ID# [or social security # - **required for new students**]

date of birth Male Female

email address

mailing address

city state zip code

daytime phone evening/message phone

Residency

- Alaska Resident
 Date: _____
 Military Status - Dependent Child

Race

- Alaska Aleut
 Alaska Eskimo, Inupiaq
 Alaska Eskimo, Other
 Alaska Eskimo, Yupik
 Alaska Indian, Athabaskan
 Alaska Indian, Haida
 Alaska Indian, Tlingit
 Alaska Indian, Tsimshian
 Alaska Native, Other
 Alaska Native, Southeast
 American Indian - Not Alaska Native
 American Indian or AK Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander

Citizenship

- U.S. Citizen
 Non-U.S. Citizen
 VISA Type: _____
 Nation of birth: _____
 Nation of citizenship: _____

High School

- Alaska high school:

Ethnicity

- Hispanic or Latino
 Not Hispanic or Latino
 White

The University is collecting this information as required by federal regulations in reporting races and ethnicity for employment and educational statistics.

IMPORTANT NOTE: A University of Alaska three-credit college class equals to 0.5 high school credit per Alaska school district policy. It is the responsibility of the student to assure that the credit is conveyed from UAS to his/her high school Registrar and to confer with his/her high school guidance counselor to assure the value of the credit and its applicability to high school graduation.

total credits

I certify all information provided is true and accurate. I understand that I am responsible for all applicable UAS academic regulations, tuition and fees whether or not I successfully complete the course(s) in which I am enrolling. I give permission to the University of Alaska Southeast to release records to my parent/legal guardian and/or funding agency related to payment/billing and registration records related to current/past enrollment.

✘
 student signature (required) date

I acknowledge all academic disclaimers and certify that I will be responsible for full payment if the costs are not covered by programs at either school.

✘
 parent signature (required) parent printed name date

I certify that the student named above would benefit from taking the course(s) listed above.
 FOR DUAL ENROLLED STUDENTS ONLY

Student's current cumulative GPA

✘
 high school counselor signature (required) high school counselor printed name date

I certify that the student reviewed the course syllabus, campus student support services, and understands academic expectations.

Meets all requirements

✘
 UAS advisor signature (required) UAS advisor printed name date

*ADDITIONAL SIGNATURE REQUIRED

UAS INSTRUCTOR: Approves registration (after high school counselor and parent/legal guardian approves)

*ADDITIONAL SIGNATURE REQUIRED IF UNDER THE AGE OF 16

UAS DEAN: Approves registration (after high school counselor, parent/legal guardian, and instructor approves)

✘
 UAS dean signature UAS dean printed name date

METHOD OF PAYMENT

Cash Check (No. _____) Other: _____ Name of agency, school or scholarship, etc.
 For credit card payment, contact the Business Office: Juneau (907)796-6267 Ketchikan (907) 228-4530 Sitka (907) 747-7708