



UNIVERSITY of ALASKA SOUTHEAST

DUAL ENROLLMENT POLICIES AND PRACTICES

INTRODUCTION: UAS welcomes registration of dual enrollment students who are prepared for college-level work, subject to the policies described below. These policies are designed to allow access to courses in a manner that supports student success. The University of Alaska system has an open enrollment policy allowing students to register for courses for which they have an adequate background (UA Regents policy P10.05.010 & P10.05.015). Please note that in order to qualify for federal or state financial aid, you must have earned either a high school diploma or a GED. Registering in courses establishes a permanent academic record that reflects academic performance in all courses attempted.

I. TYPES OF SECONDARY SCHOOL STUDENT ENROLLMENT:

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. Courses 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 career and technical programs that high schools are not equipped to teach.

Tech Prep students

Tech Prep courses are offered by agreement between UAS and identified high schools as a means of promoting career and technical education pathways. Under such an agreement, high school instructors approved by UAS teach college-level classes that are taught in local high schools. **POLICIES AND PROCEDURES DESCRIBED HERE DO NOT APPLY TO TECH PREP COURSES.** Tech prep students should register for Tech Prep courses at their high schools. For more details see: http://www.uas.alaska.edu/career_ed/tech-prep/

Other secondary school 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. This may also include home school students or those who have withdrawn from high school prior to graduation and have not completed a GED.

II. ENROLLMENT POLICIES FOR DUAL ENROLLED STUDENTS:

- Students must meet all pre-requisites and secure funding to cover tuition, fees, books, and materials. Federal and state financial aid is not available to students who lack a high school diploma or equivalent.
- Students are expected to consult with a UAS advisor to ensure that their combined course load in high school and at UAS is manageable and conducive to student success.
- Students are required to abide by all UAS policies and procedures and the Student Code of Conduct.

III. REGISTRATION PROCEDURE FOR DUAL ENROLLMENT STUDENTS:

- Student meets with a UAS advisor to identify appropriate courses and explore the extent to which student has an adequate background to meet expectations of college-level study. If enrolling in math and/or English courses, student takes Accuplacer (for English) or ALEKS (for math) test to determine appropriate placement.
- Student completes *Dual Enrollment Registration* form which includes signatures of the student, parent/guardian, and UAS advisor.
- Student completes *Education Record Information Release* form, required by federal regulations (FERPA)¹, in order for UAS officials to be able to speak to parents/guardians and counselors about the student's academic progress, registration status, accounts, and student affairs record.
- Student submits required forms to UAS Registrar's office and pays tuition and fees or provides proof of other funding source.

Available UAS advisors:	Student Resource Center (Juneau)	907.796.6000	Email: uas.info@uas.alaska.edu
	Student Services Manager (Ketchikan)	907.228.4511	Email: ketch.info@uas.alaska.edu
	Student Services Advisor (Sitka)	907.747.7717	Email: sitka.ssc@uas.alaska.edu

IV. IMPORTANT REMINDERS: The dual enrollment student and her/his parent or guardian understands and accepts that:

- University work generally is much more rigorous and often much less guided than secondary course work.
- Enrollment at UAS establishes a university transcript that will follow the student throughout her/his college career wherever the student subsequently enrolls.
- University study typically includes use of curriculum, course materials, and discourse that are appropriate for mature/adult students.
- UAS reserves the right to discontinue enrollment of a dual enrolled student if it becomes clear that they lack adequate background for student success.

¹The **Family Education Rights and Privacy Act (FERPA)** is a federal law that affords parents and guardians 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 a signed authorization from the student to release information and proof that a student is claimed as a dependent for tax purposes.

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.



UNIVERSITY of ALASKA SOUTHEAST

JUNEAU CAMPUS
REGISTRAR'S OFFICE
11066 Auke Lake Way
JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
uas.registrar@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) 747-6653
FAX: (800) 478-3552
sitka.registrations@uas.alaska.edu

DUAL ENROLLMENT REGISTRATION

Semester/Year

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

**PLEASE PRINT CLEARLY
IN PEN (BLUE OR BLACK)**

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

Citizenship

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

High School

- Alaska high school: _____
 Graduation Date: _____

Ethnicity

- Hispanic or Latino
 Not Hispanic or Latino

Race

- American Indian or Ak Native**
 Alaska Native - Other
 Aleut/Unangax
 Alutiiq/Sugpiagq
 American Indian
 Cup'ik
 Dené/Athabaskan
 Dené/Athabaskan - Ahtna
 Dené/Athabaskan - Deg Xinag
 Dené/Athabaskan - Dena'ina
 Dené/Athabaskan - Gwich'in
 Dené/Athabaskan - Han

course ref #	subject	course #	section	course title	credit	instructor approval*
						✗
						✗
						✗
						✗

IMPORTANT NOTE: Typically a University of Alaska three-credit college class equals to 0.5 high school credit. 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 understand that by submitting this registration I am responsible for the tuition and fees associated with any course(s) for which I have registered, whether or not I successfully complete the course(s). I am responsible for dropping courses by the published deadlines to ensure charges are not incurred. If I default on this student account, I promise to pay for the collection, attorney, and legal fees necessary for the collection of any amounts owed to the University of Alaska, which may be based on a percentage at a maximum of 40% of the debt. If I do not pay, the university may take my Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073 and pursue other collection methods. I also understand that past due debt may be reported to credit bureaus.

✗
 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

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

***SIGNATURE REQUIRED IF STUDENT DOES NOT MEET MINIMUM REQUIREMENTS, REGISTERING AFTER THE START DATE OF THE CLASS OR FOR SPECIAL APPROVAL**

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Dené/Athabaskan - Holikachuk | <input type="checkbox"/> Tlingit | Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Dené/Athabaskan - Koyukon | <input type="checkbox"/> Tsimshian | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Dené/Athabaskan - Lower Tanana | <input type="checkbox"/> Yup'ik | <input type="checkbox"/> Guamanian |
| <input type="checkbox"/> Dené/Athabaskan - Tanacross | Asian | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Dené/Athabaskan - Up Kuskokwim | <input type="checkbox"/> Asian - Other | <input type="checkbox"/> Other Indigenous (Pacific Island) |
| <input type="checkbox"/> Dené/Athabaskan - Up Tanana | <input type="checkbox"/> Chinese | <input type="checkbox"/> Pacific Islander - Other |
| <input type="checkbox"/> Eyak | <input type="checkbox"/> Indian (Asian Subcont) | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> First Nations | <input type="checkbox"/> Japanese | White or Other |
| <input type="checkbox"/> Haida | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> White |
| <input type="checkbox"/> Indigenous - Other | Black or African American | <input type="checkbox"/> International Indigenous |
| <input type="checkbox"/> Inupiaq | <input type="checkbox"/> Black or African American | |
| <input type="checkbox"/> Siberian Yupik | | |

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) 747377