

University of Alaska Southeast Ketchikan Campus

Underage Enrollment Requirements

An underage student is one who is under 18 years of age and does not otherwise meet the requirements for open enrollment or admission.

Enrollment Options for Underage students:

Register for no more than seven credits per semester.

Pre-college level courses (courses numbered 050 – 099) are not open to enrollment by underage students. These courses cover remedial course work that should be first obtained in a student's high school course work.

Any student under the age of 18 may take "Community Education" courses without special approval. However, a parent or legal guardian must sign off on the registration form.

In order to register for University courses (each semester), underage students must:

- 1) Take assessments at the Learning Center, unless waived by Student Services Coordinator or completed in a previous semester.
- 2) Complete Underage Enrollment Form and a Course Registration form. The Underage Enrollment Form requires the following signatures and approval prior to submitting the form: student's parent or guardian, school principal or counselor, and the UAS course faculty member(s)*.
- 3) Meet with Student Services Coordinator to discuss risks/rewards of enrolling in college level courses and to receive final approval.
- 4) Submit forms to records and registration and pay tuition and fees or provide proof of other funding source.

** Faculty signatures only indicate permission to register and attend and does not guarantee admittance into a course.*

The student applicant and his/her guardian understand and accept that:

- 1) University work is 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.
- 3) Adult themes are often endemic to university materials and discourse.
- 4) An underage student who registers as a university student is fully responsible for complying with all policies and procedures of UAS.
- 5) UAS will not act in a parental role.

The Family Educational 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").** However, 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.

