INTRODUCTION: UAS welcomes enrollment of secondary school 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). 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 This may also include home school students or those who have withdrawn from high school prior to graduation and have not completed a GED.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 SECONDARY SCHOOL STUDENTS:

- Students taking UAS courses must have a cumulative high school grade point average (GPA) of at least 3.0. Exceptions to the GPA requirement may be approved by the course instructor.
- Students must meet all pre-requisites and secure funding to cover tuition, fees, books, and materials. Financial aid is not available to students who lack a high school diploma or equivalent.
- Students are expected to consult with high school and UAS advisors 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.
- Pre-college courses in math (numbered 054 to 105) and English (numbered 050-110) cannot be used for dual credit; they are not college-level. These are refresher courses intended for those who have already completed these courses previously but are in need of review. Enrollment in these pre-college courses requires instructor approval.

III. REGISTRATION PROCEDURE FOR SECONDARY SCHOOL STUDENTS:

- Student and parent/guardian meet with high school advisor to be certain that enrollment in college courses is advisable and that minimum qualifications are met.
- Student meets with a UAS advisor to explore the extent to which student has an adequate background to meet expectations of college-level study.
- Student submits high school transcripts that reflect a cumulative GPA of at least 3.0.
- Student meets with UAS advisor to identify appropriate courses. If enrolling in math and/or English courses, student takes Accuplacer test to determine appropriate placement.
- Student completes Secondary Student/Dual Enrollment Form which includes signatures of the student, parent/guardian, high school counselor, UAS advisor, and instructor (or designee). Note that instructor approval indicates faculty support for enrollment but does not guarantee admittance into a course.
- 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.

IV. IMPORTANT REMINDERS: The secondary school student and her/his parent or guardian understand and accept that:

a. University work generally is much more rigorous and often much less guided than secondary course work.

b. Enrollment at UAS establishes a university transcript that will follow the student throughout her/his college career wherever the student subsequently enrolls.

c. University study typically includes use of curriculum, course materials, and discourse that are appropriate for mature/adult students.

d. UAS reserves the right to discontinue enrollment of a secondary school/dual enrollment student if it becomes clear that they lack adequate background for student success.

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\(^1\) The 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.