

Sitka School District
Memorandum of Agreement: Dual Enrollment Program
FY17

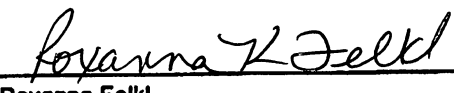
The purpose of this agreement between Sitka School District (SSD) and University of Alaska Southeast (UAS) Sitka Campus (UAS-S) is to describe the dual enrollment program and to define the financial obligations of each institution. This program:

- Serves as a recruitment and enrollment connection between SSD and UAS.
- Supports the UAS Core Themes
 - Student Success – provide the academic support and student services that facilitate student access and completion of educational goals.
 - Teaching and Learning – provide a broad range of programs and services resulting in student engagement and empowerment for academic excellence.
- Accelerates a student's progress towards post-secondary educational goals.
 - Provides an opportunity for SSD students to enroll in UAS-S General Education Requirement courses (GER) and encourages continued enrollment upon graduation.
 - Provides opportunities to enroll in Career Education courses in Applied Technology and Health Occupations. These courses introduce students to workforce programs.
- Allows only 11th and 12th grade students to take college courses at UAS-S. Students earn both high school and college credits for these courses.
 - Only UAS-S classes are covered by this agreement.
 - Student must meet standard pre-requisites and/or placement test requirements.
 - Dual Enrollment students and their families pay tuition, mandatory fees, buy their own books, and provide own transportation.
 - For students who complete a class(es) with a C grade or better:
 - Sitka School District will reimburse the student's family two thirds of the total tuition.
 - University of Alaska Southeast Sitka Campus will reimburse Sitka School District not more than one third of the tuition total.
 - Reimbursement will be based on actual qualifying students for the amount paid but no more than one third of the total tuition. Payment will be made upon receipt of an invoice from Sitka School District.
- Students interested in Dual Enrollment may get more information from their high school counseling office or from the UAS Sitka Student Success Center sitka.ssc@uas.alaska.edu.

This memorandum will be reviewed each fiscal year and it is not binding until approved by the UAS Procurement Office.


Paula Martin, UAS Sitka Campus Director
Date 9/28/16


Mary Wegner, SSD Superintendent
Date 9/16/16


Roxanna Felkl
UAS Director of Budget, Grants and Contracts
Date 9/18/16

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_cd/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. Federal and state 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 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 test to determine appropriate placement.
- Student submits high school transcripts that reflect a cumulative GPA of at least 3.0.
- Student completes *Secondary School 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), 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.
- Student cannot be waitlisted for a class.

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 secondary school 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 secondary school/dual enrollment student if it becomes clear that they lack adequate background for student success.

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.

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.



**JUNEAU CAMPUS
REGISTRAR'S OFFICE**
11120 GLACIER HWY.
JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
registrat@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) 747-6653
FAX: (800) 478-3552
sitka.registrations@uas.alaska.edu

SECONDARY SCHOOL STUDENT / DUAL ENROLLMENT REGISTRATION

Semester/Year

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

PLEASE PRINT CLEARLY

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:

Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino

Race

- Alaska Aleut
- Alaska Eskimo, Inupiaq
- Alaska Eskimo, Other
- Alaska Eskimo, Yupik
- Alaska Indian, Athabaskan
- Alaska Indian, Haida
- Alaska Indian, Tlingit
- Alaska Indian, Tsimpsian
- 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
- White

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

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

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 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.

X _____
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.

X _____
parent signature (required) parent printed name date

I certify that the student named above would benefit from taking the course(s) listed above. Student's current cumulative GPA

X _____
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

X _____
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)

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