

# SECONDARY SCHOOL STUDENT REGISTRATION PROCESS



Welcome to Kodiak College, UAA! High School Students, use the following checklist to enroll in a class:

- Complete the *Secondary School Registration Form*** (<http://www.koc.alaska.edu/high-school-students>)  
Forms are available from Student Services at Kodiak College or the Kodiak High School Counseling Office.
- Obtain Parent and/or Guardian Approval** - Registration at Kodiak College, UAA requires that secondary students and their parents/guardians understand the ***Secondary Student and Parent/Guardian Agreement***, which states that:
  - *The University will not act in a parental or supervisory role.*
  - *A secondary student who registers in University courses is fully responsible for complying with all policies and procedures of the University. This includes being aware of and adhering to the University Student Code of Conduct.*
  - *A permanent University disciplinary record is established for all students who are found responsible for violating the Code of Conduct.*
  - *Courses taken will establish an **official transcript** that will follow the student throughout the student's college and/or university career. This may impact future admissions, financial aid eligibility, and/or ability to graduate with honors.*
  - *Regardless of age, FERPA rights are transferred to student upon registration. Parents/Guardians will not be able to conduct business on students' behalf or access student records without submitting the appropriate student information release or proxy registration documents (must be done annually). This includes but is not limited to access to grades, registration history and/or financial information.*
  - *A student must complete the necessary paperwork at Student Services to drop or withdraw from a course if they decide not to attend. Failure to do so may result in a failing grade and/or financial obligations including late fees. Simply informing the instructor is insufficient.*
  - *A secondary student who registers in University courses is responsible for maintaining at least a "C" grade point average in order to register for additional college level credit (2.00 on a 4.00 scale).*
  - *University course work is much more rigorous and much less guided than secondary education course work.*
  - *Adult themes and diverse perspectives are essential to University materials and discourse.*
  - *A parent or guardian may not attend a course for which their secondary student is registered unless and until the parent or guardian is also officially registered for the course.*
  - *The University reserves the right to deny or discontinue the enrollment of a student in a course or courses if the University determines that the student lacks the maturity, the legal or intellectual ability or the academic preparedness to participate on equal footing with other students, or if it is otherwise not in the legitimate interest of the University for the student to participate.*
- Obtain signed approval from the local area School District designee**
- Obtain signed approval of the course instructor** - Faculty signatures only indicate permission to register and attend; this is not a guarantee of admittance into a closed (full) course. Email approval will be accepted.
- Submit completed forms to the Kodiak College Registrar or Academic Counselor**

Once approved, students may register on a space available basis the week before classes begin. Priority is given to adult students. Enrollment guidelines for qualified secondary school students are as follows:

- Enrollment in University courses may not exceed seven (7) credits per semester.
- Prerequisites for the courses requested must be met.
- Courses must be at the 200 level or lower (exceptions must be approved by the course instructor, department chair, and Director, or designee).
- Students must pay all tuition, course, and student fees and purchase textbooks and materials, if required.
- Students must adhere to Kodiak College, UAA policies and procedures found in the Catalog.
- Students must attain a grade of at least "C" (2.00 on a 4.00 scale) from each Kodiak College, UAA course to receive permission to register for future semesters.

**High school students may be eligible for the Jumpstart Program. To qualify, students must:**

- Attend New Student Orientation** - 6pm the Wednesday before Spring and Fall classes start. There are only 2 sessions per year.
- Submit approved placement test scores** - Accuplacer Tests can be taken at the Kodiak College Test Center. Call (907-486-1232) to schedule the test.

# SECONDARY SCHOOL STUDENT REGISTRATION FORM



This form must be completed each semester the student would like to enroll.  
High school students with completed forms may register the week before the semester begins.  
Semester dates are available online at: <http://www.koc.alaska.edu/calendars/academic-dates-deadlines>

## 1. STUDENT INFORMATION *(To be completed by the student)*

Name: \_\_\_\_\_  
Last First M.I.

Mailing Address: \_\_\_\_\_  
Street/PO Box/Apt  
City State ZIP

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Gender:  Female  Male      Citizenship:  US Citizen  Permanent Resident  Other \_\_\_\_\_

Race/Ethnicity: Requested for compliance with Title IV of the Civil Rights Act of 1964 (used for data reporting and statistical purposes).

Race:  Hispanic or Latino OR  Not Hispanic/Not Latino

Ethnicity:

<input type="checkbox"/> American Indian (IN)	<input type="checkbox"/> Alaskan Aleut/Alutiiq (AA)	<input type="checkbox"/> Alaskan Native, Southeast (AS)
<input type="checkbox"/> Black/African American (BL)	<input type="checkbox"/> Alaskan Eskimo, Inupiaq (AQ)	<input type="checkbox"/> Alaskan Indian, Tsimphian (AM)
<input type="checkbox"/> Native Hawaiian/ other	<input type="checkbox"/> Alaskan Eskimo, Yupik (AY)	<input type="checkbox"/> Alaskan Indian, Tlingit (AK)
<input type="checkbox"/> Pacific Islander (NH)	<input type="checkbox"/> Alaskan Native, Other (AN)	<input type="checkbox"/> Alaskan Indian, Haida (AH)
<input type="checkbox"/> Asian (SI)	<input type="checkbox"/> Alaskan Eskimo, Other (AE)	<input type="checkbox"/> Not Specified (UN)
<input type="checkbox"/> White (WH)	<input type="checkbox"/> Alaskan Eskimo, Other (AE)	

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Semester:  Spring  Summer  Fall Year: \_\_\_\_\_  
University of Alaska Student ID#  
or Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Name of High School: \_\_\_\_\_

Anticipated High School  
Graduation year: \_\_\_\_\_

## 2. SECONDARY SCHOOL APPROVAL *(To be completed by School Principal and/or Counselor)*

Secondary School Principal and/or Counselor must assess the student's social and academic maturity and readiness for success and safety in the courses requested. If the student is home schooled, the home school organization director will serve as the local area School District designee.

Please mark appropriate box and enter student's GPA.

Approved       Not Approved      GPA \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Last First M.I.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Counselor/School District Designee

## 3. PARENT/GUARDIAN APPROVAL *(To be completed by Parent/Guardian)*

Signature indicates parent or guardian understands all policies as stated in the *Secondary School Student Registration Process* and grants permission for the student to enroll at Kodiak College, UAA.

Parent or Guardian Name: \_\_\_\_\_  
First M.I. Last

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Kodiak College, UAA COURSE INFORMATION** *(To be completed by the student AND Kodiak College, UAA Faculty & Staff)*

The instructor for each course at Kodiak College, UAA must evaluate whether the student possesses the intellectual and academic resources and emotional maturity to absorb and appreciate significance of course material, including whether the course involves high risk activities and whether the student can legally participate. Students must be 16 years or older to participate in physical education courses.

CRN	Department	Course #	Sect	Course Title	Credits	Faculty Signature	Date
<i>EXAMPLE</i>	<i>ART</i>	<i>A101</i>	<i>D11</i>	<i>Beginning Drawing</i>	<i>3</i>	<i>Instructor's Signature</i>	<i>MM/DD/YY</i>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Counselor or Registrar at Kodiak College, UAA

**JumpStart Program for High School Students**

The Kodiak Island Borough generously provides funds for qualified high school students to take up to 7 credits per semester at the rate of \$75 per credit. Any associated course fees and the cost of textbooks and materials are the responsibility of the student. To be eligible for the JumpStart tuition rate, high school students must complete the following tasks:

- Take the ACCUPLACER Test** - required the first semester a student qualifies for the JumpStart Program.
  - o Prior to testing, students must have a University of Alaska Student ID number and pay a \$15 test fee.
    - Go to [uaonline.alaska.edu](http://uaonline.alaska.edu) and click *Request Information (Prospective Students)*. This process will generate a student ID Number within 24 hours.
  - o Schedule an appointment to take the Accuplacer test at the Test Center (486-1232).
  - o Visit Student Services with a photo ID to retrieve your Student ID number.
  - o Pay the \$15 test fee at the Kodiak College Business Office.
  - o Schedule an appointment with Registrar or Academic Counselor (907-486-1235 or 907-486-1211) to discuss the results of your assessment.
  - o Official ACT or SAT Scores may be submitted to Student Services in some cases in place of the Accuplacer Test. Call Kodiak College Registrar (907-486-1235) or Academic Counselor (907-486-1211) for information.

**Test Date:** \_\_\_\_\_

- Attend New Student Orientation** Students who have previously attended New Student Orientation at Kodiak College may register for classes the week before the semester begins.

**New Student Orientation Date:** \_\_\_\_\_

*Office Use Only* Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

- Eligible for the JumpStart Tuition Rate
- NOT eligible for the JumpStart Tuition Rate

Notes: \_\_\_\_\_

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