

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive • Anchorage, AK 99508 • (907) 786-1480

SECONDARY STUDENT REGISTRATION PROCESS

Secondary students who wish to register for UAA classes, should follow these steps:

1. Apply as a *non-degree seeking secondary student* online: <https://www.alaska.edu/uaonline>. Please allow 2-3 business days for processing. Must be completed only once.
2. Go to <https://me.uaa.alaska.edu> to claim username/ID and set password. Select Option 3. Please contact the UAA Call Center (907-786-4646 or callcenter@uaa.alaska.edu) if you encounter any problems.
3. Submit a signed Secondary Student and Parent/Guardian Agreement Form to uaa.registration@alaska.edu. You may also submit form in person at UAA Enrollment Services (University Center) or community campus. The form must be signed by both student and parent/guardian. Signatures on the form denote agreement to abide by all student policies, procedures, and deadlines. Please include your 8 digit UAID number, 3XXXXXXX. Must be completed only once.
You can register for classes once we receive this form.
4. Register for classes via <https://www.alaska.edu/uaonline> beginning on the “Open Registration” date. See deadlines here: <https://www.uaa.alaska.edu/students/registrar/calendar>
5. If unable to register on your own, appoint a proxy to complete registration on your behalf in person. Complete a *Proxy for Registration* form. The form must be signed by the student and the proxy and accompanied by a copy of student government issued picture ID. This form is only valid for one semester.
6. Pay all tuition and fees associated with the selected course(s) by the payment deadline.
7. Adhere to UAA policies and procedures found in the UAA catalog and student handbook.
8. Be aware of rules related to registration:
 - Prerequisites for the courses must be met.
 - Classes which are full require an additional approval from faculty.

If you have additional questions, please contact UAA Enrollment Services at 907-786-1480.

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MORE INFORMATION ABOUT YOUR ACADEMIC RECORD AND OFFICIAL TRANSCRIPT

With your enrollment as a secondary student you are building an academic record and official transcript at UAA and there are some things students and parents should be aware of. This information applies to all types of enrollment by secondary students, including programs such as Tech Prep, Alaska Middle College, and pre-college programs at UAA where students earn UAA credits:

- When you apply for admission to colleges and universities, you will want to send them a copy of your UAA transcript. The courses you are taking may or may not be transferable to that institution depending upon their policies.
- This transcript is the start of your permanent academic record at the university level. The grades you earn can impact many things in the future, such as:
 - Admission to a college or university.
 - Scholarships that include GPA as part of their criteria.
 - Financial aid eligibility, under what's known as Satisfactory Academic Progress. All colleges and universities are required to monitor academic progress as part of determining eligibility for financial aid.

Because you are building an important part of your academic record you will want to do your best in your classes – completing each one with your best effort. If you find you are struggling with attending class or completing the work please speak with someone within Enrollment Services or an advisor within your program to discuss options.

If you plan to continue your studies and earn a degree from UAA you should be especially aware of UAA's Satisfactory Academic Progress policy. As required by law, the UAA Office of Financial Aid monitors Satisfactory Academic Progress (SAP) for all degree-seeking students. Should you become an admitted degree-seeking student in the future you will fall under UAA's SAP policy, and the courses you are taking now will be included in that monitoring. Please note: all University of Alaska campuses use the same SAP policy.

Meeting SAP at UAA requires a minimum GPA, Completion Ratio, and progress towards completing a degree on-time. Students are required to finish and pass a minimum of 2/3 of the courses they take and have a minimum of a 2.0 cumulative GPA in the UAA undergraduate courses they take. Furthermore, courses taken as a secondary student are included in a student's progress toward their degree under the "150% rule," which requires students to complete their degree by the time they have attempted 150% of the credits required for the degree.

For more information, visit: <https://www.uaa.alaska.edu/students/financial-aid/policies.cshtml>

Most secondary students do well in their classes and have a smooth transition into UAA and other UA campuses as degree-seeking students. However, if you are struggling in anyway or have questions please contact us at 907-786-1480.

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Name: _____ UA Student ID: _____
(Print) Last First M.I.

SECONDARY STUDENT AND PARENT/GUARDIAN AGREEMENT

The registration process at UAA requires all secondary student applicants and their parents/guardians to complete this Secondary Student and Parent/Guardian Agreement. This agreement identifies some of the issues encountered by secondary students and their potential impact but should in no way be considered comprehensive.

As a secondary student and a parent/guardian of a secondary student, I understand and agree that:

- The University will not act in a parental or supervisory role.
- A 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 specific authorization from the student.
 - o *Authorization to Release Records* form may be filed by the student to allow another individual access to grades, registration history, and/or financial information. It only needs to be submitted by the student once and remains in place until revoked.
 - o *Proxy for Registration* form is filed when a student is unable to perform registration functions and authorizes another individual to act on their behalf. Must be done for each semester.
- If a student decides to no longer attend a course, they must complete the necessary paperwork to drop or withdraw from that course. Failure to do so may result in a failing grade and/or financial obligations including late fees. Simply informing the instructor is insufficient.
- University 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.
- By signing this agreement, we understand that we are responsible for all applicable tuition and fees consistent with university policy, regulations, and rules, regardless of whether or not the student successfully completes the course or courses in which he or she is enrolling. The university will not initiate a drop for non-payment.

The University reserves the right to deny or discontinue the enrollment of any 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 an equal footing with other students, consistent with the Code of Conduct, academic requirements, and applicable rules and regulations.

I have read, understand, and acknowledge and agree to the above policies.

Student Signature _____

Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date: _____