

<b>Student</b>	Name: _____ ASD Student ID: _____ Birthdate: _____
	Address: _____ Graduation Year: _____
	Current High School/Grade Level: _____ Home Attendance School: _____
	Student Phone Number: _____ Student Email Address: _____
	Is Student an English Language Learner (ELL) student? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, ELL Level _____
	Does the student have a current IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>504 Plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Main Transportation to AMCS: <input type="checkbox"/> ASD Transportation <input type="checkbox"/> Parent <input type="checkbox"/> Self
Do you plan to participate in sports? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	

<b>Guardian</b>	Full Name of Parent/Legal Guardian: _____
	Work Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____
	Email Address: _____
	Full Name of Parent/Legal Guardian: _____
	Work Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____
	Email Address: _____

**Applicants are selected based on criteria that predict their academic success at AMCS.**

### Assessment Criteria

**Enrollment in UAA courses is dependent upon the following Accuplacer and ALEKS scores:**

English WRTG111	Reading Comprehension (RC) + Sentence Skills (SS) 170+
Math A105	ALEKS Score 30+

### Admission Checklist: Check All that Apply

- |  |   |
|--|---|
| <input type="checkbox"/> Junior or senior student status   | <input type="checkbox"/> ASD Liability Form                     |
| <input type="checkbox"/> Current GPA _____ (Minimum 2.0 required)  | <input type="checkbox"/> UAA Authorization to Release Records   |
| <input type="checkbox"/> Parent/Guardian Page  | <input type="checkbox"/> UAA Secondary Student Parent Agreement |
| <input type="checkbox"/> Teacher Recommendation Page   |   |
| <input type="checkbox"/> Counselor Recommendation  |   |
| <input type="checkbox"/> Take college placement assessment (Accuplacer & ALEKS). See available opportunities:<br><a href="http://amcs.asdk12.org/applynow">http://amcs.asdk12.org/applynow</a> |   |
| <input type="checkbox"/> Successfully completed the following courses (check all that apply):  |   |
| <input type="checkbox"/> English 1   | <input type="checkbox"/> Algebra 1                              |
| <input type="checkbox"/> English 2   | <input type="checkbox"/> Geometry                               |
| <input type="checkbox"/> AK Studies  | <input type="checkbox"/> Life Science                           |
| <input type="checkbox"/> World History   | <input type="checkbox"/> Physical Science                       |

**Questions: Answer in Complete Sentences** (use space provided or attach a separate sheet of paper)

1	Why do you want to attend Alaska Middle College School (AMCS)?
2	AMCS combines high school and college on a college campus. In what ways are you prepared for this experience?
3	Students will be expected to behave in a manner that reflects professionalism and employability skills. What does professionalism mean to you? What employability skills will you use to build success at AMCS?
4	Do you feel that your transcript reflects your academic abilities? Please explain.
5	What are your plans and goals following high school graduation?

## ALASKA MIDDLE COLLEGE (AMCS) Student Expectations

Student Initial

Parent Initial  
(Guardian)

- Student and Parent/Guardian must read, Initial, and sign this document
- Student, if you are accepted to AMCS, you agree to accept and follow the expectations below:

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

AMCS is an open college campus housed in a business setting at the Chugiak-Eagle River Campus (CERC). The following are student expectations:

- Successful completion of college courses is the primary goal of attendance at AMCS.
- Students will take responsibility for their own learning, behavior, and success.
- Students will need to be punctual and maintain good attendance in all high school and college classes; consequently, students are responsible to follow both AMCS and UAA calendars.
- Students will be expected to demonstrate employability skills and appropriate behavior for a professional environment.
- Students should be able to maturely handle the freedoms and scheduling of a college setting and understand that AMCS's presence on the college campus is a privilege, not a right.
- Each student will be enrolled full time at AMCS. For each semester, full time will be defined as enrollment in six high school classes or three college courses or an equivalent combination of high school and college courses.
- College-ready students will be enrolled in adult college courses and treated as other college students; the rigor of this program will require time management skills, organizational skills, and self-discipline.
- Students enrolled in college courses will be expected to resolve issues with instructors, admissions and administration.
- Failing college courses may impact ability to obtain future financial aid and/or scholarships
- Parents and students should regularly access Anchorage School District AMCS website as this is the school's main source of communication.
- Employed students will not let work schedules conflict with their class schedules.
- Instructors may prohibit use of personal electronic devices during class time.
- AMCS operates on a college schedule. As such, students may have blocks of time not scheduled in a classroom; however, the expectation is that this time is used to study.
- AMCS/UAA is an open campus and as such students are free to leave campus during lunch and free periods.
- Students will be on **academic and behavioral probation** and may be moved back to their home school if academic performance is unsatisfactory or if they display inappropriate behavior which violates the UAA Student Code of Conduct and/or ASD Student Handbook.
- Athletic Eligibility for AMCS students is calculated by semester GPA only. Students who lose athletic eligibility will not be able to regain eligibility at the end of first or third quarter because UAA does not issue quarter grades.

***My signature on this form constitutes acceptance and approval of the statements listed above:***

Student's Signature:	Date:
Parent/Legal Guardian's Signature:	Date:
Parent/Legal Guardian's Signature:	Date:

Student's Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

**PARENT/GUARDIAN PAGE**

*Alaska Middle College School (AMCS) is an academic program intended to allow students to take college courses at the University of Alaska Anchorage on the Chugiak-Eagle River Campus (CERC). College-ready students are enrolled in college courses with adult college students; in addition, high school classes are taught on campus. AMCS students must demonstrate the ability to make mature, independent, and responsible choices to succeed in college.*

1. What are some of the ways in which you can support your child in this unique learning environment?

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2. On a scale of 1 to 5, with 1 being never and 5 being always, please rate the following for how the student demonstrates

Ability to make mature choices

1    2    3    4    5

Ability to make independent choices

1    2    3    4    5

Willingness to be challenged intellectually

1    2    3    4    5

Desire to make education a priority over social and recreational interests

1    2    3    4    5

3. Is there anything on your student's academic, discipline, or attendance record that you would like to address? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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4. Any other comments you would like to share that may help in our decision making process:

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PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

**TEACHER RECOMMENDATION**

**Recommendations must be obtained from the student's English, math, science or social studies faculty, at the school he/she presently attends.**

*Alaska Middle College School (AMCS) is an academic program intended to allow students to take college courses at the University of Alaska Anchorage on the Chugiak-Eagle River Campus (CERC). College-ready students are enrolled in college courses with adult college students; in addition, high school classes are taught on campus. AMCS students must demonstrate the ability to make mature, independent, and responsible choices to succeed in college.*

**School Personnel:** Please return your recommendation to the student in a sealed envelope with your name written across the back flap of the envelope after it has been sealed. Recommendations not received in a sealed envelope with signature on the flap will not be accepted. Thank you in advance for your time.

Teacher's Name (Print) \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Subject(s) Taught: \_\_\_\_\_ School Site: \_\_\_\_\_

Please check as appropriate:

- Did the student meet assignment deadlines as required? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Did the student come to class prepared? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Did the student have attendance or tardiness issues? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is the student ready to concurrently perform well in high school AND college classes? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Has the student demonstrated the ability to be:
  - Mature \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Self-Motivated \_\_\_\_\_ Yes \_\_\_\_\_ No
  - Respectful \_\_\_\_\_ Yes \_\_\_\_\_ No
  - An independent learner \_\_\_\_\_ Yes \_\_\_\_\_ No

1. What qualities does the student have that make you feel like he/she would be successful at AMCS?

\_\_\_\_\_

2. Describe the student's abilities in reading, writing, and/or mathematics.

\_\_\_\_\_

\_\_\_\_\_

3. Any other comments you would like to share that may help in our decision making process.

\_\_\_\_\_

Based on your experience with the student, please select one of the following recommendations:

- ( ) Highest Recommendation (I have no academic or behavior reservations about the student).
- ( ) Recommendation (I am fairly confident the student will be successful).
- ( ) Recommendation with Reservation (I have concerns that the student lacks the academic skills, behavior, attitude or other qualities necessary for success).
- ( ) Do not Recommend (I do not believe the student is ready for this experience).

TEACHER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Student's Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

**COUNSELOR RECOMMENDATION**

*Alaska Middle College School (AMCS) is an academic program intended to allow students to take college courses at the University of Alaska Anchorage on the Chugiak-Eagle River Campus (CERC). College-ready students are enrolled in college courses with adult college students; in addition, high school classes are taught on campus. AMCS students must demonstrate the ability to make mature, independent, and responsible choices to succeed in college.*

**School Personnel:** Please return your recommendation to the student, along with a transcript and a discipline report, in a sealed envelope with your name written across the back flap of the envelope after it has been sealed. Recommendations not received in a sealed envelope with signature on the flap will not be accepted. Thank you in advance for your time.

Counselor's Name (Print) \_\_\_\_\_ School \_\_\_\_\_

- Is the student self-motivated to attend AMCS and produce high quality work? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is the student ready to concurrently perform well in high school AND college classes? \_\_\_\_\_ Yes \_\_\_\_\_ No
- On a scale of 1 to 5, with 1 being never and 5 being always, please rate the following:

Student demonstrates ability to make mature choices

1 2 3 4 5

Student demonstrates ability to make independent choices

1 2 3 4 5

Student demonstrates ability to be self-motivated

1 2 3 4 5

Student demonstrates desire to make education a priority over social and recreational interests

1 2 3 4 5

Students who attend AMCS need to have demonstrated responsible and respectful behavior on a high school campus. Please **attach a discipline report** and provide additional details as appropriate.

\_\_\_\_\_  
\_\_\_\_\_

Has the student previously been expelled and/or suspended from a district high school? \_\_\_\_\_ If yes, why and when?

\_\_\_\_\_

Any other comments or you would like to share that may help in our decision making process.

\_\_\_\_\_

Based on your experience with the student, select one of the following recommendations:

- ( ) Highest Recommendation (I have no academic or behavior reservations about the student).
- ( ) Recommendation (I am fairly confident the student will be successful).
- ( ) Recommendation with Reservation (I have concerns that the student lacks the academic skills, behavior, attitude or other qualities necessary for success).
- ( ) Do not Recommend (I do not believe the student is ready for this experience).

COUNSELOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**ANCHORAGE SCHOOL DISTRICT  
Acknowledgement of Risks, Assumption of Risk and Responsibility,  
and Release of Liability ("Agreement") – Alaska Middle College School**

I, \_\_\_\_\_ certify that I am the parent or legal guardian of \_\_\_\_\_ (the "Participant"). I request that the Participant be given the opportunity to participate in the Alaska Middle College School (the "Activity") with the Anchorage School District. Permission is hereby given for the Participant to participate in the Activity. In consideration of the benefits and opportunities afforded the Participant by participation in the Activity, I, on behalf of myself and the Participant, state and unconditionally agree as follows:

1. References to the Anchorage School District (the "District") include the District, its past, present, and/or future board members, administrators, officers, employees, volunteers, parents, students, agents, attorneys, insurers, reinsurers, representatives, designees, and assigns.

2. The Alaska Middle College School is an "Open Campus Privilege." "Open Campus Privilege" is defined as the privilege to leave Alaska Middle College School (AMCS) campus during lunch and free periods. It is acknowledged that during a student's exercise of the Open Campus Privilege, District and AMCS instructors and administrators may not have knowledge of the destination, whereabouts, and/or activities of the student. The risks and dangers inherent in the "Open Campus" is that students may leave the campus and return without supervision by District employees with regard to how, when, and with whom a student may leave and return to campus. These risks include modes of transportation and association with other students and third parties who are not District employees or under the control of the District. I have discussed these risks with my student. Further, I acknowledge that risks and dangers may arise from foreseeable and unforeseeable causes in an Open Campus college environment. I assume the risks and dangers of the Open Campus college environment.

**3. ON BEHALF OF MYSELF, THE PARTICIPANT, AND EACH AND EVERY ONE OF OUR HEIRS, REPRESENTATIVES, EXECUTORS, ADMINISTRATORS, AND ASSIGNS, I UNEQUIVOCALLY ASSUME ALL RISKS RELATED TO PARTICIPATING IN THE ACTIVITY, INCLUDING BUT NOT LIMITED TO THE RISKS IDENTIFIED IN SECTION 2, ABOVE, THAT MAY ARISE OUT OF OR PERTAIN TO THE PARTICIPANT'S PARTICIPATION IN THE ACTIVITY.**

4. Throughout the duration of the Activity, I hereby grant permission to the District to authorize and consent to any emergency medical treatment, procedure, or provision of medication or medical assistance of any kind for the Participant, and I agree that such action shall be subject to the terms of this Agreement. I hereby authorize any provider of medical services to rely on this consent. I understand that the District **does not** provide medical coverage for the Participants, and I understand that it shall be my responsibility to provide for payment of medical expenses should they occur. I further certify that the Participant is in good health and has no physical condition that would prevent participation in the Activity.

**5. ON BEHALF OF MYSELF, THE PARTICIPANT, AND EACH AND EVERY ONE OF OUR HEIRS, REPRESENTATIVES, EXECUTORS, ADMINISTRATORS, AND ASSIGNS, TO THE FULLEST EXTENT PERMITTED BY LAW, AGREE TO FOREVER RELEASE, INDEMNIFY, AND HOLD THE DISTRICT HARMLESS FROM ANY CLAIMS OR CAUSES OF ACTION (WHETHER SOUNDING IN TORT [NEGLIGENCE, NEGLIGENT HIRING/TRAINING/SUPERVISION, WRONGFUL DEATH, OR OTHERWISE], CONTRACT, WARRANTY, STATUTORY LIABILITY, STRICT LIABILITY, OR OTHERWISE), DEMANDS, OR EXPENSES (INCLUDING, BUT NOT LIMITED TO, ATTORNEY'S FEES AND COSTS) OF ANY KIND OR NATURE WHATSOEVER THAT IN ANY WAY ARISE OUT OF, RESULT FROM, OR PERTAIN TO THE PARTICIPANT'S PARTICIPATION IN THE ACTIVITY.**

6. Should the District, or anyone acting on its behalf, incur attorney's fees and/or costs to enforce the terms of this Agreement, or to defend any claims brought by myself and/or the Participant, I hereby agree to indemnify and hold the District harmless for (in other words, I agree to pay for) any and all such attorney's fees and/or costs.

***Warning: This Agreement is a binding contract that prevents you, the Participant, and your collective heirs, representatives, executors, administrators, and assigns from bringing any lawsuit against the District arising out of or pertaining to the Participant's participation in the Activity, including but not limited to any negligence claims. This document affects your substantial legal rights and remedies. Please read it carefully before proceeding.***

**FULLY UNDERSTANDING ALL OF THE ABOVE, AND WITH REASONABLE TIME TO SEEK ASSISTANCE IN UNDERSTANDING THIS AGREEMENT, I UNEQUIVOCALLY AGREE TO THE TERMS OF THIS AGREEMENT.**

Signature of Parent or Legal Guardian: \_\_\_\_\_

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

Signature of Participant: \_\_\_\_\_  
(High School Students Only)

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

# UNIVERSITY of ALASKA ANCHORAGE

Enrollment Services • 3211 Providence Drive • Anchorage, AK 99502 • 907-786-1480

## Authorization to Release Education Record Information

For Official Use Only

**Requested By (Student):**

**Release To (Recipient/s):**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
UA STUDENT ID

\_\_\_\_\_  
RELATIONSHIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS (if recipients are parents with different addresses,  
must use separate form for each parent)

\_\_\_\_\_  
CITY, STATE, ZIP

I give permission for the University of Alaska Anchorage to **discuss** the selected items below to the recipient/s listed above. While this form allows UAA to discuss my record, I understand that it does not **require** them to do so, nor does it allow anyone to conduct business or to pick up official documents (i.e. transcript, diploma) on my behalf.

\_\_\_\_\_  
STUDENT SIGNATURE

### ACADEMIC RECORDS

*Includes courses taken, grades received, GPA, academic progress, honors (including Dean's list), transfer credit awarded and degrees awarded.*

### ACCOUNTING

*Includes tuition and fee balances, financial holds, mailing & billing address information, payment plans, accounting statements, collections information and detailed debt information.*

### ADMISSIONS

*Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admission (if any), catalog year and correspondence sent to student. This applies only to a student who is currently attending or once attended UAA.*

### BUDGET FORECAST – NEED SHEET

### CARE TEAM (UAA Behavioral Intervention Team)

*Information related to the Care Team's Coordination of services that are designed to support student needs through internal or community referrals, interventions, and follow up services related to mental health and wellness, relationship conflicts, personality and social adjustment issues, physical wellbeing, and advocacy.*

### FINANCIAL AID

*Includes all general financial aid information. Information derived from a student's FAFSA application cannot be disclosed to anyone other than the student.*

### REGISTRATION

*Includes current enrollment (including days, times and location of enrolled courses), dates of enrollment activity (including add/drop/withdrawal dates), enrollment status (full-time or part-time), residency status, semesters attended and mailing address information.*

### ALL ITEMS ABOVE

**THIS AUTHORIZATION IS VALID UNTIL A WRITTEN REQUEST TO RESCIND IS RECEIVED BY UAA ENROLLMENT SERVICES.**

REASON/PURPOSE OF THIS RELEASE IS:

Please show or include photocopy of government issued ID (if mailed). ID type: \_\_\_\_\_ Verified By: \_\_\_\_\_ Date: \_\_\_\_\_



# UNIVERSITY of ALASKA ANCHORAGE

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

## PRE-POST SECONDARY STUDENT REGISTRATION PROCESS

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

1. Apply as a *non-degree seeking pre-post secondary student* online: <https://uaonline.alaska.edu>. 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](mailto:callcenter@uaa.alaska.edu) if you encounter any problems.
3. Submit a signed Pre-Post Secondary Student and Parent/Guardian Agreement Form to [uaa.registration@alaska.edu](mailto:uaa.registration@alaska.edu). You may also submit form in person at UAA One Stop 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://uaonline.alaska.edu> beginning on “Open Registration” date. See deadlines here: <https://www.uaa.alaska.edu/students/registrar/calendar/index.cshtml>
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. Submit above stated forms to the UAA Enrollment Services ([uaa.registration@alaska.edu](mailto:uaa.registration@alaska.edu)) or community campus.
7. Pay all tuition and fees associated with the selected course(s) by the payment deadline.
8. Adhere to UAA policies and procedures found in the UAA catalog and student handbook.
9. 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.

# UNIVERSITY of ALASKA ANCHORAGE

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

## MORE INFORMATION ABOUT YOUR ACADEMIC RECORD AND OFFICIAL TRANSCRIPT

With your enrollment as a Pre-Post 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 pre-post 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 Student Financial Assistance 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 Pre-Post 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've attempted 150% of the credits required for the degree.

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

Most Pre-Post 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.

# UNIVERSITY of ALASKA ANCHORAGE

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

Name: \_\_\_\_\_ UA ID Number: \_\_\_\_\_  
(Print) Last First M.I.

## PRE-POST SECONDARY STUDENT AND PARENT/GUARDIAN AGREEMENT

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

As a pre-post secondary student and parent/guardian of a pre-post 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 student to allow another individual access to grades, registration history and/or financial information. It only needs to be submitted by 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 pre-post 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: \_\_\_\_\_