Secondary School Student Handbook

...a guide to enrollment
Secondary School Student applicants are students who are in grades 9-12 and have not already earned their high school diplomas or GEDs. Applicants may attend college courses by “special permission” and are admitted on a semester-by-semester basis as non-degree seeking students.

Please complete these steps for admission and registration

   *Statement includes policies and guidelines students and parents/guardians agree to follow.

2. ☐ Apply online for admission as a secondary student at uaonline.alaska.edu.
   *This process creates a Student ID Number for you, if you don’t have one already. See enclosed “Secondary Enrollment-Flow Chart.”

3. ☐ Obtain high school transcript.

4. ☐ Take required Accuplacer test at Mat-Su College.
   Test results are used to determine course placement; see enclosed “Placement Requirements.”
   Call 745-9772 to make an appointment. Bring photo ID and $15 to test session.

5. ☐ Attend a Secondary Student Orientation session; mandatory for new students.
   Dates and times available at www.matsu.alaska.edu/registration
   Bring photo ID, high school transcript, and test scores to orientation.
   *Any questions will be addressed during orientation.

6. ☐ Meet with a Mat-Su College Academic Counselor for course consideration and selection.
   Counselor will hand out Secondary School Signature Form at this time.
   Counselor approval/signature required before enrolling.
   *Approval is contingent on placement test scores, high school record, and evidence of maturity.

7. ☐ Obtain additional approvals/signatures on the Secondary School Student Signature Form.
   Must be signed by student, parent/guardian, and local area school district designees
   *Obtaining approvals does not guarantee admittance into course; limited to space availability.

8. ☐ Complete registration forms (available in Student Services).
   *Forms also available online http://matsu.alaska.edu/office/student-services/student-forms/
   *Complete Proxy for Registration form if someone other than the student is processing request.

9. ☐ Submit all above forms to Student Services for review and final approval.

Upon approval, register on a space-available basis, as priority is given to degree-seeking students.
Courses taken at Mat-Su College can enhance the high school experience by offering classes that are not normally offered in local area high schools. Please refer to the following placement requirements for class selection and responsibilities.

**Placement Requirements**

- Students **must** have a minimal placement score into PRPE A108 to enroll in any class, with the exception of math classes.
  - Math classes require a minimal placement score into Math A105. This includes any class for which math is a prerequisite.
- Students are only allowed to take courses at the 100 or 200 level.
  - Preparatory or remedial courses are not included.
  - All course prerequisites must be met.
- English/Communication Department has additional restrictions:
  - Students are restricted from any English course below ENGL A111.
  - Only juniors and seniors with appropriate test scores are allowed to enroll.
  - Placement testing for English/Communication courses **must** include a writing sample and be approved by an English faculty member.
  - Registration approval will not be granted prior to the first day of class to allow priority to degree-seeking students.

**Students must…**

- limit enrollment to seven (7) credits per semester, including all courses taken in the University of Alaska system.
- attain a grade of at least a “C” from **each** course in order to receive permission to register for future semesters.
- pay all tuition, course, and student fees: Exceeding set deadline will result in late fees.
- observe proper add/drop and withdrawal procedures to avoid charges and/or failing grade.
- adhere to UAA/MSC policies found in the course catalog and the UAA Fact Finder/Student Handbook.
- buy books and be prepared for class: Check with Campus Cache for assistance.

**Important Note**

The Family Educational Rights and Privacy Act (FERPA) and University policy prevents the college from giving out **any information** about a minor student to parents/guardians without the written consent of the student.

- If you wish to give access to your records to parents/guardians, please complete a “**Release of Information**” form.
Secondary School Student and Parent/Guardian
“Statement of Understanding”

Student and Parent/Guardian Agreement
The registration process at Mat-Su College requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student Signature form. Signing the form signifies an understanding of, as well as an agreement with, all of the following:

1. University work is much more rigorous and much less guided than secondary education coursework.

2. The courses taken will establish an official transcript that will follow the student throughout the student’s college and/or university career.

3. Adult themes and diverse perspectives are essential to university materials and discourse.

4. A secondary school student who registers in university courses is responsible for maintaining at least a “C” (2.00 on a 4.00 scale) cumulative high school grade point average in order to register for college-level credit.

5. The university will not act in a parental or supervisory role.

6. A parent/guardian may not attend a course in which their secondary school student is registered unless and until parent/guardian is also officially registered for the course.

7. If the secondary student is under age 13, the Children on Campus policy applies and parents must directly supervise their child. Failure by the parent/guardian to directly supervise the student who is a child will result in the university administratively withdrawing the minor student from the class using the published withdrawal guidelines and refund schedules.

8. A secondary school 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 and any registration or payment related deadlines.

9. A permanent university disciplinary record is established for all students who are found in violation of the Code of Conduct.

University Determination
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 an equal footing with other students, or if it is otherwise not in the legitimate interest of the university for the student to participate. Factors that may be considered in such a determination include, but are not limited to, the following:

1. Whether the parents/guardians of the student support the student’s enrollment in the course;

2. Whether, in the judgment of the faculty member, the student
   a. possesses the intellectual and academic resources to participate meaningfully on an equal footing with other students,
   b. has the emotional maturity to absorb and appreciate the significance of material covered in the course,
   c. has the potential to behave appropriately so as to not disrupt the class or distract the faculty member or other students in the course,
   d. is independent and will not require undue care, attention, or monitoring by the faculty member, and
   e. possesses the physical ability to perform physical functions in the course without undue risk;

3. Whether the course involves high-risk activities for which the university requires a release of claims of all students, in light of the fact that such a release is not enforceable as to a student under the age of 18;

4. Whether the student can lawfully participate in the course.

*Please discuss any questions you may have on this policy with an academic counselor and retain this info for your records.
A Letter to Parents from the Mat-Su College Director:

Dear Parents:

Welcome to Matanuska-Susitna College. We are pleased that you are exploring our college as a means of enriching your high school student’s academic experience. We are dedicated to academic excellence, student success, and high achievement. To help ensure that your student’s first experience in higher education will be rewarding, we want to share our secondary school student policies with you. These procedures are designed to help make success a reality.

The guidelines here will help walk you and your son or daughter through the enrollment process. The possibility of enrollment is based on several criteria such as high school GPA, Accuplacer test scores, potential for success in a college course, etc. The various conditions are outlined in the attached materials. You will note that the first step is for you and your student to review the Statement of Understanding. If the student meets the criteria and you both agree to abide by its statements, please begin the process by having your student take a placement test at Mat-Su College (745-9772) and then attend a Secondary Student Orientation session. Dates and times are available on our website (matsu.alaska.edu) or by calling 745-9762.

After the session, (providing that your student has taken the Accuplacer and brought in a high school transcript) Academic Counselors will discuss the possibility of enriching your son or daughter’s high school experience with a college course. As noted in the Statement of Understanding, this is contingent on several things. We want to ensure a good fit and thus set each individual on the path to success.

Please bring any questions concerning our secondary school student policies with you to the meeting. The counselors will be able to answer them during this time. Also, just a reminder that the transcript and test scores will also help expedite the process and determine the best course of action for your student’s success.

Sincerely,

Dr. Talis J. Colberg
College Director
Q & A

Frequently Asked Questions

1. Do all Secondary School Students have to go to an orientation?
   Only first time students must attend an orientation. Returning students who have previously attended an orientation must meet with an academic counselor each semester, and all paperwork, including a new Secondary Student Signature Form, must be submitted.

2. Do I have to take the Accuplacer placement test?
   Yes, the Accuplacer placement test is required for all Mat-Su College class enrollments.
   Course placements are based on MSC cut scores and the specific tests recommended by MSC faculty.

3. Who are the local area school district designees that need to sign Secondary School Student Signature Form?
   Local area school designees can be a high school counselor and/or principal. The designee will assess the student’s social and academic maturity and readiness for success and safety in the courses requested.

4. What if I'm homeschooled? Who would sign the Secondary School Student Signature Form as a designee?
   If the student is homeschooled, the home-school organization director will serve as the local area school district designee.

5. What are preparatory or remedial courses and why are they not available to secondary school students?
   Preparatory and remedial courses consist of a curriculum that is normally offered at the high school level. Courses available to Secondary School Students at MSC are to enhance high school experience, not replace it. Courses that are not available for secondary school students include: CHEM A055, MATH A054, MATH A055, PRPE A076, PRPE A080, PRPE A086, PRPE A107, PRPE A108, and ENGL A109.
Q & A

6. What is the deadline for submitting paperwork and registering for classes?
   Deadlines vary depending on which semester the student is applying for. Check with Student Services for current dates.

7. After all my paperwork is submitted, am I guaranteed registration into a class?
   No, registration is on a space available basis. Priority is given to degree-seeking students first.

8. If I decide I no longer want to attend a course, can I just inform my instructor and/or stop attending the class?
   No, simply informing the instructor and/or nonattendance is not sufficient. Students must complete necessary paperwork to drop or withdraw from courses. Failure to do so may result in a failing grade and/or financial obligations including late fees. Students are accountable for all deadlines including, but not limited to, add/drop, payment, and withdrawal.

9. Do parents/guardians have the same access to information pertaining to the student that they do at the high school level?
   No, regardless of age, FERPA rights are transferred to the student upon registration. Parents/guardians will not be able to conduct business on students' behalf or access student records without submitting the appropriate Release of Information or Proxy registration documents. (This must be re-submitted annually.) This information includes, but is not limited to, access to grades, registration history, and/or financial information.

10. Are enrollment requirements for secondary school students the same at any University of Alaska campus?
    No, UAA policies specify that community campuses may establish other program requirements for secondary school students; therefore, enrollment requirements may differ from campus to campus.
Apply for Admission as a New Secondary Student
(This will create an ID# for you)

1. Go to the MSC webpage (www.matsu.alaska.edu)
2. Click on UAOnline
3. Click on Apply for Admissions
4. Click on New Student
5. Create Username and PIN
6. Under Campus select Mat-Su
7. Click on Secondary Student
8. Continue and complete form

Take Accuplacer Test
Have ID Number and Photo ID-

Attend Secondary Student Orientation

Meet with Academic Counselor

Need help? Contact Student Services at 745-9746
info@matsu.alaska.edu

Checklist

The date of my Accuplacer Test is:

The date of my Secondary Student Orientation is:

The date of my Counselor Appointment is: