

# ALASKA PACIFIC UNIVERSITY

Student Enrollment Services Division—Office of Admissions—4101 University Drive, Anchorage, AK 99508—(907) 564-8248

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## Secondary Student Admission and Registration

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### **Enrollment Guidelines for Secondary Students**

1. Maximum enrollment of 8 credits per semester (approximately 2 courses)
2. All prerequisites must be met prior to registration
3. Courses must be at 200-level or lower
4. Secondary students are required to abide by all published policies and procedures, including but not limited to deadlines, payment, and withdrawals.
5. Meet any additional program or course requirements as outlined in course syllabus

### **Complete the Application Process**

1. Apply as a Non-Degree Seeking Student and check the appropriate box for concurrent enrollment
2. Submit a completed, signed copy of the *Secondary Student Admission and Registration* form to the Office of Admissions
3. Pay all tuition and fees associated with registered courses prior to the first day of class

### **Regarding Your Academic Record**

With your enrollment as a secondary student at Alaska Pacific University, you are building an official, permanent academic record and transcript, which will be reported to the National Student Clearinghouse. Should you choose to apply for admission at any other institution in the future, you will be required to provide an official copy of your APU transcript regardless of the potential transferability of the courses you take. As your APU transcript will become a part of your permanent record, the courses you take and the grades you earn can impact your academic future. Should you find yourself struggling with a course, you are strongly encouraged to speak with the instructor and/or a Student Enrollment Services professional to explore possible solutions or alternatives. APU is not responsible for ensuring secondary students fulfill high school graduation requirements.

### **Regarding Your Privacy**

Upon registration at Alaska Pacific University, the Family Education Rights and Privacy Act (FERPA) rights are transferred to the student and may not be released to anyone, including parents and legal guardians, without direct written consent from the student. Parents/guardians will not be able to conduct business on behalf of the student or access student records without said consent. Consent may be granted by completing a FERPA Release Form. The FERPA Release Form may be obtained from the Office of the Registrar.



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## Secondary Student & Parent/Guardian Agreement

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The admissions and registration process at Alaska Pacific University requires all secondary student applicants, their parents/guardians, and current school officials to complete this Secondary Student & Parent/Guardian Agreement. This agreement addresses the most common issues encountered by secondary students, but is not comprehensive.

As an applicant, or supporter of the applicant, we understand that:

- Any student, including secondary students, who registers in University courses is fully responsible for abiding by all policies and procedures as outline in the University catalog and student handbook.
- Courses taken at APU will result in the creation of an official transcript that will be indexed to the student’s permanent record and reported to the National Student Clearinghouse.
- Regardless of age and/or financial responsibility, FERPA rights are transferred to the student upon registration. Parents/Guardians and/or school officials will not be able to conduct business on behalf of the student without proper documentation.
- If the student decides to cease attendance of any course, they must complete the paperwork necessary to drop or withdraw in a timely manner. Failure to do so may result in failing grades and/or fines. Instructors are not responsible for removing a student from class.
- The University will not act in a parental or supervisory role.
- Adult themes and diverse perspectives may be presented in the classroom when appropriately essential for academic discourse.
- Only the student may attend the course for which s/he is registered. Parents/Guardians may not attend with the student unless also registered for the course.
- APU does not and cannot guarantee transferability of courses to other colleges or universities.
- For students under the age of 18 years, the parent or legal guardian may be held responsible for any financial debts owed to APU.

Alaska Pacific University reserves the right to deny or discontinue the enrollment of a student in a course or courses if the University determines that that student lacks the maturity, intellectual ability, or academic preparedness to participate on equal grounds with other students, or if it is otherwise not in the legitimate interest of the University for the student to participate.

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

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

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

Parent/Guardian Signature: \_\_\_\_\_

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

School Counselor/Principal: \_\_\_\_\_

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

APU Director of Admissions: \_\_\_\_\_

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