



Kenai Peninsula College

UNIVERSITY of ALASKA ANCHORAGE

Student Services • 156 College Road • Soldotna, AK 99669 • Phone (907) 262-0330

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

SECONDARY STUDENT AND PARENT /GUARDIAN AGREEMENT

The registration process at KPC 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 parent/guardian of a secondary student, I understand and agree 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 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 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 an equal footing 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 policies.

Student Signature _____ Date: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date: _____



UA Student Identification Number _____

Kenai Peninsula College

JumpStart Discounted Tuition Application for Kenai Peninsula Borough High School Students

Thank you for your interest in KPC's JumpStart, dual credit program. The discounted tuition rate is applicable only to courses taken through KPC, and cannot be applied to courses taken through any other campus. High school students must complete the JumpStart application process to receive the discount. This completed, signed form is due no later than 5:00 pm Friday of the 2nd week of classes (the last day to Add/Drop). It is the student's responsibility to make sure that this form is complete and submitted.

Students with incomplete, missing, or late forms will not receive the JumpStart discount.

HOW IT WORKS:

- For dual credit, meet with your HS counselor to determine what KPC classes will also apply toward your high school graduation requirements.
- Bring the required documents to the Student Services area at your local KPC campus.
- Students who don't live near a KPC campus and want to take an online class can scan and email all required paperwork to a KPC counselor or advisor for review.
- Once your paperwork is completed, register for classes at uaonline.alaska.edu.
- SUBMIT A COMPLETED, SIGNED JUMPSTART FORM AND PAYMENT of tuition and fees by the end of the Add/Drop period (5pm Friday of the 2nd week of classes).

IMPORTANT NOTE:

Students should be academically and socially prepared for the challenge of a college class. **Failure to complete college credits satisfactorily may result in ineligibility to receive federal financial aid for college!**

WHAT YOU NEED:

- University of Alaska Student ID number:** If you do not have a UA ID number: Prior to Accuplacer, complete and submit the Non-Degree-Seeking Admission form.
- Secondary Student and Parent/Guardian Agreement (SPA):** this is a one-time only form that must be on file for every high school student who attends KPC. Students who register without this form on file will be dropped from their classes.
- Copy of placement test scores or previous Math/English college credits:** Current Accuplacer, SAT, or ACT scores. Contact your campus for information on Accuplacer testing. Seats fill up—call early!
- JumpStart Discounted Tuition Application (this form):** Completed and signed by the student and parent/guardian. KPC Counselor or Advisor is the LAST to sign.
- High School New Student Orientation- Certificate of Completion:** Find the online orientation at www.kpc.alaska.edu, under 'Students,' 'High School Students,' 'Orientation,' and select 'High School Student' for your campus of attendance. RBES (Seward) students can complete either KRC or KBC NSO.

ALL FORMS ARE AVAILABLE in Campus Services or on the KPC website at http://www.kpc.alaska.edu/student_life/

JUMPSTART POLICIES (STUDENTS AND PARENTS/GUARDIANS PLEASE SIGN ON BACK OF FORM)

The JumpStart Program offers discounted tuition for Kenai Peninsula Borough High School Seniors or Juniors only. The Kenai Peninsula Borough pays approximately 2/3 of the tuition charge for the first 6 credits for eligible students. To be eligible, students must be residents of Kenai Peninsula Borough and have junior or senior standing. PLEASE NOTE: the discounted tuition rate is contingent upon approval of Borough funds. If funds are not approved, students will be responsible for the full cost. Students who cannot afford the cost must complete a Drop form by the 100% refund deadline. Up to 6 credits per semester can be taken at the discounted price. All additional credits are billed at the current cost per credit (current tuition costs are listed on the KPC website). Students are responsible for any outstanding account balance, all fees and textbooks. Sophomore status and below students are not eligible for the JumpStart discounted-tuition program. Signing this form gives permission for the Kenai Peninsula Borough School District or my home-school program to access my KPC academic and registration records, including courses taken, grades received and enrollment information for the purposes of verifying enrollment and satisfactory academic progress. A Release of Information form is required for parents/guardians to access their minor's educational records.

Students are eligible for JumpStart beginning in the fall semester of their Junior year, for up to 5 semesters including the Summer semester at the end of their Junior year.

All High School students and parents/legal guardians of high school students: KPC reserves the right to deny or discontinue the enrollment of a High School student at any time, under the policies as written in the KPC and UAA catalogs that address the reasons for which high school (or "secondary school") students may be denied a waiver, or have a waiver revoked; either for a specific course, or for enrollment status overall.

REQUIRED STUDENT INFORMATION FOR THE SEMESTER FOR WHICH YOU ARE REGISTERING:

Kenai Peninsula Borough High School Students ONLY

UA Student Identification Number _____ Campuses Attending: KRC KBC RBES

Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____ High School Status: Senior Junior Age: _____

Student Name: _____ High School or Home School Program: _____

DOB: ____/____/____ Phone #: _____ Print name of Parent/Guardian: _____

Student Address: _____

Registration and Campus Contact Information

- High school students: access your student accounts at uaonline.alaska.edu to register for classes.
- High School students can register for each semester from the first day of General Registration. For General Registration dates, check the Academic Calendar at <http://www.kpc.alaska.edu/academics/academic-calendar>.
- Registration requires students to enter a Course Registration Number for each course. Use the KPC Searchable Schedule to browse courses, at <http://www.kpc.alaska.edu/academics/schedule>.
- All prerequisites will apply, including required test scores, previous coursework, and faculty, program, departmental, or class standing prerequisites.
- Submission of a Release of Information form, available under Student Forms on the KPC website or in Student Services, is **STRONGLY RECOMMENDED**. This completed form is required for parents/guardians to have access to their student's educational records. Parents/guardians must be able to verify their identity for access to be granted.

Campus Contacts:

Kenai River Campus (Soldotna)	Kachemak Bay Campus (Homer)	Resurrection Bay Ext. Site (Seward)
Student Services, 262-0330	Jenny Rasche, 235-7743	Jackie Pepi-Marshall, 224-2285

Please Note for Kenai River Campus, Soldotna:

KPC Counselors and the Accounting Dept. will be available to meet with high school students to sign JumpStart forms and to meet with parents for Home-school program reimbursement paperwork on Wednesday afternoons between 3:00-5:00 pm. Students who want to discuss the different options for courses should call the Counseling & Advising Desk at 262-0383 and request a high school advising appointment with a counselor.

I sign below to indicate the following: I have discussed this program with my high school counselor and have read and agree to the policies on the back of this form. I understand that if my waiver is approved, I will be an officially enrolled student at KPC and am subject to, and must comply with, all regulations pertaining to my enrollment and classes, including the Student Code of Conduct and the policies for high school students as stated in the KPC and UAA catalogs. I agree that I am fully responsible for all charges incurred as a result of registration for classes, fees, missed deadlines, and/or checked-out materials I utilize through KPC. **As parent/guardian, I approve the listed courses below as appropriate for this high school student and his/her current activity load:**

Student: _____

Parent or Guardian: _____

KPC Counselor or Advisor: _____

COURSES FOR WHICH THE WAIVER IS REQUESTED: Please fill in the class information:

CRN, Dept. & Course #:	Course Title:	Day/Time:	Campus:
(Example: 77555 MATH A107)	College Algebra	M/W 2:30-3:45pm	KBC-Homer



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/KPC 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/KPC where students earn UAA/KPC credits:

- When you apply for admission to colleges and universities you will want to send them a copy of your UAA/KPC 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/KPC you should be especially aware of UAA's Satisfactory Academic Progress policy. As required by law, the UAA/KPC 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/KPC 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've attempted 150% of the credits required for the degree.

For more information, visit: <http://www.uaa.alaska.edu/financialaid/policies.cfm>

Most Secondary Students do well in their classes and have a smooth transition into UAA/KPC and other UA campuses as degree-seeking students, however, if you are struggling in any way or have questions please contact us at 907-262-0330. High School Juniors and Seniors who wish to apply for the JumpStart Discounted Tuition program are required to submit a JumpStart application in addition to this form.

Students are encouraged to complete the High School New Student Orientation on the KPC website and to discuss class options with a KPC counselor or academic advisor. Contact the main campus you will be attending to request a high school advising appointment:

Kenai River Campus, Soldotna
Counseling & Advising Desk
(907) 262-0383

Kachemak Bay Campus, Homer
Student Services
(907) 235-7743

Resurrection Bay Extension Site, Seward
RBES Coordinator
(907) 224-2285

Apply For A UAA ID#

Application Instructions

- Once you begin filling out an application, you can save it and complete it later.
- Please do not submit more than one application unless you are requesting more than one degree.
- Your Social Security Number will be requested.

New Students

1. Go to [UAOnline](#);
2. Click on **Apply for Admission**;
3. Click **New Student**;
4. Create a Login ID and PIN;
5. Choose a UA Campus;
6. Choose **UAA Non-Degree-Seeking**;
7. Click **Continue** to finish your application.

Current University of Alaska Students

1. Go to [UAOnline](#);
2. Click **Log in to Secure Area**;
3. Log in with your UA User ID number and PIN;
4. Click on **Student Services**;
5. Click on **Admissions**;
6. Choose **UAA Non-Degree-Seeking**.

You will need to take the Accuplacer for anything other than math courses and ALEKS for your math placement. However, it is recommended that you take both tests because they are required for UAA entrance after graduation.

To take the accuplacer:

Schedule an Appointment

To schedule an ACCUPLACER appointment or to request accommodation requirements due to a documented disability, call the appropriate campus:

Kenai River Campus: 262-0330

Kachemak Bay Campus: 235-1658\

To take the Aleks:

Before you begin, you must:

- Be an enrolled or admitted undergraduate student. If you are currently a high school student interested in taking classes as a non-degree seeking student, please contact the Registrar's Office ([UAA](#), [UAF](#), [UAS](#)) for more information on how to access the ALEKS exam and register for classes.
- Have applied for admission as a degree seeking or non-degree seeking student and [claimed your UA ID](#).
- Have pencil and paper on which to work out the problems.
- Have your student ID number and password. If you don't yet have a password, you will be prompted to create one. (This is the same password you would use to log into Blackboard or Webmail)
- Have 2-3 hours to complete the assessment. It may take longer to place into higher level courses.

You can do this from home, but you must meet the computer requirement.

When ready go to <http://alaska.edu/aleks/>

Now here is more about the tests!

Accuplacer Overview

Accuplacer testing provides students with useful information about their academic skills in math, English and reading. This test cannot be "passed" or "failed". The results, along with the student's academic background, goals and interests, are used by academic advisors and counselors to determine the appropriate course selection. ACCUPLACER is not required for students applying for admission to a degree or certificate program; however, students registering for math, English composition, or communication courses for the first time; and for students taking courses with math or English prerequisites, applicable credits will be required. ACCUPLACER Assessment is recommended for all students. There are tips available for students who will be taking the test.

How it works:

Testing time:

The multiple choice tests are untimed. The essay test may be timed or untimed.

What to take with you to the tests:

On the day of the test, bring photo identification and check with the Learning Resource Center at KBC (Homer) and at Student Services at KRC (Soldotna) for any other special materials to bring.

Testing regulations:

Check with the Learning Resource Center at KBC and Student Services at KRC to see about specific site regulations regarding calculators, textbooks, protractors, notebooks, dictionaries or other papers of any kind. Additionally, anyone who gives or receives help during the test, or uses notes, books, or calculators of any kind may not be allowed to continue the test. The test score will be disregarded if there is reason to question its validity.

At the end of the test:

Once you have completed a test, a score report will be created and provided to the student.

FAQ's

How long are my scores valid?

- Accuplacer scores which place students into ENGL A111 do not expire. Scores which place students into PREP English are valid for two years. Scores which place students into math courses are valid for one year.

When do I get my results?

- You will get your results at the end of the test. You will take your results and meet with an advisor who will help you make a plan of study.

Can I retest?

- Yes, after two days, students are allowed to retest. You may test twice in one semester. Students must pay \$18 for each test.

ALEKS Overview

Success

Place, Practice, Improve, Enroll

We want you to succeed in your first mathematics or statistics course. Here are a few useful principles:

- Students are most likely to succeed in a course when they are well prepared.
- Course placement will be most accurate if time is spent practicing in the ALEKS Learning Module. In addition, students practicing in the Learning Module are better prepared and have the chance to improve class placement.
- Take advantage of the opportunity to re-test. UAOnline will apply the highest test score achieved. There is nothing to lose by retaking the placement test.
- Don't put off enrolling in a math course. Math skills deteriorate over time. Sooner is better. Also, placement scores are valid only if you start the class within 12 months of taking the exam.

Mathematics provides the foundation for many of the science, business, and professional courses you will take during your college years. Most students are required to take at least one math course to earn a degree. The Math Placement Assessment is through ALEKS. It is a fully automated, adaptive system that covers material from Basic Math through Precalculus and will take approximately 90 minutes to complete. After the assessment, a targeted Prep and Learning Module is available for you to review and learn material, and to improve placement and eventual course outcomes. **You have the opportunity to re-test up to four times.**

Kenai Peninsula Jumpstart Program- Student Learning Contract

High school juniors and seniors will be able to take advantage of the JumpStart program that had previously only been available to only high school seniors. **Students will be able to enroll for up to six credits each semester starting the fall semester they become juniors and pay \$64/credit versus the regular rate of \$192.** This could equate to total of 30 credits at the JumpStart rate. This is a fantastic opportunity. However, there are several things that students and parents should be aware of when taking a college course.

Student Agreements and Understandings: Please initial

_____ I understand that the grades that I earn in my college courses that I take at KPC will be the beginning of my permanent academic record at the college level. I need to do my best.

_____ I understand that I must drop my college course within a week of it starting in order to not get a permanent 'W' or withdrawal on my college transcript, or future permanent academic record.

_____ I understand that if I do poorly in my college course, it could affect my future college financial aid contributions. I need to do my best.

_____ I agree to keep my School Counselor up to date on my progress in my course.

_____ I understand that one semester of college credit is equal to one semester of high school credit, or .5 credit high school credit. It is a **common misconception** that one semester of college credit is worth a year of high school credit.

I have registered for the below semester college courses at KPC :

Parent and Student Contact Information and Signatures: Please Sign in Acknowledgement of the Above

Parent/Guardian Name: _____ Student Name: _____

E-mail _____ Cell Phone: _____

Signature _____ Student Signature: _____