

# UNDERGRADUATE ADMISSION

## When to Apply

Certificate, Associate and Bachelor program admission application deadlines:

- Fall Semester - August 1
- Spring Semester - December 1
- Summer Semester - May 1

Occupational Endorsement programs admission application deadlines:

- Fall Semester - October 31
- Spring Semester - March 1
- Summer Semester - July 19

## How to Apply

1. **Choose a degree program and area of study**
2. **Apply online: Apply to UAS! (<https://uas.alaska.edu/apply/steps/>)**
3. **Pay non-refundable application fee:**

\$40 – Certificates, Associate degree program

\$50 – Bachelor degree program

Note: All balances from any University of Alaska campus must be paid in full to be admitted into a program.

4. **Submit Official Transcripts<sup>1</sup>:**

Transcripts must be received in a sealed envelope or electronically from the issuing institution to be considered official. Transcripts received opened, faxed or photo copied are not official.

**High School transcripts/General Education Development (GED) Certificate:** All certificate or degree seeking students with fewer than 30 postsecondary semester credit hours must submit official high school or GED transcripts.

**Home School transcripts:** Home-schooled students who have gone through a state certified program must submit official transcripts. Applicants from home schools outside of Alaska must provide:

- the name and physical address of the home school or organization,
- all course work, credits, and grades earned,
- the home school requirements of their state department of education, and
- proof that the home school meets their state's requirements.

Students who have not gone through a state certified program must submit GED transcripts.

**College transcripts:** All certificate and degree seeking students who have an academic record from one or more

postsecondary institutions must arrange for their official college or university transcripts to be sent directly to UAS in a sealed envelope or electronically from the original institution(s). Transcripts from all colleges or universities must be submitted, failure to disclose all postsecondary institutions where the student has an academic record will result in denied admission.

### 5. Submit Test Results

- ACT/SAT scores, while not required for admission, may assist with General Education course placement.

<sup>1</sup> Students applying to all UAS campuses must send admission documents to the Juneau campus. Official transcripts are not required from other schools within the UA system.

## Returning Students

Degree seeking students who have enrolled in classes for at least one semester and have not attended another institution outside of the University of Alaska (UA) system may remain in their degree program for up to two years without attending UAS. If the student attends another institution or is absent for more than two years, the student needs to reapply for admission, including paying the application fee.

Students are required to notify the Admissions Office if they have attended another institution outside of the University of Alaska (UA) system.

Active Duty military or reservists who seek re-admission into their program that was interrupted due to a military service obligation will be granted admissions without paying another admissions fee.

## Fresh Start GPA Program

A former University of Alaska Southeast undergraduate who left the university with a cumulative GPA below 2.0 and returns to UAS after a minimum of three years will have the opportunity to petition to begin a new cumulative GPA, also known as a Fresh Start GPA. If a student has been awarded degree(s) and/or credentials from UAS they are not eligible.

Petitions for a Fresh Start GPA must be completed as part of the admissions process. The Fresh Start is declared provisionally at the point of admission, but not awarded permanently until the student has started and completed 12 credits of academic study with a cumulative GPA of 2.50 (C+) or higher for those 12 credits.

When the Fresh Start GPA is permanently declared, all previous UAS grades and credits earned more than three years prior to the current admission date are excluded from consideration for UAS degree requirements. **It is not possible to select some grades and credits to exclude while retaining others.** Only UAS grades and credits will be excluded.

After the Fresh Start GPA is declared, the transcript will state that the cumulative GPA shown is a Fresh Start GPA. The old grades will remain on the transcript but are not used to calculate the cumulative GPA. Courses passed but excluded by the Fresh Start GPA may not be used to meet University graduation requirements. A student may be allowed to advanced standing or

a waiver of requirements just as any non-Fresh Start student, but will not be allowed credit by examination for courses lost through the use of the Fresh Start GPA program.

Students who elect to use the Fresh Start GPA do not qualify for certificate or degree-based honors but would qualify for semester-based awards for grade point average.

A student may begin a Fresh Start GPA only once. Students wishing to petition for a Fresh Start GPA should contact the Registrar's Office to initiate the process.

## Undergraduate Admission Requirements

### Admission to Occupational Endorsements

To qualify for admission to an Occupational Endorsement (O.E.) a student **must** submit an online Occupational Endorsement application. Students completing an occupational endorsement must submit an application for graduation form. Completion of the application form helps ensure that the student has completed required courses and that the award is properly recorded on the student's transcript.

Some Occupational Endorsement programs have additional requirements, selective admission criteria or limited space; students should see an advisor for more information.

Students seeking Occupational Endorsement programs are not required to submit test scores except as required for placement in certain courses or programs.

NOTE: Not all Occupational Endorsements are eligible to receive financial aid. Contact the Financial Aid office for more information.

### Admission to Certificates and Associate Degrees

To qualify for admission to a certificate or associate degree program<sup>1</sup>, applicants must satisfy at least one of the following:

1. Have graduated from an accredited high school or state certified home school program with a grade point average (GPA) of at least 2.00 (C), or
2. Have successfully completed the GED, or
3. Have completed at least 30 college semester credits with a grade point average (GPA) of at least 2.00 (C) and are at least 18 years old.

### Admission to Bachelor Degrees

To qualify for admission to a bachelor's degree program<sup>1</sup>, applicants must satisfy at least one of the following:

1. Graduate from an accredited high school with a cumulative GPA of at least 3.00 or
2. Completion of at least 30 college-level semester credits with a GPA of at least 2.00 and a high school diploma or GED; or
3. Completion of at least 60 college-level semester credits with a GPA of at least 2.00

<sup>1</sup> Certain programs have additional requirements. Please see program listing for specific requirements.

Please note:

- Students who do not qualify for admission to a bachelor's degree program may be admitted to an associate's degree program.
- In order to be eligible for financial aid, students must supply proof of accredited high school and/or home school completion, or completion of the GED.
- UAS recommends that students complete the following high school core curriculum: four years of English, social studies, math, and science or four years of English and social studies, three years of math and science, and two years of Alaska Native or other languages.

## Undergraduate Admission Status

### Admit Clear

Applicants who submit all required paperwork for admissions and meet admissions requirements will be admitted in good standing.

### Admit on Probation

Applicants who may not meet the minimum GPA requirements for regular admission to undergraduate study but show the potential for college work may be considered for probationary admission. Students admitted on probation must meet with an academic advisor prior to registering for classes and achieve a cumulative GPA at or above a 2.00 (C) at the end of the first semester in order to remain in a degree program (including withdrawals). Students admitted on probation who do not meet the 2.00 GPA requirement at the end of the first semester will be removed from their academic program.

### Denied Admission

Students who do not meet the admission requirements or have been academically disqualified at another UA campus may be denied admission for that semester. Denied students are encouraged to complete 12.0 credits with a cumulative GPA at or above a 2.00 (C), after which they can reapply for admission and may then be admitted on probation.

Students may petition a Denied Admission status by completing a Petition form and submitting to the Registrar's Office which will be reviewed by the UAS Petition Committee.

### Request to Postpone

Students who submit an application for admission but do not enroll in classes for that term may postpone their admission for up to one year. A request to postpone must be made before the last day of final exams in the semester that their initial application was submitted. All students who wish to postpone may use one of the following processes:

1. Submit a completed and signed Postpone/Cancel form (<http://www.uas.alaska.edu/forms/documents/postpone-cancel.pdf>) in person or by email, mail, or fax to the UAS Admissions Office.
2. Send an email to the Admissions Office at [uas.admissions@alaska.edu](mailto:uas.admissions@alaska.edu) that includes full name, Student ID number or date of birth, and the new semester they wish to attend.
3. Make a verbal request in person or by telephone to a student services or advising employee of UAS (who will verify their identity using approved FERPA guidelines). Students are

required to verify the change has been made in their application portal.

4. Reply directly to an email sent from UAS.

UAS employees assisting a student in postponing by phone must email the Admissions Office, including this information: Student Name, UA ID Number, date of phone call, and the new semester the student is planning to attend.

Student's applications will be withdrawn if they do not attend UAS courses or postpone their admissions by the last day of final exams. If they wish to be admitted for a future term at UAS, they will need to reapply and pay the application fee.

## Transfer Students

### Admission Requirements

A transfer applicant who has attended an accredited institution is eligible for admission provided the applicant has earned a 2.00 (C) cumulative grade point average (GPA) in previous college work.

### Transfer Credit Policies

UAS reserves the right to reject work of doubtful quality, to require an examination before credit is allowed, or to determine applicability to GERs and program requirements.

Transfer credit equivalents vary among semester, unit and quarter universities. UAS converts quarter credits to semester credits automatically. The standard formula for quarter hour conversion is: # quarter hours x 0.667 = # semester hours. Example: 5 quarter hours x 0.667 = 3.34 semester hours.

Courses equated to UAS courses that are short 1.00 credits or less will meet UAS course requirements without requiring a petition (3.34 will meet 4.00 requirement); remaining credit can be made up in electives. If more than 1.00 credit short for a course requirement, students may need to take additional credits to make up the difference.

UAS also awards credit with appropriate scores from the following:

- Advanced Placement (AP) Credit through College Entrance Examination Board (CEEB)
- International Baccalaureate (IB)
- Placement only for ACT or SAT I (English only)
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Tests
- UAS Credit by Examination

The following regulations apply to the transfer of credits:

1. UAS will perform an official evaluation of transfer credits only after a student has been admitted to an undergraduate degree or certificate program.
2. UAS will transfer only college level credit from one of the following regionally accredited institutions:
  - a. Middle States Association of Colleges and Schools
  - b. Higher Learning Commission
  - c. New England Association of Colleges and Schools
  - d. Northwest Association of Schools and Colleges
  - e. Southern Association of Colleges and Schools
  - f. Western Association of Schools and Colleges
3. Beginning Fall 2013 college level (100 level or above) credits earned with grades of 1.70 (C-) or higher at other regionally accredited institutions normally will be accepted for transfer. Grades of D- or higher will be transferred from other University of Alaska campuses.
4. Transfer students having earned a bachelor's degree from a regionally accredited institution will be considered to have completed the equivalent of the UAS general education requirements (GERs) when officially accepted to any bachelors, associate of arts, or associate of science degree program at UAS. Some majors require specific GERs within their degree which must be completed. (Beginning Fall 2018 - Not retroactive. Students admitted prior to Fall 2018, and want to take advantage of this policy, will need to submit a Change of Major form to request to change their catalog year. Students will be responsible for all degree requirements under the new catalog year.)
  - a. Transfer students having earned an associate of arts, or associate of science degree from a regionally accredited institution will be considered to have completed the equivalent of the UAS general education requirements (GERs). (Beginning Fall 2018 - Not retroactive. Students admitted prior to Fall 2018, and want to take advantage of this policy, will need to submit a Change of Major form to request to change their catalog year. Students will be responsible for all degree requirements under the new catalog year.)
  - b. Any transfer student who has not earned a bachelor's degree but has completed the general education requirements at any regionally accredited four-year institution will be considered to have completed the UAS general education requirements. Some majors require specific GERs within their degree which must be completed. *The student is responsible for providing an official statement and documentation certifying the completion of general education requirements at the previous institution.* (Beginning Fall 2018 - Not retroactive. Students admitted prior to Fall 2018, and want to take advantage of this policy, will need to submit a Change of Major form to request to change their catalog year. Students will be responsible for all degree requirements under the new catalog year.)
5. A minimum of 34 semester credit hours are required for the GERs in both the AA and the Bachelor's degrees. Students transferring degree programs from the University of Alaska Anchorage or the University of Alaska Fairbanks should consult the University of Alaska General Education Transfer Guide for comparison of courses that will fulfill the GERs at UAS
6. Transfer courses retain the course level of upper or lower division credit established at the original college or university. Graduate-level coursework can only apply to undergraduate degree programs under special circumstances with prior approval.
7. College credit is not awarded for completion of the General Education Development (GED) tests.
8. Transfer credits are not included in a student's UAS GPA computation, except to determine eligibility for graduation

with honors. All grades from all schools attended will be used when determining eligibility for graduation with institutional honors.

9. Life/work experience is not accepted for evaluation as academic credit; however, the student has the option of credit by exam (<http://catalog.uas.alaska.edu/registration/>).
10. Credits may be awarded for Military Experience (MOS) according to the American Council on Education (ACE) recommendations. Please contact the Registrar's Office for specific details regarding official transcripts/documents required. Copies of military personnel records can be requested from:
 

National Personnel Records Center  
9700 Page Blvd  
St. Louis, MO 63132
11. Students who have attended institutions outside of the United States must provide an official statement of educational equivalency (official transcript evaluation in English). See International Admission Requirements for more information.

### Transfer within Southeast Campuses

Students admitted to one of the UAS campuses (Juneau, Ketchikan or Sitka) may transfer to another UAS campus to attain their degree without reapplying for admission. However, admissions requirements for the new program must be met in full. **Formal notification of the transfer must be submitted to the Admissions Office by completing a Change of Major form.**

### Transfer within the UA System

In order to serve students who transfer between UAS, UAA and UAF, the three main UA institutions have identified common transferable general education requirements for their baccalaureate degrees. These include:

Category	Credit Hours
Written Communication Skills	6
Oral Communication Skills	3
Fine Arts/Humanities/Social Science	15
Quantitative Skills/Natural Sciences	10
<b>Minimum</b>	<b>34</b>

Credit for coursework successfully completed at one University of Alaska (UA) institution toward fulfillment of the general education requirements at that institution shall transfer toward fulfillment of the same categories at all other UA institutions. This applies even if there is no directly matching coursework at the institution to which the student transfers. Courses taken at other UA campuses (other than Ketchikan and Sitka) do not count toward residency credit for a UAS degree.

NOTE: Students who are admitted to UAS may enroll in courses at any of the other UA campuses without applying for admission to the other campuses.

For more information on transfer credit policies, please contact the Registrar's office at (907)796-6100.

## Dual Enrollment and Students Under 18

UAS welcomes students under the age of 18 who are ready for college-level work to enroll in many of the classes that we offer under the policies described below. A dual enrollment student is one who is simultaneously enrolled in K-12 curriculum and also is taking courses at UAS. UAS also welcomes students who have withdrawn from high school prior to graduation and have not completed a GED and are taking classes at UAS as non-degree seeking students.

Students in the situations above are ineligible for admission to a degree program and cannot receive financial aid.

### Enrollment policies for dual enrollment students and students under 18

- Students must meet the same course pre-requisites that are required of other students.
- Students are required to abide by the Student Code of Conduct at all times.

Registration process for University courses:

1. Meet with an academic advisor in Juneau, Ketchikan or Sitka to discuss the goals, risks, and rewards of enrollment in college courses.
2. Complete the Directed Self Placement Assessment for initial placement into writing courses and the ALEKS assessment for initial placement into math courses. Scores from SAT or ACT tests may be substituted for English courses only.
3. Submit required forms to Registrar's Office and pay tuition and fees or provide proof of other funding source. Students (and their parents/guardians) are responsible for the cost of tuition, fees, books, and other required materials.

The student under 18 applicant and their parent or guardian understands and accepts that:

1. University work is generally much more rigorous and often much less guided than secondary course work.
2. These courses will establish a university transcript that will follow the student throughout their college career regardless of where the student subsequently enrolls.
3. Adult themes are endemic to university materials and discourse.
4. Students under 18 who register as a university student are fully responsible for knowing and complying with all policies and procedures of UAS.
5. UAS will not act in a parental/guardianship role.
6. Dual enrollment courses are not eligible for federal financial aid.