



Fall Application Window opens February 12th.
Priority Deadline: April 2nd.
Deadline: May 14th.

Please email amcs@asdk12.org with any questions during this process.

AMCS uses an application process to confirm academic and a maturity fit for the program. Students must complete a multi-step application that requires students to apply to UAA as Non-Degree Seeking students, complete two placement tests, and request a recommendation from your high school counselor. This process will take a week or more to complete, please do not procrastinate.

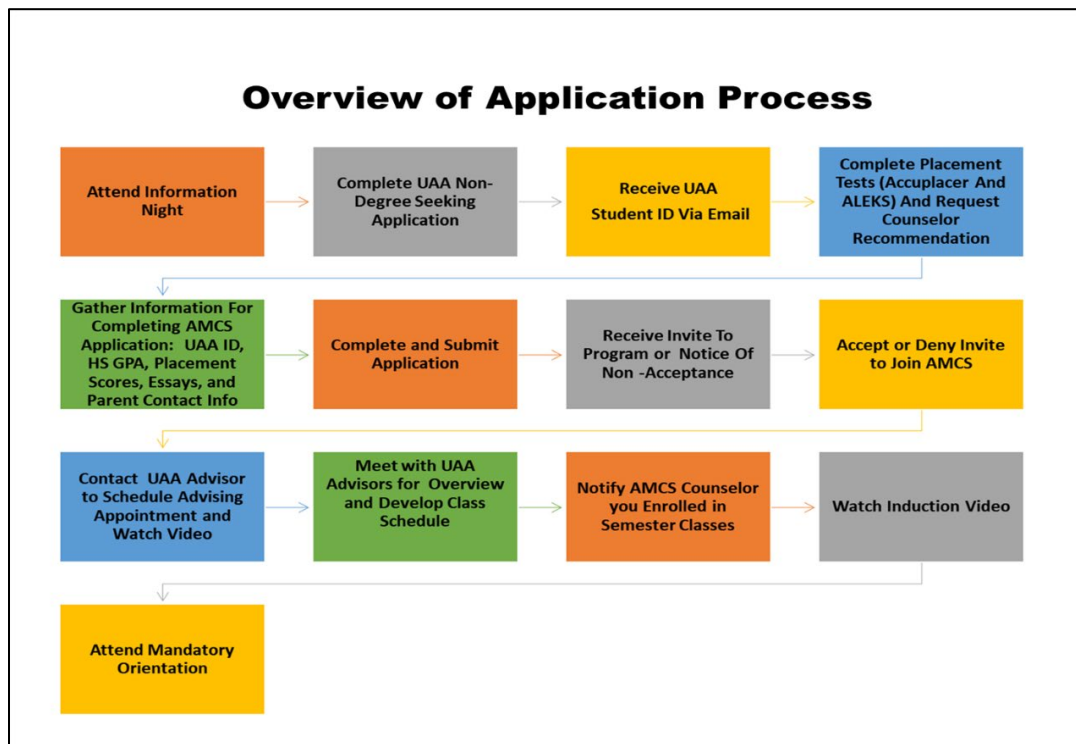
Before starting this process, please confirm you meet the following criteria:

- You are a **Junior** (11th) **or Senior** (12th) the semester you are applying for admission.
- You have a high school GPA of **2.5 or higher**.

Also, you must qualify for the program with the following UAA placement test scores:

- **Math - ALEKS ≥ 30**
- **Writing – Accuplacer ≥ 530**

If you meet these initial requirements, reference the application process flowchart below and review the AMCS Application Checklist; both are to assist you in advancing through the process.





Application Checklist

Use this worksheet to collect information you will need to complete the application process.

- ☐ Complete UAA Application
 - UAA username _____.
 - UAA password _____.
- ☐ Complete Secondary Student Parent Authorization
- ☐ Receive email with UAA Student ID Number
 - UAA ID _____.
- ☐ Complete and Complete Placement Tests for your application
 - Accuplacer score (total) _____.
 - ALEKS score _____.
- ☐ Request counselor recommendation and sent on _____.
- ☐ Draft responses to essay questions
 - **Why do you want to attend AMCS?**
 - **Do you feel your transcripts reflects your academic abilities?**
- ☐ Prepare and complete AMCS application
 - Weighted HS GPA _____.
 - Parent email address _____.
 - Parent cell/phone number _____.
 - Parent college degree _____.
 - SAT/ACT scores (if taken) _____.
 - Last math course completed _____.
- ☐ Receive Invitation to join AMCS or Notice of Non-Admittance
- ☐ Accept or decline invitation
- ☐ If accepting, watch Induction Video (found in your email) and contact UAA Advisor to schedule Initial Advising appointment
- ☐ If you are transferring from another school district, if you are please contact AMCS Registrar at (907) 742-8908 or (907) 742-8900
- ☐ Meet with UAA Advisor for one hour and parent/guardian required to attend
- ☐ Email AMCS Counselor you completed advising appointment with UAA and enrolled in college courses (AMCS website: <https://www.asdk12.org/Page/9834>)
- ☐ Attend Orientation

Step 1: Information Night

Information Nights is an opportunity for parents/guardians and students to learn about the AMCS program, admission requirements, expectations, course scheduling, and support services.

Upcoming

Fall 2021 Cohort - Zoom Meeting 6- 7:30 pm via Zoom. Please click on the link below to RSVP.

February 9th - [Click here to RSVP for 2/9](#)

March 18th - [Click here to RSVP for 3/18](#)

The AMCS Application contains multiple steps a student must complete prior to submitting the final application. The AMCS Team understands you might have questions along the way, and we want to provide you a mentor to assist you through the process. Please complete this form, [Intent to Apply](#), and a mentor will be in contact with you soon.

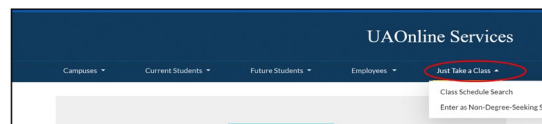


Step 2: Apply to UAA and Receive Student ID

UAA requires AMCS students to officially apply to the University of Alaska Anchorage which will generate a UAA ID and allow you to enroll in college courses. Also, the university requires completion of the Secondary Student/Parent Authorization form. The generation of your ID number takes 48-72 hours to generate and is shared via the email address you entered on the application. **Please view the video at the bottom of the page before starting your application.**

Link to UAA application, [UAA Secondary Student Application](#)

Follow the instructions as directed on the webpage. After clicking on UAOnline you need to click on "Just taking a Class". This link is a bit hidden so here is a screenshot of its location, the right side of the page.



Link to UAA form, [UAA Parent/Student Authorization form](#)

While waiting for your ID number, begin studying for the placement test and drafting a response to two short answer questions that you will submit as part of your application. **Do not take the tests without refreshing your understanding of concepts.**

Study Sources for Accuplacer

[Accuplacer Reading Study Guide](#)
[Accuplacer Writing Study Guide](#)
[Accuplacer Study APP!](#)

Study Sources for ALEKS

[Khan Academy](#)
[Math.com](#)

Essay questions

Draft answers to the following essay questions. Each answer needs a minimum of 250-500 words and must follow grammar and punctuation rules.

1. Why do you want to attend AMCS?
2. Do you feel your transcripts reflect your academic abilities?

Step 3: Complete Placement Tests & Request Counselor Recommendation

DO NOT TAKE THE TESTS WITHOUT STUDYING, see Step 2 for resources. STOP! Do not proceed until you have your UAA ID, username, and password. Please contact UAA IT Services (786-4646) if you need assistance with your UAA username and password.

Accuplacer

The Accuplacer exam determines a student's writing course placement at UAA. Register now, [UAA Registration for Accuplacer Test](#). Select the following for **Location: Alaska Middle College**, then **Group: Placement Test**, and then **Exam: Placement Exam**, in each section to sign up without cost. ***Please note, you need a score of 530 or higher to qualify for the program and college writing courses.**

ALEKS

Until further notice, AMCS will not be holding a proctored ALEKS test, instead, they require you to complete the exam at home. You will have three hours to complete the test and can take the test up to four (4) more times; however, you will need to complete a learning module between each re-take.

Complete ALEKS, [UA ALEKS](#). Log in using your UAA username and password. If you're having issues with the login process, please call IT @ 786-4646 for assistance.

At the bottom of the link there is a Vow Of Integrity:

NO OUTSIDE HELP as you take the ALEKS! All you need is a pencil/pen and scratch paper...the test will provide a calculator if/when necessary. No clicking outside of ALEKS while testing to Google questions. No books. Just use what you know, because you want a place in a Math course that you can complete successfully. Discrepancies will be addressed.

Once you are logged in, you will see "My Classes" with one active block. Click on the block to proceed. ALEKS will ask you to fill out a brief survey. Two survey questions where students have consistently requested clarification: When asked about your last completed math class, enter the last math class you fully completed (or the closest match you can find in the drop-down box) - not the one you're currently enrolled in. When asked which math class you would like to test into, click the MATH105 option.

Please note, you need a score of 30 or higher to place in a college-level math class. Remember, the learning modules are there for your benefit and will reinforce the concepts specific to areas where ALEKS determines you could use some extra support. After completing each test, record your placement score on the checklist form as you will need this information while completing the application.

Counselor Recommendation

As part of the application process, you will need a counselor's recommendation. Please request a recommendation via email and provide this link to your high school counselor, [AMCS Program Counselor Recommendation](#). To copy to your email, right-click on the link and select copy and paste into the body of your email. Please note, the recommendation form must be on file before the review committee will assess your application.

Step 4: Prepare & Complete AMCS Application

Gather the following information prior to starting the application.

- UAA ID number
- Placement scores
- Essay responses
- Parent/guardian cell/phone number
- Parent email address (this must be different than the student's email)
- High school weighted GPA
- SAT/ACT score(s)
- Last math course completed

If you have all the information above, please start and complete the application. AMCS application, [AMCS](#)
Fall 2021 Application.



Step 5: Receive an Invitation to Join AMCS or Notice on Non-Admittance

You will receive an email that will either invite you to join the AMCS program or give Notice of Non-Admittance. If you receive an invitation, you must respond to the email within 72 hours and indicate you are accepting or declining enrollment into AMCS.

If you receive a Notice of Non-Admittance, you did not meet the criteria to enter the program. The AMCS Team encourages all students to reapply to the program after improving the areas which did not meet the criteria.

Are you transferring from another school district? You will need to complete enrollment into the Anchorage School District and must supply an out-of-district transcript. Please contact the AMCS registrar at (907) 742-8908 or (907) 742-8900 or AMCS@asdk12.org.



Step 6: UAA Initial Appointment & Email AMCS Counselor

After accepting the invitation, you will receive an email with further instructions on how to make an appointment with a UAA advisor. This appointment will last about an hour and your parent/guardian must attend this meeting. Prior to the advising appointment, you need to watch the Induction Video (link was provided in the email).

After working with the UAA advisor to select and enroll in college courses, you must email the AMCS counselor that you enrolled in college courses. The email will notify the counselor to review your college schedule and assign mandatory advisory classes for math and writing. Please note, additional high school courses may be added for you to graduate on time or to meet full-time enrollment status.

Find your AMCS counselor contact information, [AMCS Staff](#).

Step 7: Attend Mandatory Orientation

Orientation is usually an event the week before college courses begin. All new students **must attend** this event. Orientation will introduce you to the program and will cover:

- Introduction to other students in your cohort
- What is a syllabus
- Time Management
- Student Success
- Safety and Title IX
- Student Code of Conduct
- Technology, email, and Blackboard
- APEX classes and Advisories