

## Protocol for High School-only Class Sections

### Definitions:

*Host department:* the academic or administrative unit working directly with the high school to schedule a class section for high school students

*Customer:* the high school employee(s) working with the host department. May include the instructor, counselor, and/or other administrative employees.

### **Host department responsibilities:**

The following actions should be completed two weeks before the start of the semester to ensure prompt processing:

1. High school students either apply directly as non-degree seeking students, or Admissions manually matriculates the students (with prior arrangement between host department and Admissions). \*Note: students who have applied as degree seeking for future terms, or have a discontinued UNLV career, are still subject to this process.
2. Residency: If students apply directly as non-degree seeking students, the students will receive an admission notification that residency status for tuition purposes will be Non-Nevada Resident. Students should contact the Office of the Registrar at [nevadaresidency@unlv.edu](mailto:nevadaresidency@unlv.edu) in order to update their residency status. If Admissions manually matriculates the students (with prior arrangement between host department and Admissions), Admissions will contact the Office of the Registrar to update residency status of students to Nevada Resident.
3. Students will be activated as students for their matriculation term within 24 hours of admission; the job in MyUNLV runs at 4pm daily. The student must be activated as non-degree seeking for the specified term in order to enroll.
4. The host department must arrange to build a high-school only section of the specified course or courses in which the students will enroll. The HS attribute must be added prior

to enrollment to ensure the discounted tuition rate. As well, the host department must add the “high school only” class note to the schedule prior to student registration. Strongly advised: add department consent and schedule “no print” to avoid mainstream students attempting to enroll into the course. If department consent is utilized, the host department must arrange for department consent to be issued to each student.

5. The host department must contact Cashiering and Student Accounts for assistance with requests such as: no late fee service indicators, exemption from negative service indicators, etc. Otherwise, the high school students will be subject to the same payment deadlines and penalties as mainstream students. Approval of such requests is solely at Cashiering and Student Accounts’ discretion.

**6. Students are subject to state-mandated immunization requirements.**

The following action must be completed by 11:59pm the day prior to start of term at the latest. Otherwise, late registration fees will apply.

7. After term activations and department consent permissions are issued, the students must enroll in the class (recommended to enhance college experience) OR the host department must enroll the students directly. The host department is responsible for ensuring students have all necessary permissions issued for enrollment. Students will not have Canvas access nor appear on class rosters until they are enrolled.

The following action must be completed prior to adding the instructor to the class section:

8. The instructor(s) who will teach the class must have completed the mandatory FERPA tutorial prior to being assigned to the class. The host department should contact the Office of the Registrar for assistance if needed.

The following action must be completed by the term grade due date specified on the term calendar:

9. The host department must ensure that the instructor submits grades by the due date for essential term processing.

The host department must follow the below protocol at all times:

10. The host department will be the communication point for contact between the customer and the university. Should the customer have an inquiry that requires assistance from another campus unit, the host department will contact the appropriate unit on the customer’s behalf. The host department should not instruct the customer to contact other campus units directly.

### **Customer responsibilities:**

The following actions must be completed prior to the start of the class:

11. The customer must ensure that the students follow instructions to set up their Rebel Mail email accounts. The university sends essential information to students via Rebel Mail.
12. The customer must ensure that the students follow instructions to set up their ACE accounts, which will permit Canvas access.
13. Within 24 hours of enrollment, students will have access to Canvas materials. The customer is responsible for reporting any issues with Canvas access to the host department immediately.
14. The customer must abide by all FERPA protocols. Guiding the high school students to utilize MyUNLV 3rd party releases is strongly advised.
15. The customer must be responsive to the host department's requests and communications. The customer is expected to use professional conduct and communication.

The customer must follow the below protocol at all times:

16. Should the customer have questions or need further assistance for any issue, they must contact the host department. The host department will then arrange for communication with other campus units, as appropriate. The customer should not contact campus units directly.