

# Underage Approval Packet (16-17)

## Steps for Underage Admission to Credit Courses

- 1) Submit **Underage Approval Packet (16-17)** including *Underage Admissions Application*, *Underage Approval form*, and *Student Agreement form* to Office of High School Partnerships or to your nearest Chemeketa Outreach Center.
- 2) Take the Placement Test and submit your test scores to the Office of High School Partnerships two weeks before the term for which you are applying starts.
- 3) Once the Underage Approval Packet (16-17) and placement test scores have been received by the Office of High School Partnerships, you will be contacted by phone.

Please Note: To re-enroll for future terms/classes, the student must submit a new **Underage Approval Form (16-17)** to the Office of High School Partnerships.

Office of High School Partnerships  
Phone: 503.399.5293  
Email: [highschool@chemeketa.edu](mailto:highschool@chemeketa.edu)  
Mail: 4071 Winema Place, Salem, OR 97305  
Location: Salem Campus Building 50, Room 102

# Underage Admission Application: Ages 16-17

Chemeketa Community College  
High School Partnerships Building 50, Room 102  
4071 Winema Place Salem, OR 97305  
Phone 503.399.5293, Fax 503.365.4703



The college will use student social security numbers (SSN) for keeping records, complying with federal and state requirements, doing research, reporting, extending credit and collecting debts. You may be required to provide your SSN to the college for compliance with specific federal and state regulations such as applying for financial aid, loans, grant programs and tax reporting requirements. Providing your SSN means that you consent to the use of the number in the manner described. Your SSN will not be given to the general public. You will be issued a Chemeketa student identification (ID) number (K#) to be used as your primary ID. Please note that per OAR 589-004-0400, if you choose not to provide your SSN, you will not be denied any rights as a student.

Which term will you enroll at Chemeketa Community College? (choose one)

Summer (June)     Fall (September)     Winter (January)     Spring (March) 20

Social Security Number or Student ID (K#)

First Name  Middle Name

Last Name

Former Last Name

Mailing Address

City  State  Zip

Daytime Phone Number  Cell Phone Number  Date of Birth (mm/dd/yyyy)

E-mail Address

Will you have lived in Oregon for the 90 days just prior to the term you begin?

No  Yes

Ethnicity and Race    Gender

What is your ethnicity?     Hispanic or Latino     Not Hispanic or Latino     Male     Female

Select one or more races to indicate what you consider yourself to be

American Indian or Alaskan Native     Asian     Black or African American     Native Hawaiian or Other Pacific Islander     White

High School Name (no abbreviations please)

City  State

Name of last college attended other than Chemeketa

City  State

Do you plan to earn a degree/certificate/diploma at Chemeketa Community College? (choose one)

Yes, high school diploma or GED

No, here to take classes

Undecided

Indicate your high school status: (choose one)

Did not complete high school     Still in high school     High school Graduate Year \_\_\_\_\_     GED Year \_\_\_\_\_

Alternative High School Diploma     Certificate of Initial Mastery     Certificate of Advanced Mastery \_\_\_\_\_

External diploma program     Attendance completion     Proficiency exam

Indicate your college status prior to Chemeketa: (choose one)

Have not attended college     Short-term training, private vocational school award, or other

Choose the main reason you are here this term: (choose one)

Take classes to transfer to a 4-year college     Learn skill to get a job     Improve Job Skills

Explore career or educational options     Take classes to finish high school or GED     Personal Enrichment

Learn English     Improve writing, reading, or math skills     Other

Chemeketa Community College releases only very limited information regarding students: enrollment status, dates of enrollment, degree or certificate, program of study, athletic statistics or honors awarded. If you do NOT want any person outside the college, including prospective employer, to know any of these, you must file a request for Non-Disclosure of Student Information Form with Admissions.

I certify that all statements on this application are complete and true. I also understand that if I am admitted and do not enroll for the term to which I am admitted, I will need to reapply for admission. Submitted materials will not be returned nor duplicated.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed form to: Chemeketa Community College, High School Partnerships Bldg. 50, Rm 102 4071 Winema Place Salem, OR 97305**

# Underage Approval Form: Ages 16-17

Chemeketa Community College  
High School Partnerships Building 50, Room 102  
4071 Winema Place Salem, OR 97305  
Phone 503.399.5293, Fax 503.365.4703



College Policy 5110 Procedure 5111 requires that this form be completed by students planning to enroll at Chemeketa Community College who are under the age of 18 and do not have a high school diploma or GED. Completion of this form is not required for students enrolling in College Credit Now classes that are offered at local high schools.

## Student

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth (Month/Day/Year) \_\_\_\_\_ Age \_\_\_\_\_

Please indicate term in which you would like to enroll:  Summer  Fall  Winter  Spring Year \_\_\_\_\_

Please indicate the program or classes in which you would like to enroll:

- High School Partnerships (HSP)  GED Options (HSP)  GED test only  Community Education Classes  
 College Credit Courses  GED Classes  Non-credit classes  Expanded Options

Please indicate specific course you wish to enroll: \_\_\_\_\_  
\_\_\_\_\_

## Parent/Legal Guardian:

Printed Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## High School or Home School Approval:

Referring High School \_\_\_\_\_

Counselor/Administrator Signature \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Released from Compulsory Education Beginning Date\* \_\_\_\_\_

Exemption from Compulsory Education for GED Beginning Date\* \_\_\_\_\_

\* Student is released for one year

Partial Release for Date \_\_\_\_\_  Fall Term  Winter Term  Spring Term  Summer Term  
(Mo/ Year)

Full Release for Date \_\_\_\_\_  
(Mo/ Year)

## Office Use Only

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Placement tests:  Completed (Date) \_\_\_\_\_

Approved Course(s) \_\_\_\_\_  
\_\_\_\_\_

High School Partnerships Signature (credit and non-credit courses) \_\_\_\_\_

Community Education Signature (non-credit community ed courses only) \_\_\_\_\_

## Underage Admission (16 & 17) For College Credit Courses Student Agreement

*Chemeketa Community College strives to provide quality instruction and support for all students attending post-secondary classes at the college. Students who are conditionally admitted based on the underage admissions policy are granted the same rights and have the same responsibilities as any other college student. Therefore it is required that each underage student and his/her parent review the information listed below and sign the acknowledgement indicating that they understand and accept responsibility for the decision to enroll.*

1. I understand that the student must adhere to all Chemeketa Community College policies and deadlines as outlined in the college catalog and course schedule.
2. I understand that Chemeketa staff and/or faculty will not act in a parental or supervisory role to the underage student.
3. I understand that there could be classroom discussion or materials that the student/parent may not consider age appropriate for an underage student. Adult themes and diverse perspectives are common in the college environment, materials and dialogue. If the student or parent is not comfortable with an assignment or classroom discussion, the faculty member is not required to substitute an alternate activity or grading exercise.
4. I understand that the student is responsible for maintaining at least a "C" (2.00 on a 4.00 scale) cumulative grade point average (GPA). College is much more rigorous and much less guided than secondary education course work and the underage student is not exempt from meeting Chemeketa's academic requirements.
5. I understand that enrollment is approved on a term by term basis and that submitting an Underage Approval Form for each term the student wishes to enroll is required. The submitted form will be approved only if deemed the course content is appropriate for the underage student. Enrollment in non-approved courses may result in the student being dropped from that course and may affect approval of enrollment for future courses.
6. I understand that the courses taken at Chemeketa will establish an official permanent post-secondary academic record/transcript that will follow the student throughout the student's college and/or university career and may affect the student's eligibility for college scholarships or freshman/first-time status at other institutions of higher education.
7. I understand that, while the student will have equal access to any academic support services offered to all Chemeketa students, no extraordinary measures will be granted the student due to underage.
8. I understand that Federal education law, the Family Educational Rights and Privacy Act (FERPA), governs access to the records of minor students enrolled at the College. Under FERPA, parents DO NOT have the right to access students' educational records without written consent from the student.

9. I understand that the faculty member will provide standard updates on academic progress directly to the student, not parents. In addition, instructors cannot inform parents when classes are cancelled at the last minute or when the class ends prior to the appointed time.

10. I understand that the student's college email is the official means of communication for Chemeketa Community College and the student is responsible for checking their email account through MyChemeketa for course updates.

11. I understand that in the event the student uses a computer, Chemeketa Community College is not responsible for content found, read, downloaded, transferred or otherwise manipulated on the Internet. All students regardless of age must abide by the Guidelines for Student Use of Computers.

12. I understand that the student is expected to comply with Chemeketa's Code of Conduct. Violations of the Code of Conduct will result in disciplinary action as outlined in the College Student Rights and Responsibilities.

13. I understand that the student is responsible for payment of their Chemeketa account balance. For additional information visit: <http://www.chemeketa.edu/earncertdegree/tuition/>

*I have reviewed the information listed above. I acknowledge the responsibilities and limitations as outlined.*

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

# Testing

The placement test is administered on the computer and includes writing, reading and math. Most students finish within two hours, but you should allow up to one hour for each portion of the test. You will receive scores immediately after testing.

To take the test, you should –

- Submit an [admission application](#) (processing time is two to three business days)
- Bring your photo ID and Chemeketa ID number (K#)

## Salem Campus Testing

Walk-in testing is available year-round Monday-Thursday in Building 3, Room 268 (except holidays and college closure days).

Monday, Wednesday & Thursday	10 am - 5 pm (must begin test before 3 pm)
Tuesday	10 am - 8 pm (must begin test before 6 pm)

## Community Locations

Testing is available by appointment only. Contact the location to schedule.

- [Dallas Campus](#) – [503.623.5567](tel:503.623.5567)
- [Yamhill Valley Campus](#) – [503.472.9482](tel:503.472.9482)
- [Woodburn Campus](#) – [503.981.8820](tel:503.981.8820)