

Steps for Underage Admission to Credit Courses

For students age 15 and under

- 1) Student submits completed **Underage Admission Application** to the Admissions & Registration window, building 2, room 200, Salem Campus or to the Yamhill Valley Campus. After the admission application is processed, the student will receive his/her student ID # (K#) and a **Underage Approval Packet (15 and Under)**
 - Please note: Under the Family Educational Rights and Privacy Act (**FERPA**) students in a post-secondary institution have sole ownership over their own academic record regardless of age.
 - Students must sign all of their own documents with Chemeketa Community College, including the Underage Application. Parent/Legal Guardian signature will be noted in the Underage Approval Packet (15 and Under).
 - Student ID Number must be given directly to the student either in person or via student email

- 2) Take Placement Test, and place into:
 - RD 115
 - WR115
 - MTH095

- 3) Submit **Underage Approval Packet (15 and Under)** including *approval form, FERPA release, Parent Agreement, and placement test scores*, to Executive Dean's Office, building 3, room 272, Salem Campus by designated deadline:

Summer Term Admission	May 15
Fall Term Admission	August 15
Winter Term Admission	November 30
Spring Term Admission	March 1

- 4) Student will be notified of approval/denial by mail within 10 working days. If approved, the notification letter will include directions on how to proceed with registering for classes.

- 5) Continuing enrollment in subsequent terms is contingent upon successfully completing all classes with a grade of C or better.

- 6) To re-enroll for future terms/classes, the student may get the **Underage Approval Form** from the Executive Dean's office, building 3, room 272, on the Salem Campus.

Placement Test Information Online - go.chemeketa.edu/testing

To take the placement test, the student will need to bring a photo ID and Chemeketa ID number (K#). Placement testing is available year-round (except holidays and college closure days).