Steps for Underage Admission to Credit Courses
For students age 15 and under

1) Submit 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).

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).

Salem Campus (Building 6, room 216)
Monday & Wednesday & Thursday  10 am – 5 pm (Must begin testing before 3 pm)
Tuesday  10 am – 8 pm (Must begin testing before 6 pm)

Yamhill Valley Campus (Building 1)
Monday & Wednesday  10 am – 4 pm (Must begin testing before 2 pm)
Tuesday  9 am – 4 pm (Must begin testing before 2 pm)
Thursday  8 am – 10 am (Must begin testing at 8 am)

Dallas Center, by appointment only  503.623.5567
Woodburn Center, by appointment only  503.981.8820