

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 number (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 Tests and place into:
 - RD 115
 - WR 115
 - MTH 095

- 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 obtain 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/placement

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).

Underage Admission Application- 15 and Under

Chemeketa Community College
Enrollment Services, Bldg. 2, Rm. 200
4000 Lancaster Dr. NE, Salem, OR 97309-7070
Phone 503.399.5006, Fax 503.399.3918



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

First Name Middle Name

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

yes no

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

Ethnicity and Race

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

Gender

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)

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

City State

Name of last college attended other than Chemeketa

City State

Indicate your school status: (choose one)

- Did not complete high school
- Alternative High School Diploma
- External diploma program
- Still in middle/high school
- Certificate of Initial Mastery
- Attendance completion
- High school Graduate Year _____
- Certificate of Advanced Mastery _____
- Proficiency exam
- GED Year _____

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
- Explore career or educational options
- Learn English
- Learn skill to get a job
- Take classes to finish high school or GED
- Improve writing, reading, or math skills
- Improve Job Skills
- Personal Enrichment
- Other

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 _____