

Underage College Application

16-17 Years Old

Application Process:

1. This Underage College Application is for students who have not earned their High School Diploma or GED. Students must be 16 or 17 years old and plan on paying for their own classes.

If you have graduated, please fill out the Chemeketa online application on the Chemeketa website.

2. Submit the Underage College Application and Student Agreement to the Office of High School Partnerships or to your nearest Chemeketa Center.

3. At the time of submission, you will be given a student I.D. number (Knumber). You are responsible for notifying the Office of High School Partnerships once your college placement tests have been completed. You are required to take all three subjects.

5. Once the Office of High School Partnerships received the full application packed (placement tests included) you will be contacted by the email given on the application for next steps.

6. A new Underage Approval Form (16-17) will need to be completed each term the student wishes to enroll into college classes until they complete one of the following;

- Earn their GED or High School Diploma
- Turn 18 years of age

Application Deadlines:

The complete application needs to be submitted to the Office of High School Partnerships **two weeks before** the term starts that you are applying for.

College Placement Tests:

Salem Campus:

Building 3, Room 268

Monday, Wednesday, & Thursday 10:00-5:00

Tuesday 10:00-8:00

Day parking permits for the Salem Campus given at the information booth in front of building 2

Chemeketa Polk:

503.623.5567 to schedule

Chemeketa Woodburn:

503.981.8820 to schedule

Yamhill Valley Campus:

503.316.3240 or check Chemeketa's website for Yamhill's testing times, they do vary each term.

Be Prepared:

- A photo I.D. and Knumber are required
- The test is untimed, average is 2 hours
- There are two tests-reading/writing and math
- The test is free the first time; a re-test in the same calendar year is \$15

High School Partnerships

Phone: 503.399.5293

Email: highschool@chemeketa.edu

4071 Winema Place Building 50, Room102

Salem, OR 97305



High School
Partnerships

Chemeketa Community College

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

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: _____