

Underage College Application

16-17 Years Old

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

If you are 18 or have graduated, please fill out the Chemeketa online application on the Chemeketa website.

Application Steps

STEP 1: SUBMIT APPLICATION

Complete the attached application and email it to our Office of High School Partnerships at highschool@chemeketa.edu.

Important Note: Instead of a signature from your school counselor, we can accept an email stating that they approve for you to take classes while still enrolled at your high school. They may send an approval statement to highschool@chemeketa.edu

STEP 2: CREATE A MYCHEMEKETA ACCOUNT

Once your application has been processed you will receive a Welcome Email to the email address you provided on your application, please allow a few days for processing. This email will include your Chemeketa K number and Chemeketa username along with directions on how to create your MyChemeketa account. Please follow those directions so you are able to access your MyChemeketa Gmail account.

STEP 3: COMPLETE THE PLACEMENT ASSESSMENT

A link to the Placement Assessment form will be provided in the Welcome Email. The Placement Test information will only be emailed to your MyChemeketa account.

STEP 4: CONTACT YOUR ADVISOR

After steps 1-3 are completed, email jessica.hilfiker@chemeketa.edu to set up your virtual college class registration and/or orientation session.

Important Note: A new *Underage Approval Form (16-17)* will need to be completed each term the student wants to enroll into college classes until they complete one the following:

-Earn their GED/HS Diploma or turn 18 years old.

Application Deadlines

A complete application must be submitted to highschool@chemeketa.edu by the following deadlines.

2020-2021 Deadlines

Winter 2021 Deadline December 11, 2020

Spring 2021 Deadline March 15, 2021

Term Dates

Winter 2021 January 4 - March 20, 2021

Spring 2021 March 29 - June 12, 2021



Underage Admission Application -
(Ages 16-17)

Chemeketa High School Partnerships
4071 Winema Place, Bldg. 50, Room 102
Salem, OR 97305
Phone: (503) 399.5293
Email: highschool@chemeketa.edu



You will be issued a Chemeketa student identification (ID) number (K#) to be used as your primary ID. If you provide your social security number to the college it will only be used for record keeping purposes, complying with federal and state requirements, doing research, reporting, extending crediting or 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. Please note that per OAR 559-004-0400, 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)

SSN# (optional) Summer (June) Fall (Sept.) Winter (Jan.) Spring (March) Year: 20

First Name Middle Name
Last Name
Former Last Name
Mailing Address
City State Zip
Daytime Phone Number Cell Phone Number Date of Birth
Email Address

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

No
 Yes

Ethnicity and Race: What is your ethnicity? Hispanic or Latino Not Hispanic or Latino
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

Gender: Male Female

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 or diploma at Chemeketa? (choose one)

Yes, high school diploma
 No, here to take classes
 Undecided

Indicate your high school status: (choose one)

Did not complete high school External diploma program Certificate of Initial Mastery Attendance completion GED year
 Alternative high school diploma Still in high school Certificate of Advanced Mastery Proficiency exam High school graduation year

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

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

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

Take classes to transfer to 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

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 of the college, including prospective employers, to know any of these, you must file a request for Non-Disclosure of Student Information form with the Admissions office.

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: _____

Email completed form to highschool@chemeketa.edu OR
Drop off at 4071 Winema Place, Bldg. 50, Salem, OR 97305 (please place in mailbox outside of front door)

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. Questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or wish to file a complaint contact the Title IX coordinator at 503-584-7323. For questions about equal employment opportunity and/or affirmative action, contact 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

Underage Approval Form - (Ages 16-17)

Chemeketa High School Partnerships
4071 Winema Place, Bldg. 50, Room 102
Salem, OR 97305
Phone: (503) 399.5293
Email: highschool@chemeketa.edu



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 (June) Fall (Sept.) Winter (Jan.) Spring (March) Year: 20

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

- High School Completion (Winema High School)
- College Credit Courses (Underage College Credit/Early College/Dual Credit)
- High School College Transition (HCT)
- GED Options (HSP)
- GED preparation classes
- GED testing only
- Specialized Programs
- Non-credit classes
- Expanded Options (EOP)
- Community Education classes

Please indicate specific course you wish to enroll: _____

Parent/Legal Guardian

Print Name: _____ Home Phone: _____

Signature: _____ Date: _____

High School or Home School Approval

Referring High School/Home School: **MUST OBTAIN APPROVAL EMAIL FROM COUNSELOR/ ADMINISTRATOR/HOMESCHOOL ADMINISTRATOR IN**

Counselor/Administrator Signature: **LIEU OF SIGNATURE TO COMPLETE THIS SECTION**

Telephone: _____ Date: _____

----- DO NOT WRITE BELOW THIS LINE -----

Released from Compulsory Education - Beginning Date: _____

Exemption from Compulsory Education for GED (student is released for one year) - Beginning Date: _____

Partial Release - Date: _____ Summer (June) Fall (Sept.) Winter (Jan.) Spring (March)
(Mo/Year)

Partial Release - Date: _____
(Mo/Year)

Placement Tests: Completed - Date: _____

Approved Course(s):

High School Partnerships Signature (credit and non-credit courses): _____

Community Education Signature (non-credit community education 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: _____