

Student Services Series—5000

SPECIAL ADMISSION: APPLICANTS WHO ARE UNDER AGE 18 WHO DO NOT HAVE A HIGH SCHOOL DIPLOMA OR GED

There are different requirements and application deadlines for each type of underage application. Refer to the specific application packet for detailed application information.

Steps for applicants age 15 and under for enrolling in credit classes:

1. Complete the Underage Admission Application-15 and under and submit to Admission & Registration office on Salem or Yamhill Valley Campus. After the admission application is processed, the student will receive a student ID number (K#) and an Underage Approval Packet (15 and under).
2. Take Placement Tests and place into RD 115, WR 115 and MTH 095. Students must meet minimum placement test scores that indicate college readiness in order to be approved for admission.
3. Submit completed Underage Approval Packet (15 and Under) including approval form, FERPA release, Parent Agreement, and placement test scores to Executive Dean's Office by designated deadline included in the packet.
4. Student will be notified of approval/denial by mail within 10 working days. If approved, the notification letter will include directions for 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.

Steps for applicants ages 16 & 17 for enrolling in credit classes:

1. Complete Underage Approval Packet and obtain high school/home school approval signature and parent/legal guardian approval signature.
2. Submit the completed Underage Approval Packet to the Office of High School Partnerships; an underage registration hold will be placed on student account until approval for enrollment is obtained (steps 4 and 5).
3. Take the Chemeketa Placement Tests.
4. Applicants who want to enroll in one course must obtain an approval through Chemeketa's High School Partnerships Office working with an Academic Advisor to remove the underage registration hold.
5. Applicants wanting to enroll in more than one course must obtain an approval through the High School Partnerships Office for the underage registration hold to be removed.
6. Register for approved course(s).
7. To re-enroll for future terms/classes, the student must submit a new Underage Approval Form (16-17) to the Office of High School Partnerships.

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Steps for applicants under the age of 18 enrolling in non-credit courses:

1. Contact the Admission & Registration office on Chemeketa's Salem Campus to obtain the "Underage Approval Packet for Non-Credit" courses.
2. Submit completed packet to the appropriate office for approval.
 - a. Applicants age 15 and under require Executive Dean's approval.
 - b. All applicants need signature of approval from the department where the course is being offered.
 - c. Applications are due five business days prior to the start of the class.
3. Register for approved course(s).

NOTE: Enrollment in non-credit courses is limited to specific courses with age designation on a class by class basis.

June 25, 1985

Adopted College Council

September 9, 1991; May 9, 1996;

February 25, 2010

Revised College Council

June 21, 2011; July 26, 2017

Revised Academic Standards