

# 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 they are 18 and still in high school, please use this application.

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

### STEP 1: SUBMIT APPLICATION

Complete the attached application and email it to our Office of High School Partnerships at [highschool@chemeketa.edu](mailto:highschool@chemeketa.edu).

A complete application must include a parent/legal guardian and a school counselor or school administrator signature

### 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 1-2 business 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. You must meet the minimum requirement of **Reading and Writing 115, and Math 95** in order to take any class at the college.

### STEP 4: CONTACT YOUR ADVISOR

After steps 1-3 are completed, email [jessica.hilfiker@chemeketa.edu](mailto:jessica.hilfiker@chemeketa.edu) to set up your 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

### Application Deadlines

A complete application must be submitted to [highschool@chemeketa.edu](mailto:highschool@chemeketa.edu) or dropped off at our High School Partnerships office by the following deadlines.

### Deadlines by Term

Summer	June 6th
Fall	September 10th
Winter	December 6th
Spring	March 10th





**Underage Approval Form - (Ages 16-17)**

**Chemeketa High School Partnerships**  
4061 Winema Place, Bldg. 49, Room 102  
Salem, OR 97305  
Phone: (503) 399.5293  
Email: [highschool@chemeketa.edu](mailto: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:

- College Credit Courses (Underage College Credit/Early College/Dual Credit)
- High School College Transition (HCT)
- GED Options (HSP)
- 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 - YOUR SCHOOL COUNSELOR OR ADMINISTRATOR MUST SIGN HERE**

Referring High School/Home School: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor/Administrator Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

- ..... **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: \_\_\_\_\_