# 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 <u>paying for their own</u> 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.

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 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 <u>each term the student wants</u> 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 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 Admission Application -(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



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)	ept.) Winter (Jan.) Spring (March)	Year: 20			
			1			
First Name	Middle Name		Will you have lived in Oregon for the			
			90 days just prior to the term you begin?			
			No			
Former Last Name			Yes			
Mailing Address						
City		State Zip				
Daytime Phone Number	Cell Phone Number	Date of Birth				
Email Address						
Ethnicity and Race: What is your ethnicity?	Hispanic or Latino	panic or Latino	Gender: Male Female			
Select one or more races to indicate what you consid	ler yourself to be:					
American Indian or Alaskan Native Asiar	Black or African American	Native Hawaiian or Other Pacific Islander				
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High School Name (no abbreviations please)			Do you plan to earn a degree, certificate or diploma at Chemeketa? (choose one)			
City			Yes, high school diploma			
		State	No, here to take classes			
Name of last college attended other than Chemeketa			Undecided			
City		State				
Indicate your high school status: (choose one)						
	al diploma program	Initial Mastery	GED year			
	<u> </u>	Advanced Mastery Proficiency exam	High school graduation year			
Indicate your college status prior to Chemeketa:	(choose one)					
Have not attended college	term training, private vocational school av	vard, 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 optic	ns Learn English Learn ski	ill to get a job			
Take classes to finish high school or GED	Improve writing, reading or math sk	ills 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 4061 Winema Place, Bldg. 49, Rm 102, Salem, OR 97305

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
4061 Winema Place, Bldg. 49, 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:	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 w College Credit Courses (Underage College Credit/Early College/Dual Credit)	Vould like to enroll:	Non-credit classes		
High School College Transition (HCT)	GED testing only	Expanded Options (EOP) Community Education classes		
Please indicate specific course you wish to enroll:				
Parent/Legal Guardian				
Print Name:		Home Phone:		
Signature:		Date:		
-		- THIS LINE		
Released from Compulsory Education - Beginning				
$\Box$ Exemption from Compulsory Education for GED (s	student is released for one yea	r) - Beginning Date:		
Partial Release - Date:  (Mo/Year)	Summer (June) Fall (Sept.)	Winter (Jan.) Spring (March)		
Partial Release - Date: (Mo/Year)				
Placement Tests:  Completed - Date:				
Approved Course(s):				
High School Partnerships Signature (credit and non-cr	redit 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. <u>I understand that enrollment is approved on a term by term basis and that submitting an</u> <u>Underage Approval From for each term the student wishes to enroll is required.</u> 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:	
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