

**PROCEDURE**  
**ENROLLMENT OF STUDENTS UNDER AGE 18**

The College is part of an array of educational services offered throughout Clatsop County. Although the College's role is primarily to serve adults, in some cases it may be appropriate for younger students to enroll at CCC. A student enrolling at CCC assumes an obligation to conduct himself/herself in a manner compatible with the function of CCC as an educational institution. Upon entering CCC students assume responsibilities for their actions and for their successes. Circumstances permitting under age 18 students to enroll at CCC include:

**1. Admission as a Degree-Seeking Student**

An individual under the age of 18 may be admitted to the College as a degree-seeking student provided the student:

- A. Has a high school diploma or GED; or
- B. Has excelled in high school, has obtained a release from compulsory attendance from the school district in which they reside, and will pursue a associate degree program that counts as two year of a bachelors degree; or
- C. Has completed the equivalent of a high school diploma in a home school setting verified by their home schooled transcript and diploma, and has obtained a release from compulsory attendance from the school district in which they reside; or
- D. Has successfully completed at least a two-year program that is acceptable for full credit toward a bachelors degree and has obtained a release from compulsory attendance from the school district in which they reside, even though they may not be currently attending high school.

An individual under the age of 18 who has not obtained a release from their high school but who has excelled academically in high school may be provisionally accepted to the college.

In all cases, applicants must complete the established admissions process.

**2. Local School District Agreements: (Enrollment in College Level Courses)**

Local school districts may contract with the college to offer college level courses on-site or establish other cooperative agreements by which a student may receive both high school and college credit. Students eligible for these courses are those who are advanced and prepared for college level courses, and/or those otherwise recommended by the local school district. Placement will be determined by an ASSET or COMPASS assessment evaluation:

#### A. Dual Enrollment

Academic Courses taught at the high school by a college instructor (full-time or adjunct) or by a high school instructor who is in the college system as an adjunct instructor.

#### B. Tech Prep (Articulated Credits)

Professional technical courses taught at the high school by a high school instructor who is in the college system as an adjunct faculty. The high school instructor utilizes a set of course competencies and goals established by the appropriate college faculty member to determine if the student meets college skill levels. Upon completion of the courses, students may request to receive college credit as well as high school credit through established articulation agreements.

#### C. Simultaneous Enrollment

Academic or professional technical education courses taught at the college utilizing college faculty. To receive both high school and college credit, students must complete a simultaneous enrollment form approved by a high school counselor and the College's Admissions Coordinator. Placement will be determined by an ASSET or COMPASS assessment. Students enrolled as part of the Washington State Running Start program must follow procedures for that program as outlined in the program packet available in the Admissions Office.

#### D. Summer Term

Under-age students who have participated in either the dual enrollment or simultaneous enrollment programs during the academic year may take classes during the summer without being required to take the ASSET or COMPASS placement evaluation again. A combination of their previous evaluation and completed coursework will be utilized to appropriately place students in academic courses. Students without relevant appropriate college coursework will be required to take the placement evaluation before being allowed to register for classes.

### **3. Local School District Agreements: (Enrollment in College Preparatory Courses or Programs)**

Local school districts may refer students to the College for enrollment in pre-college level coursework or courses designed to assist the student with completing a high school equivalency program:

#### A. College Preparatory Classes

Local high school students between the ages of 16 and 18 years of age may be referred to the College by their high school counselor to increase their reading, writing, and math skills. Eligibility to participate in these courses is determined by the College's Director of Adult Education and Family Literacy in consultation with a high school counselor. Appropriate class placement will be determined by an ASSET, COMPASS, or BASIS evaluation in conjunction with assessment information provided by the school district.

## B. GED Preparation Courses

Students between the ages of 16 to 18 years may, under certain circumstances, enroll in the GED preparation program. Applicants must obtain a release from a high school counselor or principal in the school district in which they reside even though they may not be currently attending high school. Eligibility to participate in the program is determined by the College's Director of Adult Education and Family Literacy in consultation with a high school counselor. Placement will be determined by a CASAS assessment evaluation.

### **4. Enrollment in credit and non-credit classes when not part of a local school district agreement or when not participating in college preparatory or GED program courses as specified above:**

#### A. Credit Classes

Students under the age of 18 who have not graduated from high school or completed a GED certificate, and are not participating in any of the cooperative programs between the school districts and CCC, but who wish to enroll in credit courses must complete a CCC *Enrollment Petition for Students Under Age 18* form. Approval of the petition will depend on determining that the student is not likely to pose a health or safety risk either to himself or others; that the student has the ability to benefit from college-level instruction; and that the student's presence will not be disruptive to others in the class.

The Registrar's Office will be responsible for assessing the need for an ASSET or COMPASS evaluation in order to determine that the student has the ability to benefit and/or meet all course prerequisites. The instructor will review the ASSET or COMPASS results along with other available data and make a final decision regarding the student's enrollment in the course. **An approved *Enrollment Petition For Students Under Age 18* form must accompany the registration when enrolling for classes.**

The College reserves the right to impose standards or restrictions as deemed appropriate by the course subject matter, safety factors, learning environment, or other significant concerns. In cases where the parent requests or is asked by the College to attend classes with his/her underage student; both the parent and the child will be expected to pay full tuition and fees.

#### B. Non-Credit Classes

Students under the age of 18 who have not graduated from high school or completed a GED certificate, and are not participating in any of the cooperative programs between the school districts and CCC, but who wish to enroll in non-credit courses must complete an *Enrollment Petition for Students Under Age 18* form. Although a placement evaluation is not required, instructor approval must be obtained. Approval of the petition will depend on determining that the student is not likely to pose a health or safety risk either to himself or others and that the student's presence will not be disruptive to the class. **An approved *Enrollment Petition For Students Under Age 18* form must accompany the registration when enrolling for classes.**

The College reserves the right to impose standards or restrictions as deemed appropriate by the course subject matter, safety factors, learning environment, or other significant concerns. In cases where the parent requests or is asked by the College to attend classes with his/her underage student; both the parent and the child will be expected to pay full tuition and fees.

### **5. Student Complaint Procedure**

Underage student enrollment applicants may appeal an instructor's decision through the Student Complaint Resolution Procedure (6.220P). The procedure can be found in the Student Handbook. Copies of the handbook are available in Student Services.

END PROCEDURE

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See Also:

Policy 6.015 College Admission Policy  
ORS 341.505