



## **AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students**

### **References:**

ORS 340.005- 340.330  
OAR 589-007-0200  
NWCCU 2020 Standard 1.C.4

*Early College Students: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably and are defined as a student concurrently receiving both high school and college credit for the same course. Clatsop Community College uses the term Dual Credit when referring to high school students taking a class at their high school from a teacher qualified to offer college credit for their course. Simultaneous Enrollment is used for a student taking college classes at Clatsop Community College while still in high school.*

### **Students Under 18 Years Old in Participating High School**

Students under 18 years old who are enrolled in high school have a variety of opportunities to benefit from Clatsop Community College's instructional offerings. Students may participate in the accelerated high school / college programs, such as College Now and Early College.

For students attending high school, the participating High School designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the High School designee shall be final.

### **Home Schooled or High School Students in Non Participating High Schools**

Home schooled or high school students under 18 years old not participating in contracted accelerated high school/college programs may also earn college credit. For students not engaged in the contracted partnership programs, students will follow the admission and dual enrollment administrative procedures listed below.

1. Prospective students who are 16 or 17 years of age and do not have a High School Diploma or equivalent and are not part of an accelerated high school/college program must do the following:
  - a. Complete the Admission Application
  - b. Complete the placement process through multiple measures standards and place into college level reading and college level writing.



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- c. Comply with Oregon compulsory school attendance law and submit required documentation.
  - d. Complete an underage registration form.
  - e. All required documentation should be submitted to the Registrar's office.
2. Prospective students who are under 16 years of age who are not part of an accelerated high school/college partnership are encouraged to complete all possible coursework in a secondary district. College level coursework in an adult learning environment may not be suitable for non-college aged students.

In addition to the requirements stated above in point one, underage students and parents/guardians may need to meet with a college representative to determine that:

- a. Participation in class is not a health or safety risk.
- b. Enrollment is not in violation of federal or state statutes or regulations.
- c. The student has the ability to benefit from college content and instructional strategies.

A recommendation for admissions status must be submitted to the Admissions Officer who will make the final determination. Once approved the student will complete an underage registration form and submit this to the Registrar's Office.

Pursuant to ORS 341.481, the college reserves the right to approve or deny the request for enrollment by underage students.

*Policies and Procedures Committee Approved: March 24, 2026*

*President Approved: March 25, 2026*

*Replaces: 6\_015P2*