

Underage Approval Packet: Non-Credit

Instructions for Underage Admission to Non-Credit Courses, 17 and under

- 1) **Complete** the *Underage Admissions Application* with the rest of the packet, including the:
 - *Student/Parental Agreement form*
 - *Underage Approval Form*, and
 - *Authorization to Release Educational Records**
- 2) **Submit** the packet to the appropriate Department/Instructor with your registration for the course
 - It is recommended that the student fill out and complete the packet as soon as possible to ensure that the class is not full and to verify that the course allows underage students.

Underage Admission Application- Non-Credit Courses (17 and under)

Chemeketa Community College
Enrollment Services, Bldg. 2, Rm. 200
4000 Lancaster Dr. NE, Salem, OR 97309-7070
Phone 503.399.5006, Fax 503.399.3918



The college will use student social security numbers (SSN) for keeping records, complying with federal and state requirements, doing research, reporting, extending credit and 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. You will be issued a Chemeketa student identification (ID) number (K#) to be used as your primary ID. Please note that per OAR 589-004-0400, 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)
 Summer (June) Fall (September) Winter (January) Spring (March) 20

Social Security Number

First Name Middle Name

Last Name

Former Last Name

Mailing Address

City State Zip

Daytime Phone Number Cell Phone Number Date of Birth (mm/dd/yyyy)

E-mail Address

Will you have lived in Oregon for the 90 days just prior to the term you begin?
 yes no

Ethnicity and Race Gender
What is your ethnicity? Hispanic or Latino Not Hispanic or Latino Male Female
Select one or more races to indicate what you consider yourself to be
 American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

High School Name (no abbreviations please)

City State

Name of last college attended other than Chemeketa

City State

Do you plan to earn a degree/certificate/diploma at Chemeketa Community College? (choose one)
 Yes, high school diploma or GED
 No, here to take classes
 Undecided

Indicate your school status: (choose one)
 Did not complete high school Still in middle/high school High school Graduate Year _____ GED Year _____
 Alternative High School Diploma Certificate of Initial Mastery Certificate of Advanced Mastery _____
 External diploma program Attendance completion Proficiency exam

Indicate your college status prior to Chemeketa: (choose one)
 Have not attended college Short-term training, private vocational school award, or other

Choose the main reason you are here this term: (choose one)
 Take classes to transfer to a 4-year college Learn skill to get a job Improve Job Skills
 Explore career or educational options Take classes to finish high school or GED Personal Enrichment
 Learn English Improve writing, reading, or math skills Other

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.

Signature _____ Date _____

Underage Admission (Non-Credit for 17 and Under) Student/Parental 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. A parent/guardian adult must be with their underage student at all times.
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.
4. 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 the course content is deemed 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.
5. 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.
6. 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.
7. 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.

I have reviewed the information listed above. I acknowledge the responsibilities and limitations as outlined.

Student Signature: _____ Date _____

Parent Signature: _____ Date: _____

Underage Approval Form- Non-Credit
Chemeketa Community College

College Policy 5110 Procedure 5111 requires that this form be completed each term by students planning to enroll at Chemeketa Community College who are age 17 and under and do not have a high school diploma or GED.

Student:

Last Name: _____ First Name: _____ K#: _____

Date of Birth (Month/Day/Year): _____ Age: _____

New Chemeketa Student Continuing Chemeketa Student

Term you request to enroll (select only one): Summer Fall Winter Spring

Please indicate specific course you wish to enroll (REQUIRED):

Course#: _____ Course CRN: _____

Parent/Legal Guardian:

Printed Name: _____ Phone Number (with area code): _____

Signature: _____ Date: _____

Departmental Approval (Dean/Director or Course Instructor):

Printed Name: _____

Signature: _____ Date: _____



Authorization to Release Educational Records (17 and Under)

According to the **Family Educational Rights and Privacy Act (FERPA)**, all institutions are required to maintain records of requests for, and disclosure of, personally identifiable information. Records of the requests, **whether granted or not**, shall include the names and addresses of the person(s) who requested the information and the legitimate purpose for which the information is to be used. These records of requests are considered a part of the student's educational records and are retained by the institution. **An educational institution shall obtain a signed and dated written consent from the student before it discloses personally identifiable information from the student's educational records.** This form is not necessary for requests made by students for their own use, disclosures made to Chemeketa school officials who have been determined to have a legitimate educational interest under the conditions that allow such disclosures, or disclosures made to a party seeking directory information.

TO BE COMPLETED BY THE STUDENT:

Name of student: _____ Date of Birth: _____
Last First M.I.

Student Identification number (K#): _____

Student Address: _____
Street City State Zip

Student Phone: (____) _____ (____) _____ (____) _____
Day Eve Cell

Release information to: _____ relationship to student _____
Name of authorized person/organization

Purpose of disclosure: _____

Is this a one time release? Yes No **(NOTE: Authorizations (except one-time releases) remain valid unless officially revoked)**

Check specific information authorized:

<input type="checkbox"/> (REG) Registration information (add/drop information)	<input type="checkbox"/> (SCH) Schedule information (course information)
<input type="checkbox"/> (GRA) Grades/Transcripts (official and unofficial)	<input type="checkbox"/> (FIN) Financial Aid information
<input type="checkbox"/> (ACC) Student Account information (incl pmt plan & collections)	<input type="checkbox"/> (VET) Veteran's information

Student's Signature: _____ **Date:** _____

TO BE COMPLETED BY THE PERSON/ORGANIZATION TO WHOM INFORMATION MAY BE RELEASED:

I hereby agree and acknowledge that this is a conditional release upon my maintaining the confidentiality regarding this information in accordance with state and federal law.

Address of authorized person/organization: _____
Street City State Zip

Authorized Person's Signature: _____ **Date:** _____

Authorized codeword: _____ (You must identify yourself prior to requesting information. You will then be asked to state the codeword above. The College will not release information without the appropriate codeword.)

This completed form must be submitted with your Underage Approval Packet

Office Use:

Process: Student ID checked Imaged TGACOMC comments updated RHACOMM comments updated

Processing Staff's signature: _____ Date: _____