

# Underage College Credit Application

## Ages 15 and Under

This Underage Admission Application is for students who have not earned a High School Diploma or GED. Students must be 15 and under and plan on paying for their own classes.

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

### Application Steps

#### STEP 1: SUBMIT APPLICATION

Complete the attached application and submit your high school transcript to our Office of High School Partnerships at [highschool@chemeketa.edu](mailto:highschool@chemeketa.edu) or drop off at 4061 Winema Pl. Building 49, Room 102 in Salem. We are open Monday-Friday 8-4:30pm (closed for lunch 12:30-1pm).

#### STEP 2: FOLLOW INSTRUCTIONS IN WELCOME EMAIL

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 a link to the Placement Assessment Google form.

In order to qualify, you must meet the minimum requirement of Reading and Writing 115, and Math 95 in order to take any class at the college.

#### STEP 3: CONTACT YOUR ADVISOR

After you completed your placement assessment, please contact Jessica Hilfiker at [jessica.hilfiker@chemeketa.edu](mailto:jessica.hilfiker@chemeketa.edu) for a parent/guardian and student official enrollment and advising meeting.

**Important Note:** A new *Underage Approval Form (15 and under)* 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.

The Underage Approval Form- 15 and under must include parent/guardian AND school counselor/admin or homeschool teacher signature.

### Application Deadlines

A complete application must be submitted to [highschool@chemeketa.edu](mailto:highschool@chemeketa.edu) by the following deadlines.

### Deadlines

Summer Term Admission	May 15
Fall Term Admission	August 15
Winter Term Admission	November 30
Spring Term Admission	March 1



# Underage Admission Application - 15 and under

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)



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)

☐

Fall (Sept.)

☐

Winter (Jan.)

☐

Spring (March)

Year: 20

First Name

Middle Name

Last Name

Former Last Name

Mailing Address

City

Daytime Phone Number

Cell Phone Number

Date of Birth

Email Address

Will you have lived in Oregon for the 90 days just prior to the term you begin?

☐

No

☐

Yes

## Ethnicity and Race:

What is your ethnicity?

☐

Hispanic or Latino

☐

Not Hispanic or Latino

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

## Gender:

☐

Male

☐

Female

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 or diploma at Chemeketa? (choose one)

☐

Yes, high school diploma

☐

No, here to take classes

☐

Undecided

## Indicate your high school status: (choose one)

☐

Did not complete high school

☐

External diploma program

☐

Certificate of Initial Mastery

☐

Attendance completion

GED year

☐

Alternative high school diploma

☐

Still in high school

☐

Certificate of Advanced Mastery

☐

Proficiency exam

High school graduation year

## Indicate your college status prior to Chemeketa: (choose one)

☐

Have not attended college

☐

Short-term training, private vocational school award, 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 options

☐

Learn English

☐

Learn skill to get a job

☐

Take classes to finish high school or GED

☐

Improve writing, reading or math skills

☐

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](mailto:highschool@chemeketa.edu) OR  
Drop off at 4061 Winema Place, Bldg. 49, Salem, OR 97305 (After Hours: please place in mailbox outside  
of front door at BUILDING 50, NOT 49)

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-15 and Under  
Chemeketa Community College  
High School Partnerships, Bldg. 49, Rm 102  
4061 Winema Pl. NE, Salem, OR 97305  
Phone 503.399.5293  
highschool@chemeketa.edu



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 15 and under 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 \_\_\_\_\_ 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 \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Middle/High School or Home School Approval:**

Referring School \_\_\_\_\_

Counselor/Administrator Name \_\_\_\_\_

Counselor/Administrator Signature \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Student is released from Compulsory Education for:

Academic Year: \_\_\_\_\_

☐ Summer Term

☐ Fall Term

☐ Winter Term

☐ Spring Term

**Executive Dean Approval:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Authorization to Release Educational Records for Students age 15 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 15 and Under**

Office Use:

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

Processing Staff's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Underage Admission (15 and Under)**

### **Student/Parental Agreement**

Chemeketa Community College  
High School Partnerships, Bldg. 49, Rm. 102  
4061 Winema Pl, Salem, OR 97305  
Phone 503.399.5293

*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 must be on campus with their underage student at all times. A parent or guardian may not attend a course in which their student is registered unless the parent or guardian is registered.
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 academic 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 canceled 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 \_\_\_\_\_ Age as of 1st day of classes \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_