



SPECIAL ADMISSION

Requirements for Students under the Age of 15

Welcome to Central Oregon Community College! Students under the age of 15 who are interested in attending COCC must note the following:

- Central Oregon Community College is an adult-oriented learning environment and standard admission requirements are that students be 18 or older or possess a high school diploma or GED. As such, course content, instructor focus and class discussions will not be amended for underage students. Additionally, COCC staff expects mature, adult behavior at all times from all students, regardless of age.
- Due to federal privacy regulations, COCC will not provide information on attendance, class schedule, grades, balance due details or course progress to anyone other than the student.
- All students are required to follow all policies regarding grading, class attendance, registration and payment deadlines; exceptions will not be made because of age. A complete listing of policies can be found in the COCC catalog on the COCC web site.
- Grades earned in classes will become part of the student's official transcript and will not be eligible for adjustment at a later date due to age.
- Students interested in using credits earned at COCC towards middle or high school requirements should work with the middle or high school counselor to determine those requirements (note that academic advising towards COCC certificate or degrees is available to interested students).
- If approved for special admission status, underage students may take advantage of all available student services, including tutoring, library services and academic advising.
- Based upon federal law, only high school graduates or students over the age of 18 are eligible for federal financial aid.

Assuming that the student and parent/guardian agree to the above, COCC allows students under the age of 15 to take up to eight credits per term once they've met the following conditions:

1. Meet with and receive approval from the Director of Admissions/Registrar (or his/her designee) every term. During this meeting, we will review getting started steps, minimum requirements for special admission status, behavioral expectations and related topics.
2. Student provides a letter of support from the high school or middle school counselor, addressing why the student is not taking equivalent classes at the high/middle school, the student's maturity level and other information helpful in determining the student's readiness for college work. If the student is home schooled, the student must provide documentation showing successful completion of the State of Oregon's 8th grade test for home schooled students. Approval from the Director of Admissions/Registrar is contingent upon receipt of the letter of support or copy of exam scores.
3. Take COCC's placement test and test into at least MTH 60 and WR 65 regardless of what classes the student intends to take (call 541-383-7200 for a placement testing appointment).
4. Meet with and obtain permission from each course instructor every term. Note that permission to register for one course does not guarantee permission to register for other courses; course registration approval is the discretion of each individual instructor.
5. Submit a complete concurrent enrollment form (attached) to Courtney Whetstone, COCC's Admissions & Records Office, Boyle Education Center. A new form must be submitted prior to registration each quarter. Registration is only allowed in person.

Once the above steps are complete and verified by the Director of Admissions/Registrar, the student will be given permission to register for the upcoming term.



SPECIAL ADMISSION
Approval Form For Students Under the Age of 15
(must be completed prior to registration each and every quarter)

TO BE COMPLETED BY THE STUDENT:

Date: _____

Name _____ COCC ID Number _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ School _____ Grade: _____

>> Student Signature: _____ Date: _____

TO BE COMPLETED BY THE PARENT/GUARDIAN: I/we the parent/guardian of the above student agree that he/she may enroll in up to eight credits at COCC under the limits of the concurrent enrollment policy and with the understanding that some classes may include discussions on adult topics. **I/we understand that our child must act on his/her own behalf in accepting responsibility for meeting all college policies, expectations, and deadlines associated with enrollment and instruction** as outlined on the Special Admission form. If the student needs the college credit to apply toward middle/high school requirements, such an agreement must be made between the student and the middle/high school. I/we also understand that as a college student, our child's educational records are confidential and COCC will not release this information to anyone, including parent/guardian(s), without the student's written consent.

>> Parent Signature: _____ Date: _____

TO BE COMPLETED BY THE ADMISSIONS & RECORDS OFFICE:

The student listed below has met with the Director of Admissions/Registrar (or designee), has met the minimum testing requirements and has permission to discuss enrollment in specific courses with instructors.

Signed: _____ Date: _____

TO BE COMPLETED BY THE COURSE INSTRUCTOR: I agree that the above student can register for my class:

Instructor name: _____ Signature: _____ CRN: _____

Instructor name: _____ Signature: _____ CRN: _____

***Return completed form to Courtney Whetstine in
COCC's Admissions & Records Office, Boyle Education Center.***