



# Underage Admission Exception Procedure

## **General Admissions Eligibility**

Adult members of the community 18 years or older, or those with a high school diploma or GED, are eligible to enroll in courses at Cascadia College.

## **Underage Admissions Exception**

Cascadia College does not wish to duplicate or replace the functions of local high schools. However, high school students may request special admission to take specific courses at the college on a quarterly basis. Underage students (9<sup>th</sup> -12<sup>th</sup> grade level status) who are not Running Start students may enroll under exceptional circumstances. Students seeking enrollment as an underage student on a long term basis should explore admissions through our [Running Start Program](#).

**NOTE:** If you are a **Running Start Student trying to enroll for summer class**, contact the Running Start Office and notify that you are enrolled as a Running Start student who would like to enroll for the summer. You do not have to complete Underage Admissions. The summer tuition is on your own and due by the tuition deadline. If you register after the tuition deadline, tuition is due within one business day of registration.

To qualify for an exception to Cascadia's general admission requirements as an underage student, the following steps must be completed:

1. Complete Cascadia's application for admission and pay the one time, non-refundable application fee.
2. Determine placement. Students must demonstrate academic preparedness for college-level work by placing into English 101 with a score above 86 in both Reading and Sentence Skills (formerly known as Writing).
  - If you are taking the Accuplacer Placement, visit our [placement page](#) and click on Accuplacer Placement for information on taking the placement and current placement schedule.
  - We will accept qualifying scores from Accuplacer or COMPASS from another community college. Submit your qualifying scores to the Kodiak Corner Front Counter to be added to your student record.
  - Take the Smarter Balanced Assessment (SBAC).
    - You must place into either Level 3 or Level 4 for ENGL&101 placement. Submit your qualifying scores to the Kodiak Corner Front Counter to be added to your student record. The score must be from the test taken during the sophomore year of high school.

*Cascadia College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.*



3. Read through the Underage Admissions Packet and submit the required the following paperwork.
  - School District Enrollment Release Form
  - Parent/Student Release Form
  - Most recent Official High School Transcript
  - A written statement from the school principal or counselor documenting why enrollment in the specific college course is necessary
  - Copy of qualifying scores showing placement into English 101/College Composition
4. Call (425) 352-8149 to schedule an appointment with the Deans for Student Success and the Dean for Student Learning to review your required paperwork for the Underage Admissions packet listed in step#3.
5. Meet with the Dean for Student Learning and Dean for Student Success. At this time, you will need to bring your completed required paperwork for the Underage Admissions packet listed in step#3. If approved for Underage Admissions, you will be given instructions for registration.
6. Register online using the online registration system or *in person* at the Kodiak Corner Student Services Center.
7. Pay tuition by the tuition deadline.
8. Get your computer and email account information. Visit the [Student Accounts](#) page for information about setting up your network and email account.
9. Buy your books online at [www.ubookstore.com](http://www.ubookstore.com) or on campus at the University Bookstore.
10. Attend classes.

**The School District Enrollment Release Form should be submitted during your meeting with the Deans. The form is not required for registration in subsequent quarters.**

Students will be expected to adhere to Cascadia's Academic Standards and Progress.

Students who plan to apply credits earned at Cascadia towards completion of a high school diploma from their current high school are responsible for consulting their high school counselor to ensure that the college classes meet high school graduation requirements. College officials are not responsible for advising students as to whether or not a college class will meet high school graduation requirements.



# Parent/Student Release Form for Underage Student

I, \_\_\_\_\_, a student at Cascadia College, am aware of the following:

I, \_\_\_\_\_, a parent/guardian of an underage Cascadia student am aware of the following regarding my son/daughter's responsibility and education as a college student:

1. As a public, state institution of higher education in pursuit of academic excellence and the advancement of intellectual discourse, Cascadia welcomes the expression of diverse and opposing views and opinions that challenge and foster the expansion of student minds, often pushing the boundaries of comfort. This adult environment includes diverse and potentially irreconcilable viewpoints expressed through language, course readings and material both in and out of the classroom.
2. As with all students, instructors are not required to substitute assignments if the student chooses not to complete them. Students are encouraged to review previous course syllabi on file in the Student Learning office before deciding to enroll in a course.
3. In accordance with the Family Educational Rights and Privacy Act (FERPA), instructors are not required to notify parents/guardians when a student is failing or not attending a class. It will be the responsibility of the student to communicate any concern with their instructor.
4. Students are responsible for arranging their college schedule so it does not conflict with their high school schedule. College courses are offered in four 11-week quarters beginning in September (fall), January (winter), March/April (spring) and July (summer).
5. Students are responsible for the following:
  - a. Tuition costs, books, supplies and fees
  - b. Appropriate behavior as outlined in the Student Handbook
  - c. Registration Information and Documentation
  - d. Attendance, homework and communication with instructors
  - e. Transportation
  - f. Sending copies of official transcripts to their high school
  - g. Registering each quarter with an advisor

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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



# School District Enrollment Release Form

**NAME** \_\_\_\_\_ **AGE** \_\_\_\_\_ **GRADE** \_\_\_\_\_

COLLEGE: **CASCADIA COLLEGE**

Dear Enrollment Services/Registrar:

\_\_\_\_\_, a student at (high school) \_\_\_\_\_  
has our permission to enroll for the class(es) listed below, and subject to the limitation indicated.

This letter of permission is valid only for \_\_\_\_\_ Quarter(s) of the 20 \_\_\_\_ school year.

COURSE	NUMBER	TITLE	CREDIT

**NOTE:**

It is possible to have classes taken at the college/university placed on a student’s high school transcript PROVIDED the student pay for and request the college transcript be sent to the high school Registrar. It is the student’s responsibility to meet with his/her high school counselor in determining if credits taken at Cascadia College are applicable towards his/her high school graduation requirements.

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved By** \_\_\_\_\_  
High School Official Title

*Cascadia College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran’s status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.*