



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 (16-17 years old) 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.

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. Take the COMPASS placement test. Students must demonstrate academic preparedness for college-level work by scoring at least 80 in the reading and writing, in the same testing session. A score of at least 80 in both reading and writing places a student into English 101.
3. Complete the Parent/Release and School District Enrollment Release Forms.
4. Schedule an appointment with Enrollment Services by calling (425) 352-8860.
5. Register *in person* at the Kodiak Corner Student Services Center.

Steps 3 through 5 must be completed each quarter an underage student seeks enrollment at the college. Approval for enrollment for one quarter does not guarantee class availability or enrollment approval for subsequent quarters.

Students will be expected to adhere to Cascadia's Academic Standards and Progress. **Underage students will be allowed to enroll in one 5 credit class during their first quarter.** After the initial quarter of enrollment the student's capability to be successful will be assessed with the possibility to enroll in additional credits.

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.

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.



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: Students are limited to enrolling in just one 5 credit class during their first quarter. After the initial quarter of enrollment the student’s capability to be successful and the possibility to enroll in additional credits will be assessed.

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