



# 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](#).

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.
2. Determine placement. Students must demonstrate academic preparedness for college-level courses by placing into English 95 or English 101 College Composition based on one of the following methods.
  - Accuplacer
  - 10<sup>th</sup> Grade Year Smarter Balanced English Language Assessment Score 3 or 4
  - SAT score of 480 on Evidence-Based Reading and Writing
  - ACT score of 19 on both Reading and Writing
  - Visit [Cascadia's placement webpage](#) for additional ways to establish English placement including via HS Transcript and Directed Self-Placement.



3. Read through this packet and submit the required the following documents.
  - School District Enrollment Release Form
  - Parent/Student Release Form
  - Latest Official High School Transcript (redact your student number)
  - A written statement from the HS principal or counselor documenting why enrollment in the specific college course is necessary
  - Copy of qualifying score showing placement into English 95 or English 101 College Composition
4. Email the required Underage Admissions documents (listed in step#3) to the Outreach & Admissions Office at [admissions@cascadia.edu](mailto:admissions@cascadia.edu).
5. If approved for Underage Admissions, you will need to sign up and attend CORE (Cascadia's Orientation and Registration Experience). At the CORE session, you will:
  - Receive an introduction to Cascadia's programs, services, and degree options
  - Learn about resources available for academic and personal success as a student at Cascadia
  - Get help from an Academic Advisor choosing courses that promote your academic success
  - Learn how to search, select, register, add, drop, or withdraw from classes for the upcoming quarter.
  - Register for classes in the upcoming quarter



6. [Pay tuition by the tuition deadline.](#)
7. Get your student email and network account by visiting [Cascadia's Accessing Accounts webpage](#) for information to set these up.
8. Buy your books online at <https://www.ubookstore.com/student>.
9. Attend classes.

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 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 committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate based on, but not limited to: race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment, and is prohibited from discrimination by college policy and state and federal law.

For more information and to contact someone about this policy, please refer to:  
<https://www.cascadia.edu/about/governance-accreditation/policies.aspx#non>



# 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:** \_\_\_\_\_

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# School District Enrollment Release Form

**NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_

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. The student must order and pay for an official college transcript be sent to the High School Counselor/Registrar – note to send after enrolled quarter grades are posted. It is the student's responsibility to meet with their High School Counselor in determining if credits taken at Cascadia College are applicable towards their High School Graduation Requirements.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved By HS Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**High School Official (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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