

ISP 460P

Underage Enrollment: Students 17 and Younger Procedure

PURPOSE

Establishes the procedure for students aged 17 and younger to enroll in CCC courses.

SUMMARY

Students who are age 17 and younger that have not yet graduated from high school or received a GED are eligible for enrollment under ORS 339.030 (excused from compulsory attendance or on referral).

PROCEDURE

It is strongly recommended that underage students and their parents meet in advance with a staff member in the Office of Educational Partnerships, Admissions Center, or Advising Office, to select the appropriate courses to meet their goals and to become familiar with college policies and procedures. Review the steps below for enrollment information into specific areas of the college.

For Students Enrolling in High School Connections Program:

Students who are 15 and younger, requesting to enroll at Clackamas Community College as part of the [High School Connections Programs](#) need to complete the following steps **prior to the start of the term**:

1. Check with the attending High School Counselor to discuss High School Connection program offerings, eligibility requirements, and approval process. Note: Each high school participates in different high school connections programming. Students should check with their high school to see what programs their specific high school offers.
 - For more information regarding which schools and which programs are offered at each school <https://www.clackamas.edu/high-school-connections>
2. Complete the Clackamas Community College (CCC) [online application](#) to apply for admission and create a CCC account. Apply for admission to CCC via the online application at www.clackamas.edu/acc/register
3. Questions regarding any of our high school connections programs please email us hsconnections@clackamas.edu

For Student Enrolling in General College Courses:

Students who are 15 and younger, requesting to enroll in any other Clackamas Community College course need to complete the following steps **prior to the start of the term** (Advanced College Credit/ACC students are exempt from this process, see above):

1. **Admissions/Onboarding:** The student applies for admission to CCC via the online application at www.clackamas.edu/apply. Once admitted, a student ID number and CCC email will be provided along with the log-in to the “myClackamas” student portal.
 - All official communications will be sent to the student’s CCC email account. The student will need to access this account to get important billing, onboarding, and course registration information.
 - Student will need to complete the PASS Placement and student onboarding steps outlined in the [getting started steps](#).
 - The student and parent/guardian should meet with an Academic Advisor to select the appropriate courses to meet their goals and to become familiar with college policies and procedures.
 - The student and parent/guardians meet with the Disability Resource Center as needed to review any accommodations required for the student in the class.
2. **Enrollment Consent Form:** The student and parent/guardian must complete and sign this Enrollment Consent form. This form is required for each class a student age 15 and younger is wanting to register for at CCC. If the form is not submitted the student will be prevented from registering with an error message directing them to the form which can be found at: www.clackamas.edu/forms.
 - The student and parent/guardian meet with the CCC instructor of each class requested and obtain his/her signature for approval on the Enrollment Consent form.
 - Once the Enrollment Consent form has all required signatures, the student will submit the form to the Registration & Records office at registration@clackamas.edu or in person at the Wacheno Welcome Center on the Oregon City Campus.
 - Once the student is registered, the Registration & Records office will confirm the enrollment.

For Parents of Underage Students:

- Course content may not be appropriate for all underage students and will not be edited to adjust to the student’s age.
- CCC draws students from a range of backgrounds and experiences including individuals with criminal records. Underage students may come into contact with these students in their courses
- The college will only communicate with the student and will not actively share information with parents/guardians unless requested to do so by the student.
- If parents or guardians wish to gain access to their students’ educational record, written consent from the student is required using the Permission to Release Information form. The form can be found at www.clackamas.edu/forms.
- Questions about this process can be directed to registration@clackamas.edu.

For Instructors with Underage Students in their Classroom:

- Instructors are encouraged to talk with the student and parent about the expectations for students in their course and assess whether the student is able to meet these expectations prior to signing a consent form.
- Instructors are not required to allow underage students into their course if it is not appropriate to do so based on academic material, tools, or requirements.
- Underage students will be identified on the instructor’s roster.

- Instructors can ask the Registrar if a consent form for a specific course is on file and they can request to have a student administratively withdrawn if a student has not received approval to register using the Enrollment Consent form. Questions about this process can be directed to registration@clackamas.edu.
- Instructors should check to see if a release of information for the parent/guardian is on file with the Registrar's office prior to sharing student academic information with the parent/guardian.

REVIEW HISTORY

ISP Committee	New procedure/format	March 24, 2023
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