

- Spokane Community College       Spokane Falls Community College

### General Admissions Eligibility

Prospective students 18 years or older, or those with a high school diploma or GED, are eligible to enroll in courses at Community Colleges of Spokane (CCS).

CCS 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 high school students who are not Running Start students may enroll under exceptional circumstances. Underage high school students who are seeking enrollment on a long term basis should explore admissions through our Running Start Program.

Per CCS Administrative Policy 3.4.1: All students must demonstrate the ability to benefit from the college's curricular offerings and an ability to not create a disruptive environment. CCS reserves the right to deny admission to students under the age of 16 who it determines are unable to demonstrate academic and/or behavioral preparedness.

1. Submit the following to the **Registrar's office** of the college you will be attending for initial screening by the *Underage Admissions Committee*:
  - ✓ **Application for Admission**
  - ✓ **Student/Parent (or legal guardian) Release for Underage Student Form**
  - ✓ **School District Enrollment Release Form** *\*annual resubmission required*
  - ✓ **Quarterly Academic Plan Form** *\*quarterly resubmission required*
  - ✓ **Most current grades from secondary school**
  - ✓ **Self-written letter stating CCS enrollment goals**
  - ✓ **Letter of recommendation from an educator or tutor** (*other than a family member or guardian*) addressing academic readiness and behavioral preparedness for an adult learning environment

*\*Once submitted for review, the committee will contact you within 7-10 business days regarding your next step.*

2. The *Underage Admissions Committee* will determine if the student should continue the process with placement testing. Students must demonstrate academic preparedness for college-level work by placing into college-level MATH and ENGLISH.

3. Schedule an appointment with the *Underage Admissions Committee* by calling SCC 509- 533-7067 or SFCC 509-533-3514.

**Approved underage students will be allowed to enroll in one 5 credit class during their first quarter.** The class must be approved by the *Underage Admissions Committee* and the instructor will be consulted. The presence of an underage student cannot disrupt regular class materials or topics.

**Approved enrollment for one quarter does not guarantee enrollment approval or class availability for subsequent quarters.** 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 will be expected to adhere to the Community Colleges of Spokane's Academic Standards in addition to the CCS Student Code of Conduct.

***Spokane Community College and Spokane Falls Community College reserve the right to request additional information and/or deny any underage enrollment.***



# STUDENT/PARENT (OR LEGAL GUARDIAN) RELEASE FORM FOR UNDERAGE STUDENT

Spokane Community College (SCC)     Spokane Falls Community College (SFCC)

I, \_\_\_\_\_, a potential student at SCC/SFCC, am aware of the following:

I, \_\_\_\_\_ a parent/guardian of a potential underage student at SCC/SFCC, am aware of the following regarding my dependent's responsibility and education as a college student:

1. SCC/SFCC are open campuses. The colleges serve a diverse student body in an adult learning environment which values both academic and intellectual freedom. Both in the classroom and on the campus-at-large, students may be presented with difficult adult issues and decisions they would not encounter in high school.
2. As with all students, instructors are not required to substitute assignments if the student chooses not to complete them. Instructors are not required to change the content, structure, or materials covered in the class if the underage student's presence creates a conflict.
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. Additionally, 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 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. Attendance, homework and communication with instructors
  - d. Transportation
  - e. Sending copies of official transcripts to their high school
  - f. Registering each quarter after gaining permission from the Underage Admissions Committee

**Student Signature** \_\_\_\_\_

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

**Parent Signature** \_\_\_\_\_

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

*Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment. Direct all inquiries regarding compliance with access, equal opportunity and/or grievances to the chief administration officer, CCS MS 1004 501 N Riverpoint Blvd PO Box 6000 Spokane WA 99217-6000, or call 509-434-5037, SCC TTY 509-533-8610/VP 866-948-2811, SFCC TTY 509-533-3838/VP 509-315-22310.*



**Community Colleges  
of Spokane**

# SCHOOL DISTRICT ENROLLMENT RELEASE FORM

*\*for non-Running Start students seeking underage admission*

*\*Student is required to resubmit this form each academic year while seeking underage admission.*

Spokane Community College (SCC)     Spokane Falls Community College (SFCC)

## Student Information

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE: \_\_\_\_\_

CURRENT GPA: \_\_\_\_\_

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

## TO BE COMPLETED BY SECONDARY SCHOOL OFFICIAL

\_\_\_\_\_, a student at \_\_\_\_\_  
has permission to enroll at **Spokane Community College/Spokane Falls Community College.**

This agreement is valid only for the 20 \_\_\_\_\_ academic year.

***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.***

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Secondary School Official Title

*Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment. Direct all inquiries regarding compliance with access, equal opportunity and/or grievances to the chief administration officer, CCS MS 1004 501 N Riverpoint Blvd PO Box 6000 Spokane WA 99217-6000, or call 509-434-5037, SCC TTY 509-533-8610/VP 866-948-2811, SFCC TTY 509-533-3838/VP 509-315-22310.*



Community Colleges  
of Spokane

# QUARTERLY ACADEMIC PLAN FORM

*\*for non-Running Start students seeking underage admission*

Spokane Community College (SCC)     Spokane Falls Community College (SFCC)

**Step One: submit academic plan to the *College Registrar's Office***

**DEADLINE: two weeks prior to first day of the quarter**

	Course Name	Class Number	Instructor	Class Days/Time
1 <sup>st</sup> Choice				
2nd Choice				
3rd Choice				

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

**Step Two: obtain secondary school official's signature to approve your registered class and return to the *College Registrar's Office***

**DEADLINE: first day of the quarter**

Name: \_\_\_\_\_

Class Name: \_\_\_\_\_ Credits Attempted: \_\_\_\_\_

Class Days/Time: \_\_\_\_\_

*Please sign below indicating your acknowledgement and approval of the above course information:*

\_\_\_\_\_ Date \_\_\_\_\_

**Secondary School Official**

**Title**

Registrar Office Locations:

SCC - Building 15, Room 120

SFCC - Building 17, Room 149

*Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment. Direct all inquiries regarding compliance with access, equal opportunity and/or grievances to the chief administration officer, CCS MS 1004 501 N Riverpoint Blvd PO Box 6000 Spokane WA 99217-6000, or call 509-434-5037, SCC TTY 509-533-8610/VP 866-948-2811, SFCC TTY 509-533-3838/VP 509-315-22310.*