



**Enrollment Services**

2011 Mottman Rd SW Olympia, WA 98512

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# Under Age Enrollment

The minimum age for admission to South Puget Sound Community College is 18 years of age, *unless the applicant has a high school diploma/GED or is a participant in the Running Start Program*. Applicants under age 18 may request an exception to the minimum age requirement by following the process outlined below:

**Student Enrollment Steps:**

1. Apply for Admission to SPSCC. Applications are available at the One-Stop on either the Olympia or Lacey campuses.
2. Complete this Under Age Enrollment form.
3. Request signatures from high school counselor or designee.
4. Activate spscc.edu email account.
5. Take the English College Placement Test on either campus, and the Math College Placement Test if wishing to enroll in any courses with Math prerequisites.
6. Call the Advising Center at 360 596-5267 to schedule an appointment for enrollment approval and submit this completed form at time of appointment. Students aged 15 or older will meet with an Educational Planner in our Advising Center. Students aged 14 or younger will meet with the Dean of Enrollment.
7. Attend an in person New Student Advising and Registration session to register for courses.

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Phone Number</b>
<b>SPSCC Student ID Number</b>	<b>Current Grade</b>	<b>Current School</b>	
<b>Quarter(s) you wish to enroll:</b>	<b>Year:</b>		
<input type="checkbox"/> <b>Summer</b> <input type="checkbox"/> <b>Fall</b> <input type="checkbox"/> <b>Winter</b> <input type="checkbox"/> <b>Spring</b>			

**Explain below why enrolling at SPSCC is preferable to attending your current school and your intent for taking courses at the college.**

**Please list the course(s) you wish to potentially enroll in. It is recommended that students enrolling in the program limit enrollment to 5 credits per quarter. List multiple courses in case desired courses are not available at time registration:**

Course Name	Item # (if known)	Credits

**High School Release: To be completed by school counselor or designee**

- Student is released to enroll in courses at SPSCC FOR credit toward a diploma at the above-listed school.
- Student is released to enroll in courses at SPSCC NOT for credit toward a diploma at the above-listed school.

High School Counselor or Designee Signature	Phone Number	Date		

**Student and Parent/Guardian Agreement and Signature:**

I understand that South Puget Sound Community College is an adult learning environment and the following are college norms and expectations:

- SPSCC classes may occur in settings of up to 30 students, including various age groups, lifestyles, backgrounds, and experiences. All students are expected to contribute to classroom discussions and breakout work on group projects.
- SPSCC classes are 12 weeks long but encompass the same volume of work as a typical year-long high school course.
- SPSCC online and hybrid courses require reliable internet access to participate in class. Face-to-face classes may also require use of an online learning system.
- SPSCC classes carry the expectation of two hours of work outside of class for every hour of time in class. For a five credit class this equates to approximately 10 additional hours of work outside of class each week in addition to the 5 hours of class time.
- SPSCC classes can have content of a mature nature including sexuality, alternative lifestyles, war, and other mature topics. This content may be delivered in the form of lectures, literature, movies, art or other media.
- SPSCC classes may only be attended by the student. It is expected that the student is ready to independently contribute in the learning environment of a college classroom.
- All SPSCC students must follow the same academic policies and procedures. SPSCC does not make any special allowances or accommodations to students based on their age.
- Students must follow proper withdrawal procedures or risk receiving a failing grade.
- All grades earned at SPSCC are part of the permanent college record.
- All students are responsible for payment of tuition and fees by the due date.
- Students enrolling with the Under Age Enrollment process are responsible for meeting quarterly with their High School counselor prior to registration.

By signing below, the student and parent understand and agree to the conditions as stated above.

Student Signature	Date		

Parent/Guardian Signature	Date		

**Administrative Use**

Enrollment Services Staff Signature	Date		

- UP Code in SMS Screen SM5003 for Year/Quarter Student Begins Enrollment

**Staff Notes**