SPECIAL ADMISSIONS
Requirements for Students under the Age of 15

Important Information

Welcome to Central Oregon Community College! Students under age 15 who wish to attend COCC must understand and agree to the following:

- **Adult Learning Environment:** COCC is an adult-oriented learning environment. Content and expectations will not be adjusted for younger students. All students are expected to act with maturity and responsibility.
- **Student Privacy:** Due to federal privacy laws, COCC cannot share information such as attendance, grades, schedules, or account details with anyone other than the student, including parents or guardians.
- **Equal Expectations:** All students must follow COCC's policies regarding attendance, grading, registration, and payment deadlines. No special exceptions will be made due to age.
- **Permanent Academic Record:** Grades earned at COCC become part of your permanent college record and cannot be changed or removed.
- **High School Credit:** If you want COCC courses to count toward middle or high school graduation, you must work with your school counselor to determine which courses are acceptable.
- **Access to Services:** Once admitted, students under 15 may use all available student services, including academic advising, library resources, and tutoring.
- **Financial Aid:** Students under 18 or without a high school diploma are not eligible for federal financial aid.

Steps for Special Admissions Approval

Once the application and fee are submitted, students must:

1. **Take the Placement Test:** You must place into Level 7 or higher for Math and Level 5 or higher for Writing. To schedule a test, call 541-383-7200.
2. **Meet with the Assistant Director of Admissions & Records:** Review the admission process, behavioral expectations, college readiness, and receive approval by signature on Special Admissions Approval Form. To schedule a meeting, email abevingtondrungil@cocc.edu.
3. **After meeting with the Assistant Director of Admissions & Records, complete the following:**
    - **Letter of Support:** Collect a letter from your middle or high school counselor explaining why you are not taking similar courses at your school, and describing your academic readiness and maturity. If homeschooled, submit documentation showing successful completion of Oregon's 8th grade test.
    - **Parent/Guardian Signature:** Ensure your parent/guardian reviews and signs the Special Admissions Approval Form.
    - **Instructor Approval**: Each term, you must get permission by signature on the Special Admissions Approval Form from every instructor whose class you wish to take. Approval for one course does not guarantee approval for others.
4. **Submit the *Special Admission: Approval Form for Students under the Age of 15*:** Return completed form via email (abevingtondrungil@cocc.edu) or in-person to the Assistant Director of Admissions & Records at the Admissions & Records Office (Boyle Education Center). A new form is required each term before registration.

Once all steps are completed and approved, you may register for up to 8 credits per term, and registration for your course(s) will be facilitated by the Assistant Director of Admissions & Records.

SPECIAL ADMISSIONS

Approval Form for Students under the Age of 15

Must be completed prior to registration each and every term

TO BE COMPLETED BY THE STUDENT: Date: _____

Name _____ COCC ID Number _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ School _____ Grade: _____

>> Student Signature: _____ Date: _____

TO BE COMPLETED BY THE ADMISSIONS & RECORDS OFFICE:

The student listed below has met with the Assistant Director of Admissions & Records (or designee), has met the minimum testing requirements and has permission to discuss enrollment in specific courses with instructors.

>> Signed: _____ Date: _____

TO BE COMPLETED BY THE PARENT/GUARDIAN:

I/we the parent/guardian of the above student agree that he/she may enroll in up to eight credits at COCC under the limits of the concurrent enrollment policy and with the understanding that some classes may include discussions on adult topics**. I/we understand that our child must act on his/her own behalf in accepting responsibility for meeting all college policies, expectations, and deadlines associated with enrollment and instruction** as outlined on the Special Admission form. If the student needs the college credit to apply toward middle/high school requirements, such an agreement must be made between the student and the middle/high school. I/we also understand that as a college student, our child's educational records are confidential and COCC will not release this information to anyone, including parent/guardian(s), without the student's written consent.

>> Parent Signature: _____ Date: _____

TO BE COMPLETED BY THE COURSE INSTRUCTOR:

I agree that the above student can register for my class:

Instructor name: _____ Signature: _____ Term: _____ CRN: _____

Instructor name: _____ Signature: _____ Term: _____ CRN: _____

The student must return completed form to Assistant Director of Admissions & Records via email to abevingtondrungil@cocc.edu or in-person to the Admissions & Records Office in the Boyle Education Center.

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