

# Enrollment Consent Form Students Under 16 Years of Age

*Please see the back of this form for enrollment requirements.*

Term  Summer 20\_\_\_\_  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Spring 20\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student ID#/SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Phone # \_\_\_\_\_ Email \_\_\_\_\_

As the parent/guardian of the above mentioned student, I am requesting that she/he be allowed to enroll in classes at Clackamas Community College for the following reasons:

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Course Title \_\_\_\_\_

**Return completed form to:**

**EMAIL:** registration@clackamas.edu

**FAX:** 503-722-5864

**IN PERSON:** Enrollment Services, Roger Rook Hall Lobby

**MAIL:** Enrollment Services, Clackamas Community College, 19600 Molalla Ave, Oregon City, OR 97045-7998

## Students Under 16 Years of Age Enrollment Requirements

Students under 16 years of age may take classes at Clackamas Community College if they demonstrate the appropriate physical, emotional, and intellectual abilities to do so. Placement at the appropriate academic level and instructor approval to attend class are also required. Students will receive college credit upon satisfactory completion of coursework. It is the student's responsibility to arrange for approval and acceptance of this credit if it is to be transferred back to their high school. **NOTE: Students of all ages attending Clackamas Community College are treated as college students, and therefore the Family Educational Rights and Privacy Act (FERPA) regulations apply to students of all ages. If parents/guardians wish to gain access to their student's educational records, written consent from the student is required. This can be provided by submitting a Permission to Release Information form to Enrollment Services.**

### Enrollment Procedures:

1. Apply for admission to CCC via the online application at [www.clackamas.edu/apply](http://www.clackamas.edu/apply). You will receive your student ID number and student portal login information via email shortly thereafter.
2. Complete the course placement process by following the steps listed at [www.clackamas.edu/pass](http://www.clackamas.edu/pass).
3. Complete the online student orientation via the link in your myClackamas student portal at [www.my.clackamas.edu](http://www.my.clackamas.edu).
4. The student and parent/guardian must complete and sign the Enrollment Consent form. This form is required for each term in which a student under the age of 16 is registered at CCC. It is strongly recommended that students and their parents/guardians meet with an Academic and Career Coach in Advising to select the appropriate courses to meet their goals and to become familiar with college policies and procedures.
5. 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.
6. Present the Enrollment Consent form to Enrollment Services to register for the course(s).

**Please note:** Underage student participation in athletic activities is subject to NSAACC/NJCAA rules and regulations.