

UNDERAGE ADMISSION EXCEPTION POLICY/PROCEDURES

Applications for Underage Admission will be accepted from students who fall into the following categories:

- Under 18 years of age
- Have not completed High School or a GED
- Are not enrolled in Running Start
- Are not enrolled in any other successor programs such as Career Link

Underage Exception to Policy Application:

All students who do fall under the above listed requirements must complete the following steps each quarter prior to being considered for an admissions exception:

1. Complete a North Seattle Community College Application for Admission Form online or in person. You will be given a Student Identification Number in order to take the Placement Test(s). Keep all other required information (below) together until you meet with the Underage Advisor as part of step 8.
2. Complete the Underage Application Form.
3. Go to the Testing Office (Room CC 2459C) or call 527-3674 and make arrangements to take an English placement test. If you are planning to take a math class, a math placement test will also be required.
4. Obtain an **unofficial** transcript from your high school.
5. Write a letter explaining, in detail, the reason for requesting permission to be admitted as an underage student.
6. (A) If you are planning to earn your high school diploma from your current high school, your high school counselor or designee must provide a statement indicating the recommended college class(s) and reasons for the recommendation(s). If you are home schooled, have the Home School Resource Office provide the statement of recommendation.

(B) Students planning to earn a high school diploma from NSCC must obtain a **written release** to attend NSCC from the Student Placement Office of Seattle Public Schools (or if not within Seattle Public Schools area, from your high school principal)
7. Have your parent or legal guardian write a letter of support indicating why and how the student may benefit from the college experience as an underage student.
8. Make an appointment to meet with the underage advisor in the Advising Office (206) 527-7302.
9. Obtain the instructor's signature for all requested classes prior to enrolling.
10. Register in person at Registration Front Counter Services

NOTE: It is necessary for all underage students to meet with the instructor(s) to determine if admission is appropriate. If you are admitted to this college, it will be on a **quarterly basis**. You will be expected to make **satisfactory progress** in your course(s) in order to continue at the school as an underage student for subsequent quarters.

UNDERAGE STUDENT PERMISSION FORM

Student Section

Name: _____ Birth date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Telephone: () _____

Name of High School: _____

Current High School Grade Level: _____

Date: _____ Student Signature: _____

High School Counselor Section *

Please list courses recommended by the high school, indicated in step 6:

Course: _____

Course: _____

Course: _____

Course: _____

Date: _____ Counselor Signature: _____

*Please complete Step 6 on reverse.

Parent/Legal Guardian Section *

I hereby give permission for _____ to enroll in the above classes at North Seattle Community College and agree to be responsible for the cost of tuition, books, supplies and any other fees.

Date: _____ Parent/Guardian Signature: _____

*Please complete Step 7 on reverse.