

WALLA WALLA COMMUNITY COLLEGE

UNDERAGE ADMISSION

ADMINISTRATIVE POLICY 7330

UNDERAGE ADMISSION POLICY

WWCC's educational mission is focused on serving adults in an adult environment. The minimum age for admission to WWCC is 18 years of age, *unless the applicant has a high school diploma or equivalent or is a participant in Running Start, WWCC Alternative Education Program/Open Doors, Tech-Prep, College in the High School or programs designed for **age-specific** groups*. Walla Walla Community College does not desire to replace or duplicate the functions of the K-12 school system. Applicants under age 18 who are not in the categories specified above and wish to enroll in general college courses, may request an exception to the minimum age requirements.

UNDERAGE ADMISSION CRITERIA & PROCEDURES

Criteria for admission of individuals under age 18 are competency at an appropriate academic level and maturity - the ability to participate and benefit in an adult learning environment.

Documentation

Underage applicants requesting admission to the College must submit the following documents to the administrator overseeing High School Programs in order to schedule an interview:

1. Completed WWCC Admissions Application
2. Copy of WWCC Placement results
3. Signed Inter-District Release, WWPS School Referral, or GED Release Form from last school of attendance (signed by both school official and parent or guardian) or current school district official where student resides.
4. Completed Request for Admission Exception to Policy form

Deadline: All documentation is requested to be turned in no less than 10 WWCC business days prior to the last day to register for the quarter.

Evaluation

The administrator overseeing High School Programs will review the documentation, interview the applicant and parent, and assess the student's ability to participate in an adult learning environment. The administrator will then make recommendations regarding additional conditions of enrollment and forward the student's educational plan to the Admissions Official. It is the student's responsibility to submit transcripts, schedule, or other student records back to the high school official if necessary. The student is also responsible for any tuition costs.

Enrollment

If the application is accepted, it will be processed and an advising appointment will be scheduled with the appropriate advisor. The student's progress will be monitored by the advisor; **the student may not change their schedule without prior advisor approval**. Students admitted to WWCC by means of this process are subject to the same college policies, rules and regulations as other regularly admitted students, including FERPA as it applies to higher

education institutions. If the student would like to provide access to their student records to a parent or legal guardian, the Release of Information form can be signed by the student to grant access.

This special underage admission is granted on a quarter-by-quarter basis. A student who wishes to continue taking classes, must complete ***Step 4 under Documentation each quarter that they plan to enroll at WWCC, at least 10 business days prior to the first day of each quarter.***

<p>Policy Contact: <u>Vice President, Student Services</u></p> <p>Approved by (Department/Body): <u>President</u></p> <p>Date Originally Approved: <u>October 2019</u></p> <p>Last Reviewed/Revised on: _____</p>
