

Enrollment Consent Form Students Under 16 Years of Age

Please see the back of this form for enrollment requirements.

**Indicates required field*

Term* Summer _____ Fall _____ Winter _____ Spring _____

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:

Payment is due at the time of registration. By signing this form, you agree to all CCC policies and procedures including financial liability. If you fail to pay on time and CCC refers your account(s) to a third party for collection, a collection fee of up to 25% of the debt or the maximum percentage allowed by applicable law will be added to your balance due. CCC will add these fees to your balance due, and they will be due and owing no earlier than 60 days after the date your payment is due and prior to referring your account to a collection agency. You will be held academically and financially responsible for all classes. Please review the current class schedule for important deadlines.

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: Registration & Records, Wacheno Welcome Center
MAIL: Registration & Records, 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 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 Registration & Records.**

Enrollment Procedures:

1. Apply for admission to CCC via the online application at 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.
3. Complete the online student orientation via the link in your myClackamas student portal at my.clackamas.edu.
4. The student and parent/guardian must complete and sign this 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 Registration & Records to register for the course(s).

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

*Students who will be 16 by the first day of the term in which they will attend do not need to complete the Under 16 Enrollment Consent. However, if they are still 15 during the registration period, they need to contact Registration & Records for assistance.

