

Special Admissions: Under Age 18 Enrollment (*Non Running Start*)



The minimum age for admission to South Puget Sound Community College is 18 years of age unless the applicant has a high school diploma, GED certificate or is a participant in the Running Start or High School Completion program. For exception to this policy, students must complete the following steps:

1. Apply to SPSCC via the general [college application](#)
2. Complete the [Pre-Registration Orientation \(PRO\)](#) course for under age 18 enrollment
3. Fill out this Special Admissions application
4. Get the signature of the high school Counselor or designee on the form
5. Meet with an [Educational Planner](#) in the Advising Center for enrollment approval

This signed Special Enrollment form must be submitted each quarter to register for classes until the student turns 18, graduates from high school, receive their GED certificate or is accepted into the Running Start or High School Completion program. Tuition, fees, books, supplies and transportation are the responsibility of the student.

Date

Name (*First and Last*)

Current High School Grade

SPSCC Student ID Number

Explain why enrolling at SPSCC is preferable to attending your current school and your intent for taking classes at the college.

I understand that the South Puget Sound Community College campus is an adult learning environment and that I may be exposed to course materials and discussion content of an adult nature as it relates to the educational goals of the classroom. I will be expected to participate in class and follow the same academic policies and procedures as all other enrolled students. This may mean having to pay for and take the college placement test to meet prerequisites for a course. If I wish to withdraw from courses I must follow proper procedures or risk receiving a failing grade. All grades assigned for courses at SPSCC are part of my permanent college record. I understand that I am responsible for the payment of tuition and fees by the due date.

Student Signature

Parent/Guardian Signature

Quarter & year you wish to enroll in

Please list the course(s) you wish to potentially enroll in. It is recommended for under age 18 students that enrollment is kept to 5 credits per quarter (this is equivalent normally to one class like ART 101, SPAN 121, etc.) You may list multiple classes that you are interested in as backups in case the class you want is not available.

Course #1 (please list Item # if available)

Course #2 (please list Item # if available)

Course #3 (please list Item # if available)

Course #4 (please list Item # if available)

Students may only enroll in the courses listed above approved by the Advising Center. If you wish to change your course selection you must meet with someone in the Advising Center prior to registration. **All courses must be registered for in person either at the One Stop or in the Advising Center.**

Students are responsible for requesting the SPSCC transcript to be sent to the high school at the end of the quarter. Requests can be made to advising@spscc.edu or by coming into the Advising Center.

High School Release - *To be completed by your school Counselor or designee*

High School Name

Student is:

Released to enroll in courses at SPSCC FOR credit to be counted toward a diploma at the above-listed high school.

Released to enroll in courses at SPSCC NOT for credit to be counted toward a diploma at the above-listed high school.

High School Counselor or Designee Signature

South Puget Sound Community College Advisor Signature

For staff use only

Student should be indicated in Unusual Actions as a "UA" hold. If approving student for enrollment, change "UA" to "UP" for the quarter of enrollment. If continuing enrollment, update "UP" to the new quarter of enrollment.

Students with a "UP" code are eligible to register at the One Stop for any of the courses listed above. If the student is requesting to enroll in a course not listed, they must first meet with an Educational Planner to approve.

____ UP Entered

____ Student denied

____ Staff Initial

_____ Date

If denied, rationale: