



Underage Course Enrollment Request

Credit courses: complete 1-6 | Non-credit courses: complete only 1, 3 and 5
See reverse for more information.

1. All students complete this section

Student name (print) _____ Address _____

Birth date _____ Age when course starts _____ Grade level in high school (9, 10, 11, 12) _____

Course you wish to take:

Item #	Department & Course # (e.g., ENGL 101)	Credits	Circle Days	Time	Quarter / Year
			M T W Th F S Su		

2. Attachments

for credit courses _____ ASSET or COMPASS scores within last 2 years (see reverse for details)

_____ Letter from student explaining why the course cannot be taken in high school

3. Parent/guardian – complete this part

College campuses are adult environments. Students interact in frequently unsupervised settings and deal with mature subjects and materials. The maturity and good judgment of the underage student is an important consideration. All college policies and procedures, including the student conduct code, apply to all enrolled students.

I hereby authorize my daughter/son, _____, to enroll in course listed above.

Name _____ Signature _____

Phone number _____ Date _____

Parent/guardian address _____

4. High school counselor – enrollment release authorization – not needed for non-credit courses

I support this student’s request for enrolling, and release the student to enroll in this course at LWTC.

Name (print) / Title _____

School/Home School _____

Phone _____ Email _____

Signature _____ Date _____

Comments _____

5. LWTC instructor (one form per course) – authorized BTC staff may sign for non-credit courses

Approval means the student may enroll and any prerequisites have been met. _____ Approve _____ Deny

Instructor signature _____

Instructor name _____

6. Director of High School Programs (not needed for non-credit courses): _____ Approve _____ Deny

Reasons _____

Signature _____ Date _____

Submit completed form, attachments, and registration form to Admissions & Registration (E124)

For Admissions & Registration office use only: Form and approvals are complete? _____ Yes _____ No

Staff Name & Signature _____ Date _____

Underage Enrollment Form

Information Regarding Underage Students and this Form

General policy: Students must be 18 or have a high school diploma or GED. Students who are high school juniors or seniors are referred to the Lake Washington Technical Academy or Running Start to explore eligibility through those programs.

Underage procedure: Students who are not eligible under the general policy may request an exception. Such students must be (1) at least 14 and (2) at least in the 9th grade when the quarter begins. (Courses that are specifically designed for underage students do not require an exception.)

Approval is granted on a “one time” basis: Enrolling as an underage student on exception does not constitute admission to the college or a program of study, and does not assure future quarters’ registration. This application must be completed for each course, each quarter, until the student meets regular enrollment requirements.

What the underage student needs to do:

1. The applicant must be not eligible for college admission, or be enrolled through special entry programs (see above). For credit courses the student must take a college placement test and achieve the following scores, or provide documentation of acceptable scores from a test taken elsewhere.

	Writing	Reading	Numerical Skills
ASSET	45	44	42
Compass	79	85	60

Scores are valid for two years from when the test was taken.

2. Submit a completed Underage Course Enrollment Request with attachments (see front of form for instructions).
3. Submit a completed registration form for approved classes. These forms can be found at Admissions and Registration.

Other:

Note that the instructions on the front differ for credit and non-credit courses. The Class Schedule or the campus website (www.lwtc.ctc.edu) will show if a course is for credit or not.

All the terms and conditions listed above reflect procedures that are subject to change. The college reserves the right to deny requests for exceptions to the standard enrollment policy and age requirements, and to require additional information.