



Underage Admissions Quarterly Release Form

Shoreline Community College (SCC) offers the option to underage students who are still in middle school or high school and not in another approved “dual credit” program, such as Running Start, to take classes at SCC in accordance with WAC 131.12.010 and our [Admission Guidelines](#) specified in SCC’s [Policy 5002](#). As a policy, Shoreline Community College does not admit students under the age of 18, unless participating through a specialized program such as Running Start. Under some circumstances, special consideration may be given to students who petition for an underage admissions exception who are under the age of 18, have not graduated from high school (or GED equivalent), and who are not taking part in the Running Start program. This Release Form allows an underage student to enroll at SCC with the permission of their school administration.

The Release Form is required to be completed each term for registration. Submit the form along with instructor permission at Enrollment Services in the FOSS/5000 building or via email to enrollmentservices@shoreline.edu.

If you are a current Running Start student, you are not eligible for this program. If you are an International Student planning on studying under an F-1 Visa, please reach out to our International Education department.

Print Student’s Name _____
Date of Birth

Student ID (ctcLink) _____ _____
Email Home Phone

Address; City, ST. Zip

Please indicate the term and the year for which you are submitting this form: _____
Year Fall Winter Spring Summer

The student making a request for an Underage Admission exception must:

- Complete a Shoreline Community College Admissions Application (recommend no later than 30 days prior to start of quarter). <https://www.shoreline.edu/apply-and-aid/apply.aspx>
- Submit the attached High School Release form (if applicable/required by your high school).
- Submit an unofficial school transcript to Shoreline Community College (email or in-person).
- Both the Student and Parent/Legal Guardian must sign this form.
- Submit a Letter of Interest, written by the student, explaining their request for an exception with this form.
- Make an appointment to meet with the Dean of Access & Advising.
- Submit this packet to the Enrollment Services office in-person (FOSS/5000) or email at enrollmentservices@shoreline.edu

All documentation must be submitted to the Enrollment Services Office in one complete packet. Exception requests will only be considered when all documentation has been received.



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Student Section:

I am requesting an exception to the admission policy in order to enroll in classes at Shoreline Community College. I understand that I will be subject to the same college policies, rules, and regulations as other regularly admitted students. In addition, I understand I must maintain a minimum term and cumulative grade point average of 2.0 to be eligible for this exception.

I have read [Student Rights and Responsibilities](#). I have attached a personal statement explaining my reasons for wanting to attend Shoreline Community College, the class(es) in which I would like to enroll and my plan for success.

Signature

Date

Parent/Guardian Acknowledgement:

As the parent/guardian of the above-mentioned student, I am requesting that they be allowed to enroll in classes at Shoreline Community College. I understand that Shoreline Community College campuses and classrooms are adult learning environments. I have read the [Student Rights and Responsibilities](#). I have also read and understand the [Family Education Rights and Privacy Act \(FERPA\)](#) regulations pertaining to my child's privacy.

I acknowledge that Shoreline Community College is a public community college in the state's higher education system. By enrolling my minor child at Shoreline Community College, I acknowledge that my child is a student in a college environment. I further acknowledge that my child will be held to the standards of academic performance and behavior expected of a college student. I understand and acknowledge that course content at Shoreline Community College is at the college level, directed primarily to students who are adults. Neither Shoreline Community College nor its instructors will modify methods of instruction or content of a class solely because a minor child enrolls.

Therefore, I agree to provide appropriate supervision, as required, for my minor child while they are on the Shoreline Community College campus, outside of class hours. Such supervision may include, but is not limited to, accompanying the student to the classroom, picking up the student at the end of class, and/or accompanying the student on class related trips or to the college library.

Parent/Guardian Signature

Date



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Dean of Access & Advising Section:

This student **has/has not** demonstrated the appropriate academic level of readiness for enrollment in the course(s) indicated above.

Has

Has Not

Comments/Actions:

Dean of Access & Advising Signature

Date

Cleared for Orientation/Registration:

Yes

No

NOTE: Approval for an exception to the admission policy does not guarantee the student enrollment in the class(es) indicated above and does not provide priority registration. The student must officially register for the desired class(es) after being cleared for orientation and registration



Middle School / High School Release Form

Print Student's Name

Date of Birth

Student ID (ctcLink)

Email

Home Phone

Address; City, ST. Zip

Name of School Currently Attending

Last Date of Attendance

School Address; City, ST. Zip

Home Phone

This release is valid for the following term and year: _____
Year

Fall

Winter

Spring

Summer

Please check the appropriate option:

Courses to be taken through Shoreline Community College for credit. (The middle school / high school counselor or home school parent is responsible for listing acceptable courses below. Please be aware that students interested in Underage Admissions will not be able to register for courses if the Shoreline Community College Course section on this application is not completed.)

Student may take courses, but not for credit.

LIST OF ACCEPTABLE COURSES (FOR HIGH SCHOOL STUDENTS)

High School Courses	High School Credits	Shoreline Course Equivalent	College Credits

Middle School / High School Counselor Comments:

Authorized Signature from Middle School / High School Representative or Home-School Parent

Middle School / High School Representative Position if not Home-Schooled

Student Signature

Parent / Guardian Signature