

UNDERAGE ADMISSION PROCESS

Applications for Underage Admission will be accepted from students who fall into the following categories:

- Under 18 years of age
- Have attained at least high school junior standing
- Have not completed High School or a GED
- Are not enrolled in Running Start

Underage Exception to Policy Application:

All students who do fall under the above listed requirements must complete the following steps prior to being considered for an admissions exception:

1. Complete a North Seattle College Application for Admission Form online:
<https://northseattle.edu/admissions-application>.
 - a) You will be emailed a student identification number (ctcLink ID) which will be needed in order to take any placement assessments. Keep all other required information (below) together until you meet with the Underage Advisor as part of step 6.
2. All underage applicants are required to have English or math placement. Math placement is required for math and some science classes. Once you've received your ctcLink ID number, check the Testing webpage to learn about documents accepted for placement and placement tool options: <https://northseattle.edu/placement-tests>.
3. Obtain an **unofficial** transcript from your high school.
4. Write a letter explaining, in detail, the reason for requesting permission to be admitted as an underage student.
5. Get school and parent/guardian permission:
 - a) Your high school counselor or designee must provide a letter indicating the recommended college class(es) and reasons for the recommendation(s). If you are home schooled, have your district's Home School Resource Office or designated authority provide the letter of recommendation.
 - b) Complete the Underage Permission Form (page 2 of this document), obtaining signatures from the high school counselor and parent/guardian.

Note: Students planning to earn a high school diploma from NSC must obtain a written release to attend NSC from the Student Placement Office of Seattle Public Schools (or if not within Seattle Public Schools area, from your high school principal)

6. Make an appointment to meet with the underage advisor in the Advising Office by calling (206) 934-7768 or emailing nscstart@seattlecolleges.edu.

NOTE: If you are admitted to the college, it will be on a **quarterly basis**. You will be expected to make satisfactory progress in your course(s) to continue at the school as an underage student for subsequent quarters. **The Underage Student Permission form must be completed before registration each quarter.**



UNDERAGE STUDENT PERMISSION FORM

Year: _____ Quarter (Fall/Winter/Spring/Summer): _____

Student Section

Name: _____ Birth date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone: () _____

Name of High School: _____

Current Grade Level: _____ ctcLink ID Number: _____

Date: _____ Student Signature: _____

High School Counselor Section *

Please list courses recommended by the high school for this quarter:

Course: _____

Course: _____

Course: _____

Course: _____

Date: _____ Counselor Signature: _____

*Please also complete Step 5a on page 1, providing a statement of recommendation for admission.

Parent/Legal Guardian Section

I hereby give permission for _____ to enroll in the above classes at North Seattle College and agree to be responsible for the cost of tuition, books, supplies and any other fees.

Date: _____ Parent/Guardian Signature: _____