

## UNDERAGE ADMISSION EXCEPTION POLICY/PROCEDURES

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/steps> You will be given a Student Identification Number in order to take the Placement Test(s). Keep all other required information (below) together until you meet with the Underage Advisor as part of step 6.
2. Once you've completed the admission step and have your Student Id Number, check the Testing calendar for a time to take the placement test <https://northseattle.edu/testing> Pay your fees at the cashier and go to the Testing Office (Room CC 2459C). Remember to bring your valid photo identification with you. If you are planning to take a math class, a math placement test will also be required.
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) If you are planning to earn your high school diploma from your current high school, your high school counselor or designee must provide a statement indicating the recommended college class(s) and reasons for the recommendation(s). If you are home schooled, have your district's Home School Resource Office or designated authority provide the statement 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) 934-3658.
7. Attend New Student Orientation. For on-campus orientation information and to sign up, please access the following link: <https://northseattle.edu/advising/new-student-orientation-signup>. Or, visit the Online Orientation web pages <https://northseattle.edu/advising/online-orientation>.

**NOTE:** If you are admitted to this college, it will be on a **quarterly basis**. You will be expected to make satisfactory progress in your course(s) in order to continue at the school as an underage student for subsequent quarters, and **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: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Name of High School: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ College Student 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 5 on reverse, 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: \_\_\_\_\_