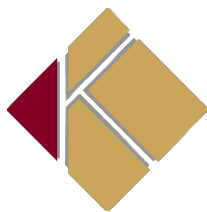


# KLAMATH COMMUNITY COLLEGE

## Underage Enrollment Instruction (All forms and information are included in this packet) (This applies to any student that is currently under the age of 16)

1. Complete KCC Admission Application
2. Complete Underage Enrollment Request Form
3. Letter of Recommendation-from a counselor, teacher or administrator at the high school. This letter is required to be on school letterhead.
4. Letter from student - explain who you are, why you want to take your class for college credit and what is your long-term educational goal. This is required to be typed up.
5. Complete FERPA form - This is to be filled out by student.  
Student would be listing the names that KCC may share information with. Could be your high school administration, parent/s or guardian. The second page is where you would list addresses for each person or your high school that was listed on first page.
6. Read the Satisfactory Academic Progress documentation.  
Please have student initial on the page and date
7. Provide Handout for Student
8. Checklist of information that should be in your packet when it is turned in:
  - a. KCC Admissions Application
  - b. Under Age Enrollment Form
  - c. Letter of Recommendation
  - d. Letter from student
  - e. Student FERPA form
  - f. High School Student Registration form - for your college course
  - g. **NOTE:** Math and/or Writing placement tests. Counselor will let you know if relevant for your course.
  - h. Satisfactory Academic Progress (SAP) – signed and dated.
  - i. Handout for student to keep- Differences between high school and college courses.



# Admission Application

541.882.3521

[admissions@klamathcc.edu](mailto:admissions@klamathcc.edu)

[www.klamathcc.edu](http://www.klamathcc.edu)

## Mandatory Information:

Full Legal Name: \_\_\_\_\_  
(Last) (First) (Middle)

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

Mailing Address Line 1: \_\_\_\_\_

Mailing Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Mobile Phone#: \_\_\_\_\_  
123-345-6789

Would you like to opt out of text messaging  
other than Emergency Notifications?  
Yes No

Primary Phone#: \_\_\_\_\_  
(If Not Mobile) 123-345-6789

Do you have a: HS Diploma GED

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

Graduation/Completion Date: \_\_\_\_\_  
MM/DD/YYYY

Are you an official resident of OR, CA, ID, NV, or WA? Yes No

## Optional Information:

Marital Status: Married Single Veteran: Yes No

How Did You Hear About Us? Billboard Ad Bus Ad Campus Tour Community Event Dual Credit  
Facebook Family Member Flyer Former/Current Student Graduation Motivation High School Visit  
KCC Presentation KCC Program Fair KCC Website Newspaper Ad News Story Online Ad  
Radio Ad T.V. Ad Twitter Word of Mouth

Ethnicity: Hispanic/Latino Not Hispanic/ Latino  
Race (circle all that apply): African American/ Black American Indian/Alaska Native  
Asian Pacific Islander White

Gender: Male Female

Program of Interest: \_\_\_\_\_

Start Year: 2022, 2023, 2024, 2025

Start Term: Summer Fall Winter Spring

Social Security Number: \_\_\_\_\_

Providing your social security number is **voluntary** for Admission to KCC, though requesting Federal Financial Aid will require you to submit your SSN.

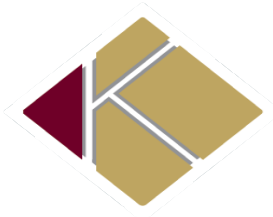
I hereby certify that I have provided complete and accurate information on this form, and I understand that if it is found to be otherwise, it is sufficient cause for rejection or dismissal.

Student Printed Name Student Signature Date

Non-Discrimination Policy: Klamath Community College is an equal opportunity educator and employer.

Reviewed: April, 2021

Academic Year 2021-2022



**Klamath Community College**  
***Under Age Enrollment (Under 16)***

Enrollment Services • Building 9 • 7390 South Sixth Street • Klamath Falls, OR 97603

**Last Name:**

**First Name:**

**KCC Student ID#**

**Admissions Application**

- ☐ **Letter of Recommendation**
- ☐ **Letter from student**
- ☐ **FERPA**
- ☐ **High School Student Registration Form**
  - **Class approval from high school or homeschool counselor**
  - **Signed by counselor, parent/guardian and student**
- ☐ **Math and/or Writing Placement Test(s): Some college courses require placement testing in order to enroll in a particular course (Math and Writing courses)**
- ☐ **Satisfactory Academic Progress (SAP) \* See reverse**
  - Credits count regardless of grade received or course level
- ☐ **Important differences between high school and KCC**
  - KCC students and staff come from a variety of backgrounds
  - KCC is an adult learning environment
  - Student may interact with others from a wide variety of ages and backgrounds
  - Students may be exposed to graphic material related to violence, sexuality or other sensitive topics
  - Instructor will not change course content, grading system, expectations or activities based on age of the student
  - KCC policies and regulations, including student code of conduct must be followed
  - KCC tutoring and LRC are available to students of all ages
- ☐ **MyKCC Access**
- ☐ **Canvas Access**
- ☐ Student Email - XXXXXX@students.klamathcc.edu through Office 365

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

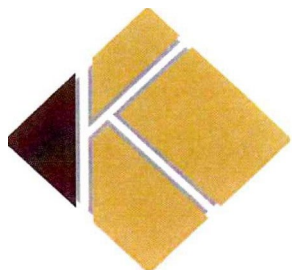
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Success Advisor Printed Name

\_\_\_\_\_  
Student Success Advisor Signature

\_\_\_\_\_  
Date



# FERPA Consent to Release Student Information

Office of Registrar · Building 3 · 7390 South Sixth Street Klamath Falls, OR 97603

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
**KCC Student ID Number**

It is the policy of Klamath Community College, in accordance with the Family Education Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' education records unless the student has consented to disclosure. Private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student. Signing this form provides such consent, according to the information designated for release and to whom it is to be released.

I, \_\_\_\_\_ authorize Klamath Community College to release the following educational records, upon request, to the persons listed below, for the purpose of keeping them informed regarding my education at Klamath Community College.

## Please initial all that apply:

\_\_\_\_\_ All financial records in the Business Office

\_\_\_\_\_ Financial Records

\_\_\_\_\_ All academic records in the Registrar Office

\_\_\_\_\_ All medical/ disability documents in Student Support Services

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Persons to whom information can be released:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

All listed persons will have access to the initialed information/ departments above. If a person shall have access to different information than listed, student must complete a separate form for said person.

Please provide the contact information for the previously stated persons to whom information can be released.

_____ Name:	_____ Name:
_____ Mailing Address:	_____ Mailing Address:
_____ Phone Number: (      )	_____ Phone Number: (      )
_____ Email:	_____ Email:

_____ Name:	_____ Name:
_____ Mailing Address:	_____ Mailing Address:
_____ Phone Number: (      )	_____ Phone Number: (      )
_____ Email:	_____ Email:

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the abovenamed person(s). I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Klamath Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return to Enrollment Services	
Received By: _____	Date: _____

## **Important – Please Read**

**(If you have any questions, please let us know)**

### **Satisfactory Academic Progress (SAP)**

Maintaining a minimum term GPA of 2.00 and a 66.67% or higher completion rate. The completion rate is based on the number of credits that the student is enrolled in as of the published add/drop deadline. A grade of W, I or F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of the term after final grades are posted.

### **Warning**

The status assigned to a student the first term the student fails to maintain SAP. The student is eligible to enroll in classes. Student must complete a student success plan with a Student Success Advisor.

### **Probation**

The status assigned to a student who fails to meet SAP. KCC can enforce enrollment restrictions if it appears these restrictions will aid in the student's success. Student must file an appeal prior to registering for the next term of classes at KCC. For an appeal packet to be complete, a signed cover letter (the appeal form), a letter written by the student stating what kept them from being successful, and supporting documentation.

### **Suspension**

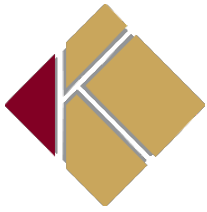
The status assigned to a student who fails to meet SAP. The student is not eligible to enroll in classes unless an appeal is filed according to the school's guidelines and the appeal's granted. For an appeal packet to be complete, a signed cover letter (the appeal form), a letter written by the student stating what kept them from being successful, and supporting documentation.

**Student Name (Please Print)**

**Date**

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# How College is Different from High School

## ***Klamath Community College***

*Enrollment Services · Founders Hall - Building 9*

*7390 South Sixth Street · Klamath Falls, OR, 97603*

<i><b>High School</b></i>	<i><b>College</b></i>
<p><b><u>Classes:</u></b></p> <ul style="list-style-type: none"> <li>❖ Classes are arranged for you</li> <li>❖ Classes meet daily</li> <li>❖ Teachers monitor attendance</li> <li>❖ Classes average less than 30 students</li> <li>❖ You are given text books at little or no cost</li> <li>❖ Courses to meet graduation requirements are relatively consistent</li> </ul>	<p><b><u>Classes:</u></b></p> <ul style="list-style-type: none"> <li>❖ You arrange your classes</li> <li>❖ Classes may meet just once a week</li> <li>❖ Professors may not monitor attendance</li> <li>❖ Classes may number 100 students or more</li> <li>❖ You need to budget money for text books</li> <li>❖ Courses to meet graduation requirements differ</li> <li>❖ According to the program you study</li> </ul>
<p><b><u>Instructors:</u></b></p> <ul style="list-style-type: none"> <li>❖ Have training in teaching methods courses</li> <li>❖ Write information on the board for your notes</li> <li>❖ Remind you of assignments and due dates</li> <li>❖ Provide you with the information you missed when you were absent</li> <li>❖ Present material to help you understand the concepts in the text book</li> <li>❖ Guide you through the thinking process</li> <li>❖ Approach you if they believe you need help</li> <li>❖ Are available for conversation and assistance before, during, and/or after school</li> </ul>	<p><b><u>Instructors:</u></b></p> <ul style="list-style-type: none"> <li>❖ Have training in their area of expertise</li> <li>❖ Expect you to identify key points for your notes</li> <li>❖ Provide you with a syllabus so you can track assignments and due dates</li> <li>❖ Count on you to get notes for missed classes</li> <li>❖ Encourage you to relate the material presented in class with the concepts in the text book</li> <li>❖ Push you to think critically for yourself</li> <li>❖ Suggest you initiate contact if you need help</li> <li>❖ Are available for conversation and assistance during their specified office hours</li> </ul>
<p><b><u>Studying:</u></b></p> <ul style="list-style-type: none"> <li>❖ The amount of time studying is comparable to the time spent in class</li> <li>❖ Teachers may allot class time for homework</li> <li>❖ Your studying involves just the material in your text book</li> </ul>	<p><b><u>Studying:</u></b></p> <ul style="list-style-type: none"> <li>❖ You should study at least 2 hours outside of class for each hour in class</li> <li>❖ Little (or no) class time is allotted for homework</li> <li>❖ Your studying involves reading and writing assignments that are not in your text book</li> </ul>

<p><b><u>Tests:</u></b></p> <ul style="list-style-type: none"> <li>❖ Testing is frequent and covers small amounts of material</li> <li>❖ Quizzes occur between tests</li> <li>❖ Makeup tests are an option</li> <li>❖ Teachers (re)schedule test dates to avoid conflicts with other school activities</li> <li>❖ Teachers conduct review sessions prior to the day of the test</li> <li>❖ Mastery is often seen as the ability to recognize the same information presented in class</li> <li>❖</li> </ul>	<p><b><u>Tests:</u></b></p> <ul style="list-style-type: none"> <li>❖ Testing is infrequent and covers large amounts of material</li> <li>❖ Courses may just have two or three tests total</li> <li>❖ Makeup tests may not be an option</li> <li>❖ Professors schedule test dates at the beginning of the semester, regardless of school activities</li> <li>❖ Professors encourage students to form study sessions prior to the day of the test</li> <li>❖ Mastery is often seen as the ability to apply and problem solve what you have learned to new situations.</li> </ul>
<p><b><u>Grades:</u></b></p> <ul style="list-style-type: none"> <li>❖ Grades are given for homework</li> <li>❖ Consistently good homework grades help raise your overall grade when test grades are low</li> <li>❖ Extra credit projects are offered to help you raise your grade</li> <li>❖ Final class grades are determined by a “good faith effort”- If you try hard, you will pass</li> <li>❖ Final class grades of a D or higher are required to graduate with a diploma</li> <li>❖</li> </ul>	<p><b><u>Grades:</u></b></p> <ul style="list-style-type: none"> <li>❖ Grades may not be given for homework</li> <li>❖ Grades on tests and papers provide most of the overall course grade</li> <li>❖ Extra credit projects may not be offered to help you raise your grade</li> <li>❖ A good effort is important, but most likely won’t change your status from failing to passing</li> </ul> <p>Final class grades of a C or higher are required to graduate with a certificate or a degree</p>
<p><b><u>Personal Freedoms:</u></b></p> <ul style="list-style-type: none"> <li>❖ You are told your responsibilities and are “called out” if your behavior is out of line</li> <li>❖ Your time is guided by others</li> <li>❖ Your parents are involved in your high school experience</li> <li>❖ Information about your high school success (or failure) is readily shared between the school and your parents.</li> <li>❖ The high school is obligated to teach you – mandatory enrollment/attendance until a certain age is reached.</li> <li>❖</li> </ul>	<p><b><u>Personal Freedoms:</u></b></p> <ul style="list-style-type: none"> <li>❖ You are responsible for your actions and their consequences</li> <li>❖ You manage your own time</li> <li>❖ Your parents are as involved in your college experience as you choose them to be</li> <li>❖ Information about your college success (or failure) cannot be shared between the college and your parents (FERPA)</li> <li>❖ The college is not obligated to teach you – voluntary enrollment/attendance on your part.</li> </ul>



How to Make a Successful Transition to College:	How to Make a Successful Transition to College:
<ul style="list-style-type: none"> <li>❖ Take control of your own education: think of yourself as a scholar</li> <li>❖ Get to know your professors: they are our single greatest resource</li> <li>❖ Create your own support systems and seek help when you realize you may need it.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Plan ahead to satisfy academic obligations and make room for everything else</li> <li>❖ Don't take a course just to satisfy a requirement, and don't drop any course too quickly</li> <li>❖ Think beyond the moment: set goals for the term, the year, your college career</li> </ul>