

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 5010 College Admissions

34 Code of Federal Regulations Part 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

NWCCU Standard 1.C4, 2.C.3, 2.G.2

ORS 341.290(7)

ORS 341.481

ORS 340.005- 340.330

OAR 589-007-0200

The Executive Director of Residence Life and Enrollment Management or designee is the authority and responsible for the admissions process. The Executive Director or designee, makes final admission decisions. Admission procedures for students are published on the Southwestern Oregon Community College website.

Southwestern Oregon Community College shall admit students who meet on of the following requirements:

- Graduated from an accredited high school, completed a GED®, received an Adult High School Diploma, or if homeschooled met state requirements for high school equivalency/completion.
- Be 18 years of age or older or be an accelerated high school student with approval from the school principal.
- Deemed capable of profiting from the instruction provided at Southwestern Oregon Community College.

Students who are seeking full-time or part-time enrollment into any term, are under the age of 18, and will not have a high school diploma or GED® when starting classes at Southwestern must first meet with the Executive Dean of Student Services or designee accompanied by their parent(s) or legal guardian(s) to complete the Underage Student Orientation to College and Underage Agreement forms before they are able to register for classes. The Executive Dean has the authority to make the final decision whether a student can benefit from instruction.

Students under the age of 18:

Admission is subject to seat availability for students under the age of 18. The student must submit the following and all required documents shall be sent to the Executive Dean of Student Services:

- application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his/her/their principal (NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.); and
- demonstration that the student is capable of profiting from instruction.

High School Students under the age of 18 outside of Dual Enrollment Courses coordinated through the high school;

For students attending high school, the Executive Dean of Student Services will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Executive Dean shall be final. This determination may be done by one or more of the following options:

- a review of the materials submitted by the student;
- meeting with the student and his/her/their parent or guardian;
- consultation with the faculty member and/or Dean of Instructional area;
- consideration of the welfare and safety of the student and others; or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students

For students attending middle and lower schools, the determination shall be made by the Executive Dean of Student Services. The school must provide transcripts and a letter signed by the principal indicating how in his/ her opinion the student can benefit from instruction. The Executive Dean will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Executive Dean shall be final. Once a decision has been made, the student, his/her/their parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria [one or more of the following options]:

- a review of the materials submitted by the student;
- meeting with the student and his/her/their parent or guardian;
- consultation with the faculty member and/or Dean of Instructional area;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and
- times the class(es) meet and the effect on the safety of the minor.

Residency

Determination of residence status for the purposes of financial aid awarded and on-campus housing requirement happens at the time of application review. There are no additional or extraneous steps in the admissions process for non-resident students (with the exception of international students, see AP 5012 International Students.), nor is there out-of-state tuition.

All information provided by the applicant on the admission application must be true and accurate as required by law. A student who knowingly submits fraudulent information on the Southwestern Oregon Community College application, or other college documents, is subject to reporting and disciplinary action.

Admission to limited entry or restricted enrollment programs may have separate application procedures and requirements. Programs may require the completion of a program admission application in addition to the Southwestern Oregon Community College admission application. Current program admission requirements are published by the respective program and made available on the college website.

The Admissions Representative/Assistant to the Director of Enrollment Management shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Approved: 01/15/2025