MARICOPA COMMUNITY COLLEGES

REQUEST FOR ADMISSION/ENROLLMENT
STUDENTS UNDER THE AGE OF 18

MESA COMMUNITY COLLEGE

Revised 2/12/2014

Admission shall be considered on an individual basis and upon written concurrence of the student, parent or legal guardian, and Director of Admissions, Registration & Records. The final decision for enrollment will be made in consultation with the department/division chairperson and/or faculty. Students, except those in exempt programs, must renew admittance eligibility each semester they wish to be enrolled in the Admission for Students Under the Age of 18 classification. Students admitted under this classification are expected to be fully acquainted with and comply with all current published policies, rules, and regulations.

☐ Email confirmation of the enrollment of Under Age student has been sent to Department Chair(s) and instructor of record by Admissions, Registration & Records/Enrollment Services or designee.

Required Admission Documents:
Students under the age of 18 requesting admission to a Maricopa Community College and who have not graduated from high school or earned a GED and who are not in a dual enrollment program or other college-sponsored program such as ACE, HOOP, etc., must submit the following documents:

- ☐ Request for Enrollment Students Under the Age of 18 form
- ☐ Student Information Form (SIF)
- ☐ Unofficial high school transcript—including courses, grades, courses in progress, AIMS test scores
  - passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS)
- ☐ Placement test scores for placement in English, Reading, or Mathematics courses (when applicable)
- ☐ Original copy of ACT, PSAT, or SAT test scores (unless AIMS or placement test scores are on file)
  - a composite score of 22 or more on the American College Test (ACT)
  - composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT)
  - composite score of 930 or more on the Scholastic Aptitude Test (SAT)
  - a composite score of 22 or more on the American College Test (ACT)

NOTE: Home schooled students are exempt from the testing requirement for admissions to the college, but placement tests are still needed when applicable.

To be Completed by College Official:

	ACT Scores		ASSET Scores
	PSAT Scores		COMPASS Scores
	SAT Scores	_____ Reading _____ Math _____ English	Accuplacer Scores
	AIMS Scores		Vocational Scores
	Writeplacer		Other

To be Completed by the Student: ☐ **Fall** ☐ **Spring** ☐ **Summer** **Year:** _____

Student Name: _____ Age: _____

Student Maricopa ID: _____

SAIS (Student Accountability Information System Number): _____

Home Address	
City, State, Zip	
Home Phone No.	
Cell Phone No.	

Course Number	Section Number	Title	Credits
		Total Credit Hours	

Approved by: _____ Date: _____
College Representative

Comments: _____

To Be Completed by Student and Parent/Legal Guardian:

The college learning environment encourages critical thinking and promotes the examination of contrasting perspectives of the world. This is an environment of adult interaction where students will be exposed to concepts, lectures, and materials that are designed for adults and adult audiences. At the college, there is unrestricted Internet access. Prior to enrollment, an active consultation/orientation between the student and parent/legal guardian and a college representative must take place. This discussion can take place in person or via webinar/conference call. The college representative will discuss:

- College environment: Discuss the open nature of the community college environment and how the college community is a microcosm of the larger community with students from all backgrounds and cultures. Although the college features a College Safety department, the college cannot guarantee the safety of anyone on campus. A copy of the Student Code of Conduct will be provided and behavioral expectations will be discussed as well.
- Student's goals: Assist student with identifying educational goals, selection of courses for the entering semester and creation of an academic plan to meet the student's educational goals. Discuss learning support services and other college success workshops and engagement activities.
- Course descriptions: Provide course descriptions for all courses the student has identified for enrollment in the current semester. Offer an opportunity to speak with a faculty member or department/division chair to discuss course content in more depth. College courses may expose students to graphic depictions or discussion of mature themes.
- College classroom activities: Discuss that activities may include fieldwork, lab experiments with chemicals (Career and Technical Education courses may include the use of machinery/complex equipment), and group work with other students of all ages and backgrounds. Discuss course delivery/mode options (online, hybrid, traditional lecture).
- Enrollment in courses which (1) contain curriculum and/or course materials deemed not suitable for minors (A.R.S. 13-3506) or (2) that require the use and/or operation of dangerous machinery/equipment/chemicals, etc., must be considered by the designated college administrator in consultation with the department/division chairperson and/or faculty on an individual basis.

College/Course Expectations:

- Concurrently enrolled students establish a permanent college academic record and transcript that may be required by future colleges or universities. This permanent academic record may impact eligibility for future financial aid. It is also understood that the student will receive college credit for successfully completed course work.
- Students are responsible to go online to their Student Center at my.maricopa.edu to obtain their college grades. Grades will not be mailed to student's residence.
- All students are expected to be in compliance with all current published college policies, rules, and regulations. Students are subject to the same course requirements, grading standards and attendance requirements established by the course instructor in the course syllabus.
- Students **will** be treated like everyone else in the class.
- Students **will** be held to the same expectations as any other student in the classroom and will be expected to follow the course syllabus.
- The course content, delivery and assessments, **will not** be altered due to underage students enrolled in the course. Students may be exposed to adult language, discussion and/or themes in the classroom and on the college campus.
- Students are responsible to communicate with the instructor if there are any questions or concerns.
- Students are responsible to seek assistance for any special needs they have, such as disability services or tutoring.
- Students interested in transferring their college credit back to their high school for high school credit are responsible for meeting with high school officials to gain approval prior to registering for college courses. High school/high school district determines whether a college course may be used for a high school credit.
- **Course instructors bear no responsibility for underage students outside of the classroom. Parents are responsible for the students before and after class. Campuses are open and parents are responsible for the supervision of minors outside of the classroom.**
- **Parent/legal guardian/student assumes responsibility and liability for student.**

I understand the information above and grant consent for (student) _____ to enroll in Maricopa Community College courses.

_____ _____

Signature of Parent(s) or Legal Guardian(s) Date

I agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents. I give permission to release any and all Maricopa Community College information to my parents and/or legal guardian.

_____ _____

Signature of Student Date

Phone number or email address for notification: _____

Consent is valid until rescinded by the college or the -parent/legal guardian or until the student turns 18 years of age for all concurrent enrollment.