

SECTION: 5. Student Policies

SUBJECT: Under Age 16 (students wishing to enroll)

Background: This policy defines how/when students under the age of 16 will be allowed to enroll in courses.

Point of Contact: Director of Admission/Registrar and Tech Prep Coordinator

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Office of Admissions/Registrar, Tech Prep Office, New Student Recruitment.

Date of approval by LCSC authority: September 5, 2013

Date of State Board Approval: N/A

Date of Most Recent Review: September 2013

Summary of Major Changes incorporated in this revision to the policy: General update and review.

1. Students under the age of 16 (not Dual Credit or Tech Prep students) who wish to enroll in online or on-campus courses at LCSC must submit a Pre-College Admission & Registration form. Parents must also give their approval by signing the form.
2. Students must provide evidence of satisfactory academic progress by submitting high school grade reports or a counselor's written approval. Unsatisfactory academic progress may result in denied admission.
3. Students may not register for English or Math unless they have verified proper placement by way of exam or secured instructor permission (which may require high school counselor verification).
4. Admitted students are subject to college policies, procedures, and deadlines. Grades earned through LCSC will become part of the student's permanent college record. Students are required to adhere to the add/drop dates established in the Academic Calendar for the term(s) in which they are enrolled.
5. Students, under the age of 16, choosing to enroll through Dual Enrollment (Dual Credit or Tech Prep) follow the steps below:
 - A. Student must complete the Pre-College Admission & Registration form which includes the courses the student wishes to enroll in.
 - B. The form must have the following signatures:
 - (1) Student
 - (2) Student's parent or guardian
 - (3) High school counselor
 - (4) Tech Prep or Dual Credit Coordinator

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- C. If the student is under 16 years of age, a high school faculty member must sign next to the course listed on the Pre-College Admission & Registration form, indicating they are allowing a student less than 16-years-old to enroll.