

<b>Administrative Policy:</b>		Admissions		<b>Policy Number:</b>	AP 5010
<b>Applicable regulations - Federal/State/Board/College</b>		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			
<b>Accountable Administrator:</b>		Vice President of Academic and Student Affairs	<b>Position responsible for updates:</b>	Dean of Academic Foundation and Student Success	
<b>Original Date</b>	02/01/2024	<b>Revised &amp; Adopted</b>	08/19/2025	<b>Reviewed &amp; Adopted</b>	N/A

Oregon Coast Community College is an open enrollment post-secondary institution. High school graduates or non-high school graduates 16 years or older, are eligible for admission to Oregon Coast Community College.

In order to receive Title IV financial aid a student must be admitted to OCCC in an eligible program, meet the age of compulsory attendance in Oregon, and have a high school diploma or GED.

The Financial Aid Administrator 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.

Although OCCC has an open admissions policy, some academic programs are considered limited entry programs (Aquarium Science, Medical Assisting, Nursing, and Nursing Assistant) which have specific program admission requirements. These requirements are updated annually to ensure students are successfully prepared for the program and career field.

The policy of OCCC is that all persons regardless of color, gender, sexual orientation, race, religion, creed, or disability have access to higher education. OCCC is not a substitute for secondary education for students under 16 years of age. Student below the age of compulsory attendance may enroll in accordance with the Underage Student Admission Policy. Students desiring to appeal an admissions decision may pursue the [Student Complaint Procedure – Administrative Policy 5530](#). Some programs and courses may have specific industry based age-restrictions and/or other admission policies and procedures.

Lack of English language skills will also not be a barrier to admission and participation in the College's CTE programs.

## **Admission for students under the age of 16**

Students under 16 years of age with college-level academic ability and the maturity and personal skills required for a successful college experience may be provisionally admitted to OCCC. The college reserves the right to request additional information and/or deny any underage admission.

## **Requirements for admission of students under the age of 16**

### **1. Currently enrolled in a high school registered with the State of Oregon**

Students under age 16 attending a secondary school registered with the State of Oregon who are not enrolled as a dual credit student through their high school as part of an articulated agreement, or have not graduated from high school, will be required to:

1. file an under 16 enrollment form
2. submit a current academic transcript
3. take the college placement test
4. student and parent/guardian will meet with the Vice President of Student Affairs or designee
5. meet with an OCCC Success Coach
6. complete the Success Agreement

### **2. Currently enrolled home school students**

Students under age 16 attending home school or an unregistered secondary school will be required to:

1. file an under 16 enrollment form
2. provide a copy of the confirmation letter received after notifying the local educational service district of the intent to home school
3. provide a current home school academic transcript showing successful completion of the State of Oregon's 8th-grade test for home school students
4. student and parent/guardian will meet with the Vice President of Student Affairs or designee
5. meet with an OCCC Success Coach
6. complete the Success Agreement
- 7.

## **Further Considerations and Information**

After review of the under 16 enrollment form and other documentation as required, students under the age of 16 may attend OCCC if:

- participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
- the student has the ability to benefit from college-level instruction;
- another more age-appropriate, instructional resource is not available, and
- the student demonstrates the ability to perform academically at the college level (RD 115 and WR 115)
- enrollment is limited to 8 credits per term
- The following deadlines to complete the underage admissions process:
  - Summer—May 15
  - Fall—August 15
  - Winter—November 30
  - Spring—March 1
- Students will be notified of their admissions status within 10 working days following their meeting with the Vice President of Student Affairs or designee. If approved, the notification letter will include directions on how to proceed with registering for classes.

NOTE: Students under the age of 16 may enroll in non-credit classes as long as a parent/guardian enrolls with them. No special paperwork is needed.