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Effective Date: 04/23/13  
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## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	050.010.000 – Enrollment Standards
<b>Responsible Department:</b>	Student Services
<b>Authority:</b>	Registrar

### Overview

Columbia Gorge Community College (CGCC) has an enrollment process designed to place students in classes appropriate to their academic level and interest.

### Applicability

Students and Student Services Staff

Any future changes to this Administrative Rule must first be reviewed by the Academic Standards and Practices Committee

### Administrative Rule Statement

#### *Enrollment Standards*

1. Degree seeking students enrolling in credit courses at Columbia Gorge Community College for the first time will be expected to complete the admissions process.
2. Students, new to college, enrolling for a certificate, degree, or diploma will complete an assessment of their basic skills, meet with an advisor and participate in a mandatory new student orientation.
3. All students will be strongly encouraged to use academic advising.
4. Students who place below requisite skill level in areas such as reading, writing, math and computer literacy will be advised to enroll in courses to upgrade their skills.
5. Students must meet prerequisites for course and programs, as required.

#### *Open enrollment admissions*

To be admitted to the college a student must complete an application for admission. Full time students under the age of 18 must provide a signed release from Compulsory Attendance or proof of graduation by their resident high school. Prior to registering,



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admitted students are required to take the college placement test or receive an advisor override to waive the exam based on appropriate college level course work. In addition, admitted students must attend an orientation/advising session prior to registration.

### ***Limited Entry Program Admissions***

Some instructional programs have special admissions standards and may be subject to strict application deadlines and procedures and related fees.

Applicants will be screened and a list of candidates to be accepted into the specific program plus those accepted as alternates (in ranked order) will be generated.

Students accepted, students accepted as alternates, and students rejected by the program will be notified by letter.

Students who request further information concerning their non-acceptance to a program may meet with a designated school official.

### ***Student under age of 16***

Students attending a secondary school registered with the state who are under the age of 16 but not enrolled as part of an articulated agreement, or have not graduated from high school and wish to enroll in credit classes, will be required to file an Underage Enrollment form and submit a current academic transcript. A placement test and an interview with the chief academic and student affairs officer are also required.

### ***Adult Continuing Education Classes***

Adult Continuing Education classes require advance registration and payment in full at the time of registration.

### ***GED Preparation Classes***

Students under 18 wanting to enter GED preparation classes must provide a Release from Compulsory Attendance signed by their resident high school.

Home schooled students need a Release from Compulsory Attendance signed by the appropriate Educational Service District.



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### Definitions

1. Adult Continuing Education classes: Non-credits classes for members of the community interested in enrichment but who may not be seeking a formal degree.
2. GED: High School General Equivalency Degree

### Interpretation of Administrative Rule

Registrar

### Cross Reference to Related Administrative Rules

None

### Further Information

Registrar

[registrar@cgcc.edu](mailto:registrar@cgcc.edu)

(541) 506-6011

### Strategic Direction

KFA 2: Students

### Appendix

- Underage Enrollment Form