Request for Waiver of Admissions Requirements
For Underage Students

Students under the age of 17 who are not participating in the Concurrent Enrollment Program with their high school district must request a Waiver for Admissions Requirements for Underage Students. If you are participating in the Concurrent Enrollment Program please contact the High School Relations Office at (303-914-6350) to complete the required paperwork.

1. Complete the RRCC application at http://www.rrcc.edu/admissions/. For assistance please contact the Admissions office at 303-914-6360.

2. Obtain a request for “Waiver of Admissions Requirements” at the Lakewood Campus from the Program Assistant (303-914-6388) in the office of the Vice President for Student Success located in Room 1219. You may also obtain the waiver from the Information Desk at the Arvada Campus or at www.rrcc.edu/hs/forms.

3. Call the Assessment Center at 303-914-6720 to schedule a time to take the Accuplacer assessment test and to complete the college-monitored writing sample. You do not need to complete both at the same time, or during the same visit. Please note that all students taking these tests at the Assessment Center need to provide a photo ID (driver’s license, student ID or State of Colorado ID card). If none of these options are available, please contact the Assessment Center to discuss which alternatives might be appropriate.

4. If you are requesting enrollment in an advanced foreign language class, you will need to contact the coordinator of the Foreign Language department to schedule a foreign language placement test. Contact Meredith Hibit at 303-914-6557 or meredith.hibit@rrcc.edu to set up this appointment.

5. Bring your completed and signed packet along with your complete educational records and any other supporting documentation to the program assistant in the office of the Vice President for Student Success located on the Lakewood campus (Room 1219).

6. When the completed packet of information is received by the program assistant it will be forwarded to the Academic Standards Committee for review. This review can take up to three weeks depending on the time of year. Every effort will be made to reach a decision as quickly as possible. The Academic Standards Committee will forward their recommendation to the Vice President of Instruction for final review. In all cases, all applications for a waiver of age requirements must be submitted for review 3 weeks before the first day of the semester.

7. After a final decision has been reached, you will be contacted by telephone or email of the acceptance or denial.

8. If you are approved to enroll, you need to sign up first for the (COF) College Opportunity Fund. This can be done on the computers provided by the college in the Lakewood Admissions Office, or you may sign up on your home computer by going to the www.rrcc.edu and clicking on the “COF” symbol located on the homepage.

9. Once accepted, underage students will be registered for classes by the Program Assistant in the Office of the Vice President of Student Success. You are responsible for payment of all tuition and fees. It is your responsibility to know and understand all policies and procedures relating to course withdrawals and tuition refunds.

10. If you have any questions or concerns about the Underage Waiver process, please feel free to call the Program Assistant in the office of the Vice President of Student Success at 303-914-6388.
*Request for Waiver of Admissions Requirements*

Name: _________________________________________  DOB: ____/ ____/ ____

Red Rocks S Number: ___________________________

Address: ________________________________

E-mail ____________________________ Phone Number: _______________

Current School: ____________________________ Grade: _______________

Semester for enrollment:  □ Fall  □ Spring  □ Summer  Year: __________

Please enter course information below:

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<th>CRN</th>
<th>Course</th>
<th>Section Number</th>
<th>Credit Hours</th>
<th>For Office use only</th>
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The requirements for admission into any of the *Community Colleges of Colorado* state that students must be at least seventeen years of age. The college president may grant a waiver based on extenuating circumstances. If approved, this waiver applies only to specific courses and does not constitute admission to the college. The College’s Academic Standards Committee will review the waiver request, along with the supporting materials, and forward its recommendation to the president, who shall make the final decision. All applications for a waiver of age requirements must be submitted for review at least 3 weeks before the first day of semester classes.

In order to help ensure that those requesting a waiver will be successful in a postsecondary environment, the following materials will be used in determining the merits of the request. Please submit the following documents:

1. _____ Official transcript(s) of all education completed.
2. _____ Completion of RRCC academic assessment tests and completion of a college-monitored writing sample. A Colorado ID (or other acceptable forms of ID) is required when taking the assessment tests.
3. _____ Completion of foreign language placement test (required for students requesting an advanced-level foreign language class)
4. _____ Letter(s) of recommendation from:

   a. _____ a school-based committee, signed by the principal, stating the student has exhausted the educational alternatives offered by the district and is academically and socially prepared for a postsecondary environment

   b. _____ a child development specialist or other professional stating the student has the necessary skills to successfully participate in a postsecondary environment

(cont.)
Request for Waiver (cont.)

5. _____ Official copies of additional standardized test results
6. _____ Portfolio of relevant educational accomplishments

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Student: I authorize Red Rocks Community College to release information regarding this waiver process or my academic record, upon request, to the Parent or Official Guardian listed below. I also understand that no special class accommodations will be made solely in consideration of my age.

Have you applied for the College Opportunity Fund (COF)? If you are a Colorado resident, you must apply for COF to receive the in-state tuition stipend which pays for a portion of your tuition. Your signature authorizes Lifetime Payment of your COF stipend (if eligible) to RRCC for all courses listed above. Students can apply for COF at www.rrcc.edu.

Printed Name: ____________________________________________
Signature: __________________________ Date: _____________

Parent or Official Guardian: By signing below I understand that, should my son or daughter be admitted into a course(s), the college has no responsibility to provide any special accommodations in consideration of the student’s age, nor is the school district obligated for any costs associated with the enrollment. Denial of a waiver request may also occur due to liability, health and safety, and accreditation issues.

Printed Name: __________________________ Relationship to Student: __________
Social Security Number (for billing purposes): __ ___ - __ ___ - __ ___
Signature: ____________________________________________
Date: _____/ ____/ _____

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College President: The College has approved/disapproved your enrollment in the course(s) indicated above.

Signature: __________________________
Date: _____/ ____/ _____

*Please note that a registration form must be submitted to the Vice President’s office for each semester until the student reaches the age of seventeen. Additional supporting documentation is welcomed at any time.

PLEASE RETURN THE COMPLETED FORM TO:
Office of the Vice President for Student Success
Red Rocks Community College
13300 West 6th Avenue
Lakewood, CO 80228-1255

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