



Enrollment Services  
 PO Box 967  
 Roseburg, Oregon 97470  
 541.440.7709 | Fax 541.440.7713  
 HSConnections@umpqua.edu

# Pre-College Verification Form

## Instructions

Welcome to UCC! The Pre-College Verification Form is designed to provide current high school and home school students the opportunity to take college courses at UCC. A 20% discount on tuition is also offered with the completion of this form. This form is not needed if your high school offers the course desired under the Dual Credit or Expanded Options program. Advising assistance is available at the High School Connections Office. We look forward to seeing you in class!

### GETTING STARTED CHECKLIST

- Step 1: Complete the Pre-College Verification Form** (*will require signatures from parents, and your High School or the ESD office for home school students*)
- Step 2: Apply for Admission** (*Select "Dual Credit Student"*)  
*ONLINE:* [umpqua.edu/getting-started](http://umpqua.edu/getting-started)  
*IN-PERSON:* Admissions Office in the Student Center
- Step 3: Meet with a High School Connections Academic Advisor**  
*IN-PERSON:* High School Connections Office in the Student Center. (*The advisor **may** ask you to complete the following additional steps depending on the desired course*)
  - **Student Orientation**
  - **Placement Assessment**
- Step 4: Submit your Pre-College Verification Form** (*with your Registration & Schedule Change Form*)  
*IN-PERSON:* Registration Office in the Student Center
- Step 5: Submit your Pre-College Verification Form to UCC Student Accounts Office** (*to apply the 20% discount*)  
*IN-PERSON:* Student Accounts Office in the Student Center

### TERMS AND CONDITIONS *for the 20% tuition discount*

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| <b>Must be</b> a current UCC in-district high school student and/or registered home school students with Douglas Education Service District.   |
| <b>Must submit</b> the Pre-College Verification Form every term for the tuition waiver discount to be awarded and applied.   |
| <b>The tuition discount applies <u>only</u></b> to the cost of tuition for credit classes taken during the approved academic term. Students are financially responsible for the remaining cost of tuition (less the 20%), all text book cost(s) and/or any other applicable course fees. |

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| <b>Must be</b> at least 16 years of age at the time of enrollment and in good academic standing with UCC. ( <i>If 14 or 15 years old, contact High School Connections at 541-440-7709 for special approval</i> ) |
| <b>Must NOT be</b> a graduate with a high school diploma, GED or have completed the state home school requirements prior to the enrollment term.   |
| <b>IF the discount is denied</b> , the student shall bear all financial responsibility.  |

*In accordance with the Family Education Rights and Privacy Act, the legal right to access confidential educational records may only be granted by a student with his or her written permission by completing the UCC Student Release of Information Authorization form.*



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Submit the Pre-College Verification Form with all original signatures prior to the beginning of the approved academic term.

**If under 16 years old, contact High School Connections Office at 541-440-7709 for special approval.**

## Section 1 – STUDENT INFORMATION

Last Name                      First Name                      Middle Initial                      UCC Student ID Number

Birthdate (MMDDYYYY)

Age

Intended TERM & YEAR of enrollment:     Summer     Fall     Winter     Spring    YEAR: \_\_\_\_\_

## Section 2 – HIGH SCHOOL VERIFICATION

**Please check one:**

I attest the above student is a current UCC **in-district high school student**; has not been released from compulsory education; and has not earned a high school diploma, GED or completed state requirements for home school students.

I attest the above student is a current **registered home school student** with Douglas Education Service District; has not been released from compulsory education; and has not earned a high school diploma, GED or completed state requirements for home school students.

Print Name of High School / ESD Representative

Current High School (if applicable)

High School / ESD Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Signifies Approval & Authorization*

## Section 3 – STUDENT & PARENT SIGNATURES

I verify I am a current high school/home school student and will not complete my high school diploma, GED or home school state requirements for the term I will be enrolled in at UCC. I understand any courses selected to be considered as credit toward my high school diploma must be verified and approved by an official high school representative. I understand I am responsible for the remaining tuition (less 20%), all fees (100%) and books/supplies (100%).

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Signifies Approval*

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Signifies Approval (Required if student is under 18 years of age)*

### Verification, Policy Compliance and Approval – FOR OFFICE USE ONLY

APPROVED 20% discount on tuition     SGASTDN Updated (*Enrollment*)  
 DENIED     SU \_\_\_\_\_     FA \_\_\_\_\_     WI \_\_\_\_\_     SP \_\_\_\_\_  
 HSD/GED recipient     UCC GPA below 2.0    Other: \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Signifies Approval & Authorization*