



Enrollment Services
 PO Box 967
 Roseburg, Oregon 97470
 541.440.4610 | Fax 541.440.7713
 Advising@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 Advising & Career Center. 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*)
- Step 2: Apply for Admission** (*Select "Dual Credit Student"*)
ONLINE: umpqua.edu/apply
IN-PERSON: Admissions Office in the Welcome Center
- Step 3: Meet with a UCC Academic Advisor**
IN-PERSON: Advising & Career Center in the Student Center. (*Your advisor may ask you to complete the following additional steps*)
 - **Student Orientation**
ONLINE: umpqua.edu/orientation
 - **Placement Assessment**
IN-PERSON: Advising & Career Center in the Student Center
 Monday – Friday, 8am – 2pm (*closed on Fridays in summer months*)
- Step 4: Submit your Pre-College Verification Form** (*with your Registration & Schedule Change Form*)
IN-PERSON: Registration Office in the Welcome 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 Lockwood Hall

TERMS AND CONDITIONS *for the 20% tuition discount*

Must be a current UCC in-district high school student and/or registered home school students with Douglas Education Service District.
Must submit the Pre-College Verification Form every term for the tuition waiver discount to be awarded and applied.
The tuition discount applies <u>only</u> 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.

Must be 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 Advising at 541-440-4610 for special approval</i>)
Must NOT be a graduate with a high school diploma, GED or have completed the state home school requirements prior to the enrollment term.
IF the discount is denied , the student shall bear all financial responsibility.

A complete set of procedures and criteria for all tuition waivers may be found in the UCC Advising & Career Center. Applicant must meet terms/conditions and program requirements listed below AND are in compliance with UCC Board Policy 710.6 to be considered for any tuition discount.

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. **A late form will not be processed.**
If under 16 years old, contact Advising at 541-440-4610 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: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> 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)
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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 completing 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

<input type="checkbox"/> APPROVED 20% discount on tuition	<input type="checkbox"/> SGASTDN Updated (<i>Enrollment</i>)
<input type="checkbox"/> DENIED	<input type="checkbox"/> SU _____ <input type="checkbox"/> FA _____ <input type="checkbox"/> WI _____ <input type="checkbox"/> SP _____
	<input type="checkbox"/> HSD/GED recipient <input type="checkbox"/> UCC GPA below 2.0 Other: _____

Advisor Signature _____ **Date:** _____
Signifies Approval & Authorization