PENINSULA COLLEGE

ENROLLMENT EXCEPTION CHECKLIST

1. Apply to the College at: https://apply.ctc.edu/user

2. Meet with counselor/advisor to discuss the enrollment exception process.

3. Complete an Enrollment Exception Request Form.

4. If the course requested has a pre-requisite, please complete the test request form: https://pencol.formstack.com/forms/placement_test_request%20 to schedule a placement test. The test is free, but if you choose to re-take any tests, the fee is $15.00.

5. Obtain an official high school transcript in an envelope sealed by the high school official. Home based instruction students must provide documentation as outlined in RCW28A.200.

6. Write a letter of intent addressing why you wish to attend the College, and which course(s) you plan to take.

7. Your parent(s) or guardian must write a letter of support for your plan.

8. Submit a packet of the above materials to Student Services. Early application is encouraged.

The Enrollment Exception Committee or designee(s) will evaluate the application and notify the applicant by phone or mail. Considerations include test scores, appropriate preparation for courses requested, level of maturity, and ability to function in an adult environment.

Once approved, complete an Enrollment Form to register in your class.

Students may enroll in 5 credits their first quarter and appeal to take additional credits subsequent quarters. Progress will be monitored by assigned counselor/adviser. No change in approved courses may be made without counselor/adviser approval. Special admission is granted on a quarter by quarter basis. Students who wish to continue must meet with the designated counselor/adviser prior to the beginning of the next quarter.