

Early Admission at Jefferson Community College COLLEGE COURSES FOR HIGH SCHOOL STUDENTS

Program Description

Early Admission allows **academically prepared** and **motivated** high school students the opportunity to enroll in college courses and earn college credit while still enrolled in high school. Students may enroll in a college course online or on the Jefferson Community College campus. Early Admission typically applies to coursework offered on campus or online during the summer session or regular semester. Depending on the class selection, placement testing may be required.

Eligibility

Students may enroll in college coursework based on their academic preparation, recommendation of the student's high school counselor, and approval from their parents. Students should discuss the various educational opportunities with their counselor and parents in order to determine which approach will best meet their educational objectives.

Campus Based Coursework

High school students may enroll in classes on the Jefferson Community College campus for dual credit (meeting high school graduation requirements and college credit) or personal educational enrichment. The student must complete the application process and meet the pre-requisites for the course.

Process

- The Early Admission application must be completed, signed by the student, parent or guardian, and a high school representative. A current high school transcript must be submitted along with the Early Admission application to the Jefferson Community College Admissions Office. Applications are available on the Jefferson Community College website, at the high school counseling office or by calling Enrollment Services at 315-786-2437.
- Once received by the Admissions Office, the application will be reviewed. An appointment with an admissions counselor or further placement testing may be requested.
- Once the application process is complete and approved, registration will be completed by an advisor or college representative in the Enrollment Services office. Early Admission students, attending part time, are not eligible for federal financial aid.

Students under the age of compulsory education (16):

Students who have not met compulsory school age will be required to pass Ability to Benefit Testing. Registration will be permitted at the discretion of the Director of Admissions and Vice President for Academic Affairs.

**Early Admission at
Jefferson Community College**

Legal Name _____ Age at the time of application _____
First Middle Last

Preferred Name _____ Legal Sex: Male | Female | X

Gender Identity (Optional): Male | Female | X | Transgender Male

Transgender Female | Gender Conforming/Non-Binary | Not Sure/Questioning | Other

Gender Identity (Other) _____ Preferred Pronouns (Optional): He | She | They | Other

Primary Language Spoken At Home: _____

Mailing Address _____
PO Box or Street City State Zip County

Home Phone (____) _____ Date of Birth _____
Month Day Year

Social Security # or Jefferson ID# _____ - _____ - _____

Email address _____

High School currently attending: _____
Year of Graduation 20 _____

What semester are you interested in attending? Fall _____ Spring _____ Winter _____
Summer _____ Year 20 _____

I plan to attend: _____ Part-time (Less than 12 credit hours)
Check One _____ Full-time (More than 12 credit hours. **Also requires completion of
our Jefferson Community College Application for
Admissions.**)

I am interested in enrolling at Jefferson Community College for the following reason(s)
please check one

- ____ To meet high school graduation requirements
- ____ To begin college coursework early
- ____ For personal interest and educational enrichment

If you wish to release student account information, including Financial Aid and Billing, Student Records and Academic Information (including Grades and Registration status), please list all individuals below. This release only pertains to the information provided on this application and does not serve as an official Family Educational Rights and Privacy Act (FERPA) Release of Information. For questions regarding the official FERPA Release of Information process, please contact studentrecords@sunyjefferson.edu.

Name	Relationship to Student
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Name	Relationship to Student
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Name	Relationship to Student
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- By signing and submitting the Early Admission Application, the student, parent, and guidance counselor are acknowledging the following:
- Course registrations for on campus, online, or any other modality (not part of the EDGE or Distance Learning in High School sections) are subject to the full rate of tuition and fees. High school students are not eligible for federal financial aid.
 - Student is subject to all timelines set forth by the college. This includes course drop and withdrawal processes. Failure to drop coursework before the course start date will follow the campus grading policy and tuition and fees refund policy. Policies can be found at sunyjefferson.edu.
 - Any additional coursework not outlined in this application will require an updated Early Admission application. This includes registration for future terms.
 - Students registering for coursework before reaching the age of compulsory attendance (16) or registering for Full Time Status (12 or more credit hours) will be required to pass the Ability to Benefit Test.

Part II
(To be completed by school counselor or representative)

RECOMMENDATION FOR EARLY ADMISSION: Please address the student's academic and personal readiness for the college experience.

COURSES RECOMMENDED OR REQUIRED: (Please indicate if these courses are required for high school graduation). See our website for specific course numbers, time, and days.

Course Number:_____ Time: _____ Days: _____ graduation_____

Course Number:_____ Time: _____ Days: _____ graduation_____

Course Number:_____ Time: _____ Days: _____ graduation_____

Course Number:_____ Time: _____ Days: _____ graduation_____

Course Number:_____ Time: _____ Days: _____ graduation_____

Course Number:_____ Time: _____ Days: _____ graduation_____

***Please attach a current high school transcript.

Applicant's Signature

(This signature also serves as permission to release your mid-term and final grades to your high school guidance office.)

Parent/Guardian Signature

School Counselor's Signature or Representative

Name of High School

Return to:
Office of Admissions
Jefferson Community College
1220 Coffeen Street
Watertown, N.Y. 13601
315-786-2277

Student Participation and Acknowledgment Disclaimer

I, the undersigned student, and I, the undersigned parent/guardian, acknowledge and agree to the following conditions regarding the student's enrollment and participation in a college-level course:

1. Nature of Course Content

We understand and acknowledge that college courses are designed for adult learners (age 18 and older) and may include:

- Discussion topics, readings, assignments, and materials that are of an adult nature;
- Content that may not be considered age-appropriate for minors; and
- Course dialogue that reflects diverse perspectives and mature subject matter.

We consent to the student's participation in all course content, discussions, and related academic activities, regardless of subject matter.

2. Mixed-Age Classroom Environment

We understand and agree that the student will be enrolled in a class with other students who are 18 years of age or older. We accept that the student will be expected to engage in the course at the same academic level and under the same expectations as all other enrolled students.

3. Student Independence and Campus Presence

We acknowledge and agree that:

- The college does not assume responsibility for the student's transportation, including drop-off and pick-up;
- The college is not responsible for monitoring the student's movement, whereabouts, or behavior while on campus; and
- The student is expected to navigate campus independently, consistent with college-level expectations.
- Students utilizing on campus resources, such as the campus library, or attending any events are required to carry their Student ID card at all times.

4. Parent/Guardian Participation

We understand and agree that:

- Parents/guardians are not permitted to attend or participate in the course with the student; nor may they complete coursework, assignments, assessments, or other academic work on the student's behalf. Students are expected to complete all course requirements independently.

- Course attendance, instruction, and academic engagement are reserved solely for enrolled students and authorized college personnel.

5. Voluntary Participation

We acknowledge that the student's enrollment in this course is voluntary. By signing below, we confirm that we have read, understood, and agree to all terms outlined in this disclaimer.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Registration Procedure for Students Under Age 16

Students who are under the age of 16 are not permitted to register for a college course prior to the first day of the course. All required application materials must be completed and submitted in advance of consideration for enrollment. This includes, but is not limited to, successfully passing any required Ability to Benefit (ATB) assessment or other prerequisite evaluation.

Course seats will be reserved for students who are 16 years of age or older until the first day of the course. On the first day of the course, if seats remain available, students under the age of 16 who have completed all application requirements may then be registered and admitted into the course. Eligible students will be notified of their admission status via email.

Students under the age of 16 who are admitted into a course are restricted to enrolling in **fully online classes only**, and only in those courses approved and specifically designated by departmental leadership as eligible for underage enrollment. No in-person, hybrid, or otherwise on-campus course participation is permitted unless explicitly authorized by departmental leadership.

If a student who has completed the application process determines they are no longer interested in attending the course, they must formally notify the Enrollment Services Office in writing to withdraw their application prior to attending the course. Failure to provide such notification will result in the student and/or responsible party incurring financial responsibility in accordance with the campus refund and billing policy.

Approved Course List:

Online Option Only (if the course is not offered online, registration will NOT be permitted)

ACC 101	ACC 102	ALH 110	ALH 145
ASL 121	ASL 122	BIO 105	BIO 106
BUS 112	BUS 150	BUS 157	BUS 202
BUS 211	BUS 231	BUS 232	CHE 107
CIS 110	CIS 114	CIS 116	ECO 101
ECO 102	ENG 101	ENG 107	GEO 110
GEO 141	MTH 144	MTH 154	MTH 165
MTH 174	MTH 185	MTH 221	OFC 245
PED 184	SPA 121	SPA 122	

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____