

Procedures for Admissions of Minors

IMPORTANT! Minors must be officially withdrawn from high school for at least six months to be considered for the GED/HSE program. If a minor is not officially withdrawn from high school, a waiting period of six months will be required and it will begin from the date that the application is received by Rowan-Cabarrus Community College. **Minors who have been suspended from high school for behavioral violations may not be considered for admission.** Minors wanting to enroll in Adult High School do not have to wait six months, but they must have at least 16 credits to be considered for placement.

Minors who wish to achieve a high school credential must:

1. Complete the minor admissions form with appropriate signatures and return the admissions form to:

Rowan-Cabarrus Community College
Attn: Jay Taylor
P.O. Box 1595
Salisbury, NC 28145

Only original documents will be accepted (we are unable to accept scans, copies, faxes, email attachments, etc.) and all documentation, signatures and dates must be completed in ink.

2. After the minor admissions form and the accompanying forms/documents have been received and reviewed, you will be contacted to schedule an interview with the appropriate program instructor. Make sure that your parent(s) or legal guardian can join you for the interview appointment.
3. Make sure that the Code of Conduct document is signed by both the minor student and parent(s) or legal guardian.

Programs in the College & Career Readiness program are designed for adult students; therefore, minors are admitted to the programs on a space available basis.

Minors who have been suspended from the College & Career Readiness program, **will not** be readmitted until they reach the age of 18 years old.

GED/HSE Testing must be completed in North Carolina.

Please be sure that the minor student and parent(s) or legal guardian reads, signs and returns the enclosed Code of Conduct document.



Post Office Box 1595
Salisbury, North Carolina 28145-1595
Phone 704-216-7222

**Minor Release Form for Admission to Economic & Workforce Development and
High School Equivalency Programs (For students ages 16 & 17)**

Section I (To be completed by applicant)

Program(s) applying for: ABE/HSE _____ Economic/Workforce Development Programs _____

Full Name: _____ SSN #: _____
Last First Middle

Full Address: _____
Street/P.O. Box City State Zip Code

Phone: _____ Birth Date: _____ Age (at enrollment): _____

Email Address: _____

I have a NC Driver's License ____ Yes ____ No If Yes, Driver's License/Permit Number: _____

I have a NC Driver's Permit ____ Yes ____ No Date Issued: _____

I have a Driver's License issued by: (state) _____

I understand that misrepresentation or falsification of the above information may be grounds for rejection of my admission, termination from the program in which I am enrolled, and/or revocation of my Driver's License by the NC Dept. of Motor Vehicles.

Signature of Applicant

Date

Section II (Authorizations – Signatures needed from parent/guardian and Notary Public Official)

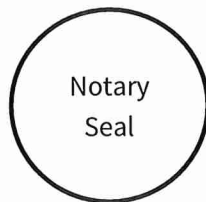
I, _____, being the parent or court-appointed legal guardian of the above minor, request that this minor be admitted into the Adult Literacy and/or Economic & Workforce Development Programs at Rowan-Cabarrus Community College. I also understand the attached information about the Dropout Prevention/Driver's License Law.

Signature of Parent/Guardian (Must be notarized)

Date

Signature of Notary Public Official

Date



Date: _____

Notary Expiration Date: _____



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Section III (To be completed by High School Official)		School Seal
Referring School: _____ Current Grade Level: _____		
Signature of High School Official	Title	Date
If student is enrolling in HSE, the following information must be completed:		
Official Withdrawal Date: _____ Highest Grade Completed: _____		
Reason for Withdrawal: Expulsion _____ Long Term Suspension _____ Excessive Absences _____ Moved _____		
Other: _____		

Section IV HSE Only (To be completed by Rowan-Cabarrus College & Career Readiness personnel)	
<i>The above student has permission to register in classes sponsored by Rowan-Cabarrus Community College.</i>	
Signature of Program Instructor	Date



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Salisbury, North Carolina 28145-1595
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Disciplinary Disclosure Form

It is the applicant's responsibility to present this form to a school official of his/her previous school for completion.

All forms must be completed and returned to the Rowan-Cabarrus College & Career Readiness department before the applicant can be considered for admission. This form may be directly mailed by the previous school or hand delivered by the student in a *sealed envelope*.

Mail to: Rowan-Cabarrus Community College
Attn. Jay Taylor
P.O. Box 1595 Salisbury, NC 28145-1595

To be completed by applicant and parent or guardian (please print)

Student Name

Social Security Number

Birth Date

School Records Office: I am applying for admission into the HSE program at Rowan-Cabarrus Community College. Please release all information regarding disciplinary or behavioral problems applicable to me while I was in attendance at your institution to Rowan-Cabarrus Community College.

Student Signature

Date

Parent or Guardian Signature

Date

To be completed by official of last school attended

____ Student records indicate no disciplinary action or behavioral problems.

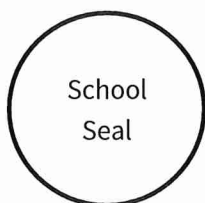
____ Student records indicate the following disciplinary action (make attachments if necessary).

Action	Duration	Date	Reason(s)
Suspension			
Expulsion			

Check all of the following that apply to the student names above:

____ Fighting ____ Alcohol ____ Drugs ____ Weapons ____ Vandalism ____ Gang Activity ____ Other (explain)

____ Known Court Action: _____



School Official Signature

Date

Name of School

Telephone Number

Dear Parents,

As you may know, North Carolina has legislation which reflects a coordinated statewide effort to motivate and encourage students to complete high school. The revocation of a student's driving permit or license will result if a student is unable to maintain adequate academic progress or drops out of school. The law became effective August 1, 1998.

For your review, pertinent information listed below will give you a better understanding of the Dropout Prevention/Driver's License Law.

What state agencies are involved with the law?	The law specifically identifies several state agencies to work collaboratively in the implementation of the law. The Department of Public Instruction, Division of Motor Vehicles, Division of Non-Public School, and the North Carolina Community College System are partners in this effort.
Who is affected by this legislation?	The legislation is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or license. This includes public school, federal school, home school, private school, and community college students.
Who is NOT affected by this legislation?	Students who have attained a high school diploma, a GED or an Adult High School diploma as issued by a community college are not affected by this legislation.
Driving Eligibility Certificate	There are several changes in the procedures regarding how a student obtains and retains his or her driver's permit or license. A student will need to have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The Division of Motor Vehicles will not issue a driver's permit or license without a Driving Eligibility Certificate.
What is adequate progress?	Adequate academic progress will be evaluated at the end of six months. A student enrolled in Basic Skills must attend class for a minimum of sixty hours per month for a period of six consecutive months. Specific regulations apply to individual programs: GED, Adult High School, English Language Learner, and Adult Basic Skills.
What about dropouts?	A student who drops out of school will lose his/her driver's permit or license.
Are there hardship rules?	Yes, the college will be able to issue Driving Eligibility Certificates to students based on hardship. Cases of hardship must reflect specific circumstances that are beyond the control of the student, his/her parents, or the college. The specific hardship circumstances are divided into four categories: <ol style="list-style-type: none"> 1. Medical considerations 2. Work-related considerations 3. Exceptional students considerations 4. Other considerations In all cases of hardship, documented proof must be submitted. A request form for consideration is available in the Dean's office.
For more information:	Contact your local Department of Motor Vehicles.

STUDENT CODE OF CONDUCT

Rowan-Cabarrus Community College exists to help adults to increase their knowledge, development, and occupational proficiencies, to respond to life-long learning opportunities, and to participate as reasonable citizens in a democratic society. Good order and discipline on campus and at off-campus locations is necessary for this to occur. The following rules and requirements will promote a good environment for learning and ensure the safety and well-being of all students, faculty, staff, and guests of the college. By signing the registration form, the student agrees that he/she will abide to the following rules:

Students shall...

1. Abide by all rules, regulations, policies and procedures governing the college.
2. Behave as mature adults by demonstrating common courtesy and respect for faculty members, administrative staff, other students, and guests of the college.
3. Attend all class meetings unless excused by a teacher. If absence is unavoidable, make every effort to meet with the teacher as soon as possible to make up missed work.
4. Arrive to class on time and prepared for the day's lessons.

Students shall not...

1. Possess, consume, distribute, or be under the influence of alcoholic beverages or illegal drugs.
2. Use, possess, or transport any weapon.
3. Behave in a loud or boisterous manner so as to interrupt or interfere with on-going classes and/or the academic learning environment.
4. Use tobacco products anywhere on school property.
5. Damage, destroy or attempt to damage or destroy the property of the college or the property of someone else.
6. Endanger or threaten to endanger the personal safety of anyone. Intentionally causing or attempting to cause injury or causing emotional stress is included within the meaning of this provision.
7. Behave in an offensive or abusive manner toward anyone, to include the public use of vulgar, profane, and/or abusive language.
8. Steal or borrow without permission the possession(s) of anyone.
9. Lie to anyone concerning college related matters.
10. Forge, alter, or otherwise misuse any college document or record.
11. Consume food in the classroom during scheduled class time.
12. Bring their children to class or leave their children unattended while on campus.
13. Cheat on an examination, homework, or other assignment; collaborate, without permission in work to be presented to class, plagiarize, or knowingly assist another student in any of the above prohibited activities.
14. Behave in an insubordinate manner inappropriate for the academic environment to include student disrespect and contempt for college officials. This prohibition includes failure to comply with the reasonable requests of teachers in pursuit of

class learning objectives and the maintenance of good order and discipline.

15. Go to any unapproved web sites or use the computer for any activities other than prescribed instructional use or misuse the Rowan-Cabarrus Internet connection in any way.
16. Participate in any touching of others anywhere on campus that could be construed as a public display of affection, aggression, or otherwise inappropriate.
17. Perform in a manner in which the college deems loitering without educational purpose or goal. Students must engage in purposeful acts on campus which meet educational goals or appropriate recreational and extracurricular activities.

Academic Progress

The student agrees that by registering in the College & Career Readiness program, they are expected to show academic progress. Failure to show academic progress may be a cause for dismissal from the program.

Rowan-Cabarrus College & Career Readiness Student Rules

Rowan-Cabarrus College & Career Readiness program students *shall not*:

1. **Touch** other people.
2. Wear hoods, sunglasses, or hats inside the classroom.
3. Sleep in class.
4. Use cell phones in the classroom. Cell phones must be on silent or turned off while in class. No texting. No phone-charging.
5. Wear clothing with offensive, suggestive or vulgar slogans.
6. Wear clothing that is inappropriate for the learning environment. Pants will be worn on the hips. Students will be expected to wear clothing that is comfortable but non-revealing.
7. Take breaks longer than the regularly scheduled break time. If a student does not return after the break, they will be signed out of the class and will have to sign back in upon their return. Persistent tardiness may result in removal from the program.
8. Consume food or drink in the classroom.

Certification

I have read and thoroughly understand the above expectations and prohibitions and will abide by them at all times while a student at Rowan-Cabarrus Community College. Also, I thoroughly understand that failure to comply with the above expectations and prohibitions may result in disciplinary action against me by Rowan-Cabarrus to include suspension from class or expulsion from the college.

Student Signature _____ Date _____

Parent or Guardian Signature: _____ Date _____

STUDENT AGREEMENT REGARDING THE USE OF THE INTERNET

1. Rowan-Cabarrus' Internet connection is to be used only for college-related research and educational activities that are consistent with the mission of the college.
2. The use of Rowan-Cabarrus' Internet connection is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. I understand that suspected misuses will be confidentially reported to the appropriate vice president.
3. It is my responsibility to be aware of and to ensure that all copyright laws, including licensing restrictions, are honored. I understand that ownership of text, music, software and other media is proprietary and therefore protected by law.
4. It is my responsibility to ensure that I do not send, print, request, or store fraudulent, harassing, threatening, racist, sexist, offensive, or obscene messages and/or materials. I understand that transmission of any materials in violation of federal or state laws or regulations is prohibited. I understand that purchasing via Rowan-Cabarrus' Internet connection is prohibited.
5. It is my responsibility to be cognizant of and observe the acceptable use policies of external networks that I access via Rowan-Cabarrus' Internet connection.
6. It is my responsibility to ensure that the performance of Rowan-Cabarrus' network is not degraded or that authorized college users are not deprived of Internet resources or access by my activities. I concur that it is my responsibility to avoid the knowing or inadvertent spread of computer viruses.
7. Rowan-Cabarrus has the right to review any materials stored on any system provided by the college and to edit and remove any materials. I hereby waive any right which I may otherwise have in and to such materials. I release Rowan-Cabarrus and all other organizations related to Rowan-Cabarrus' Internet connection from any liabilities or damages that may result from my use of the Internet connection. I accept full responsibility for the results of my actions with regard to the use of the Internet. I release the college and all other related organizations from any liability relating to consequences resulting from my use of Rowan-Cabarrus' Internet connection.

Student Signature _____ Date _____

Parent or Guardian Signature: _____ Date _____