



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title: General Admission**  
**Procedure Number: 07-2003-0020**  
**Board Policy Reference: I.B.**

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**Accountable Administrator: Vice President Student Affairs**  
**Position responsible for updating: Registrar/Director Enrollment Services**  
**Original Date: December 1984**  
**Date Approved by Cabinet: 06-23-15**  
**Authorizing Signature: Signed original on file.**  
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### **Purpose/Principle/Definitions:**

Blue Mountain Community College maintains an open-door general admission policy. Students will be admitted and may enroll provided they are at least 18 years of age or have met one of the following criteria:

- Legally emancipated
- Graduated from high school or the equivalent
- Completed a General Educational Development (GED) certificate
- Enrolled in an approved early college program including, but not limited to dual credit or expanded options.

There are additional entrance requirements for International Student Admission (see Admin Procedure 07-2015-0007) and Competitive Entry Programs Admission (see Admin Procedure 07-2015-0008).

### **General Admission Conditions**

1. Individuals under 18 years of age who have not met any of the criteria above may be admitted and allowed to enroll by submitting the following items along with an application for admission:
  - a. A letter from a high school administrator stating that the student has been released from compulsory school attendance under the provisions outlined in ORS 339.030
  - b. Acknowledgement that the student will be in an adult learning environment and is expected to adhere to BMCC academic and student conduct standards.
2. Students under the age of 16 will also be required to provide evidence of the following items each term they enroll until reaching the age of 18; completion of the GED or graduation from high school:

- a. Parent or guardian and student have met with a BMCC student success coach or faculty advisor to determine appropriate course selection and academic readiness
  - b. Instructor(s) have provided individual course enrollment permission.
3. An underage student may be denied admission or continuing enrollment if it is determined at any step of the process that the student cannot benefit from the instruction desired.

**General Admission Procedures:**

1. All new students must submit an application for admission by the published deadline each term.
  - a. Applications may be submitted online, by mail or in person at any BMCC service center.
  - b. Requests for an exception to the published admission deadline will be reviewed by the Director of the Student Success Center or designee up to one week prior to the start of the new term and will be approved if the following can be demonstrated:
    - i. Placement assessment completed
    - ii. New Student Orientation completed
    - iii. First academic planning meeting with a faculty advisor or success coach have occurred
    - iv. Adequate financial resources for first term are in place
    - OR -
    - v. Student is non-degree seeking taking classes for personal enrichment only

*Note: Students not approved for an exception to the admission deadline will be encouraged to meet with a student success coach to begin preparing for the next term.*

Forms:      BMCC Application for Admission  
                  Release from Compulsory Attendance/Underage Admission Conditions  
                  Admission Deadline Exception