

WAUKESHA COUNTY TECHNICAL COLLEGE

Registration and Records

800 Main Street, room C-019

Pewaukee, WI 53072

262.691.5578 (Phone); 262.691.5123 (Fax)

WebReg@wctc.edu

Enrollment Request for Minors

Under Age 16 Registration Form

Individuals who have not reached their sixteenth birthday prior to the start date of the class must complete this form. Waukesha County Technical College reserves the right to deny enrollment in a class due to safety and/or educational concerns.

Student name: _____
Last First Middle

Birth date: _____ Age: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell Home Email _____

Class Information

Class title _____ CRN (4 or 5 digits) _____ Time/Day of Class _____

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Class title _____ CRN (4 or 5 digits) _____ Time/Day of Class _____

Reason for request to enroll in this class _____

By signing this, I understand that the class content will be of post secondary quality:

Student Signature _____ Date _____

Parent/Guardian Permission

Parent/Guardian Signature _____ Date _____

By signing this, I understand that according to FERPA, college students, at any age, are allowed to determine who will receive information about their educational record. While parents/guardians understandably have an interest in a student's academic progress, they are not automatically granted access to a student's records without written consent of the student. Also note, refunds for cancelled classes or student-initiated drops/withdrawals will be made payable to the student.

High School Authorization: High School principal signature required for class enrollment during the normal school day.

School Principal Signature _____ Date _____

Submission of Form:

In person at the Enrollment Center, C019

Fax to 262.691.5123

Mail to WCTC Registration, 800 Main St., Pewaukee, WI 53072

For Office Use Only

Associate Dean:

Registration Approved or Denied

Date Processed: _____



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Administrative Procedure- Student Age Requirements For Enrollment Stu-310-01

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A student under the age of 16 who desires to attend a Wisconsin technical college must meet certain requirements established by the Wisconsin Technical College System and State statutes in order to enroll in a technical college.

Students under the age of 16 and/or current high school student may be permitted to enroll in courses at WCTC if the following requirements are met:

- The course's pre-requisites are satisfied.
- The Enrollment Request for Minors Form is complete before the start of the class.
- The Registrar has received approval from the Associate Dean.

Students under the age of 16 are prohibited from enrolling in the courses listed below due to safety, certification, licensing, or policy requirements:

- Emergency medical technician courses
- All nursing and allied health courses
- Fire training courses
- Law enforcement courses (contract or recruit-specific training)
- Human services courses
- Child care courses
- Alcohol and other drug abuse core courses
- Basic education, including high school completion, basic skills courses, and English as a Second Language, unless contracted with the school district, with the exception of ACT test prep classes
- Courses that involve classroom or lab areas that could be defined as hazardous, such as areas containing hoists, baking equipment, firearms or explosives, manufacturing or processing equipment, or hazardous substances.

Students participating in the Start College Now Program or in the Dual Enrollment Academy must follow specific program deadlines and procedures.

See Wisconsin State Statute S38.22

See Administrative Policy – Students STU-100 College Admissions See Administrative Policy – Students STU-310 Registration

Procedure owner: Registrar

REVISED: August, 2004

REVISED: March, 2008

REVISED: December 2018 (replaces Administrative Procedure STU-100-01 Minimum Age Requirement)

REVISED: October 2021

