

**MASSASOIT COMMUNITY COLLEGE**  
**YOUTH LEARNER REQUEST TO ENROLL**  
**POLICY AND FORM**

Students below the traditional age-level for college are welcome at Massasoit Community College and must comply with the following procedures in order to register for credit and non-credit courses, with the exception of classes/activities specifically designed for youth learners; for example, Sports Camps, Summer Science Camps, MCAS tutoring, Robotics.

Youth learners, those who have not yet reached the age of sixteen (16), will be considered for credit and non-credit courses on a case-by-case basis. A parent/guardian and the student must complete the **Youth Learner Request to Enroll Form** and obtain the approval signature of the Dean of Students on the Brockton Campus or the Vice-President of the Canton Campus, or their designee, or the Director of the Middleborough Center and the appropriate Division Dean, or his/her designee, **before** registering for credit or non-credit courses.

The college reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in credit or non-credit courses based on its case-by-case consideration of a variety of factors, including but not limited to: the student's maturity level, life experience, placement test scores, pre-requisites, prior education, course content, instructional methodology, and risks or requirements associated with a particular course(s).

The **Youth Learner Request to Enroll Form** can be obtained online at the Registrar's webpage, College Forms, or at the Registrar's office on either Brockton or Canton campus, the Main Office at the Middleborough Center, Dean of Students Office on Brockton Campus or in the office of Vice-President of Canton Campus. See other side for specific information.

**Registration Steps for Youth Learner**

1. Complete the **Youth Learner Request to Enroll Form**.
2. Meet all course pre-requisites, including taking the college's Placement Examinations in Reading, Writing, and Mathematics, if required.
3. Meet with the Dean of Students in Brockton or the Vice President of Canton, or their designee, or the Director of the Middleborough Center for approval signature.
4. Meet with the appropriate Division Dean for each course or his/her designee for approval signature.
5. High School students who are applying for Dual Enrollment for the CDEP, Commonwealth Dual Enrollment Program, (Grant Funding) or MDEP, Massasoit Dual Enrollment Program (Reduced Tuition), must bring this completed form to the Dual Enrollment Coordinator in the Admissions Office along with a completed Dual Enrollment Application Form and a completed Registration Form.
6. If you are not applying for the CDEP Grant or MDEP reduced tuition, you can bring this form to the Registrar's Office or give the Form to the Director of the Middleborough Center to register for approved courses and pay full tuition for the approved course.
7. Pay tuition and fees at the Business Office, Brockton/Canton, or Main Office at the Middleborough Center.

**Your signature below indicates the following:**

- I received a copy of the Student Handbook with the Student Code of Conduct and understand the college's expected behavior both in and out of the classroom.
- I understand that in the future the student is required to meet with the Dean of Students in Brockton or Vice-President of the Canton Campus or their designee or the Director of the Middleborough Center and the appropriate Academic Dean **before** registering for credit or non-credit courses each enrollment period until the student turns 16 years old. Online registration is not permitted.
- It is recommended that the parent/guardian be present and readily available while the student is on campus and the parent/guardian assumes all liability for the student.
- I give my permission to my parent/guardian to speak with the college administration and faculty regarding my educational and discipline records.

**REQUIRED SIGNATURES**

<b>Student</b> _____	<b>Parent/Guardian</b> _____	<b>Date</b> _____
<b>Print Name</b> _____	<b>Print Name</b> _____	
<b>Dean of Students in Brockton or designee</b> _____	<b>Approved</b> <b>Yes</b> _____ <b>No</b> _____	<b>Date</b> _____
<b>or Vice-President of Canton Campus or designee</b> _____	<b>Approved</b> <b>Yes</b> _____ <b>No</b> _____	<b>Date</b> _____
<b>or Director of the Middleborough Center</b> _____	<b>Approved</b> <b>Yes</b> _____ <b>No</b> _____	<b>Date</b> _____
<b>and</b>		
<b>Division Dean or designee</b> _____	<b>Approved</b> <b>Yes</b> _____ <b>No</b> _____	<b>Date</b> _____
<b>Division Dean or designee</b> _____	<b>Approved</b> <b>Yes</b> _____ <b>No</b> _____	<b>Date</b> _____
<b>Division Dean or designee</b> _____	<b>Approved</b> <b>Yes</b> _____ <b>No</b> _____	<b>Date</b> _____

<b>Course title</b>	<b>Course Number/Section</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer I</b>	<b>Summer II</b>
---------------------	------------------------------	-------------	---------------	-----------------	------------------

--	--	--	--	--	--

## Required Signatures

### **Brockton**

Interim Dean of Students Alvin Riley  
Student Center SC208 508-588-9100 x1415

**or**

Designee - Dean of Enrollment Management Shilo Henriques  
Administration A221 508-588-9100 x1086

**or**

Designee - Vice-President David Tracy  
Administration A219 508-588-9100 x1085

### **Division Deans**

Dean Lynda Thompson	Business and Technology, e-Learning	B217	x1677
Dean Dr. Deanna Yameen	Humanities/Fine Arts	H222	x1810
Dean Dr. Douglas Brown	Math/Science	S111	x1608
Dean Dr. Anne Scalzo-McNeil	Nursing /Allied Health	H126	x1750
Dean Karyn Boutin	Public Service/Social Science	LA111	x1903
Dean Rose Paquette	Workforce Development /Community Education	Conf Ctr	x1560

**or**

Designee - Vice-President Dr. Barbara McCarthy LA328 x1900

### **Canton**

Senior Vice-President & Vice-President of Canton Campus Nick Palantzas  
C100 508-588-9100 x2505

**or**

Designee - Dean of Emergent Technologies Carine Sauvignon  
C213 508-588-9100 x2107

### **Division Dean**

Dean Carine Sauvignon  
C213 508-588-9100 x2107

**or**

Designee - Senior Vice-President & Vice President Canton Campus Nick Palantzas  
C100 508-588-9100 x2505

### **Middleborough Center**

Douglas Walo, Director of Middleborough Center  
Main Office 508-588-9100 x4001