

HOW TO FILL OUT YOUR INTERACTIVE PDF

Please read the following instructions for a step-by-step guide on completing your interactive PDF form.

**Mac and Chrome users: It is important that you use [Adobe Acrobat Reader DC](#) to fill out the form, as you will not be able to properly complete it with Preview or Chrome PDF Viewer. Click [here](#) to download Adobe Acrobat Reader DC for free.

1. Download the PDF directly to your computer before completing it.

- Position your cursor over the file and right-click “**Save As,**” “**Download,**” or comparable option.
- Select a name for the file and a location to save it on your own computer before clicking “**Save.**”

2. Open the file in Adobe Acrobat Reader DC.

- You will need the latest version of Adobe Acrobat Reader DC to fill out the form. The program can be downloaded for free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

3. Fill out the form by directly typing or copying/pasting text into each field.

- To add your signature, use one of the following options:
 - Find and select the pen icon on the toolbar at the top of the screen and click “**Add Signature.**” Either type, draw, or upload an image of your signature and click “**Apply**” to add it to the form. Then, drag your signature to the appropriate box.

OR

- Click the signature box and follow the steps to configure your “**Digital ID,**” if you do not have one already.

4. Save your completed form as a new PDF.

- On the reader menu, select “**File**” > “**Save As...**”



**Underage Student Enrollment Application
Permission Form**

Student's Full Name:

Date of Birth:

Current School Name:

Recommender's Name:
Title: Telephone:

City College Campus: Richard J. Daley Kennedy-King Malcolm X Olive-Harvey
(please check one) Harry S Truman Harold Washington Wilbur Wright

Enrollment Term:

Course Name:

Course Number: Credit Hours:

I understand that the City Colleges of Chicago is primarily an adult learning environment and if approved to take courses through this Special Admissions application that I may be exposed to course materials and discussion content that is purposed for mature audiences as it relates to the educational goals of the classroom. I will be expected to participate in class and follow the same academic policies and procedures as all other enrolled students.

If I wish to withdraw from courses I must follow proper procedure or risk receiving a failing grade. All grades assigned for courses at CCC are part of my permanent college record and must be reported to requesting institutions (i.e. for high school transcripts, when applying to another college or job application, etc.)

If I am taking the course at the college or dual enrolled, I understand that an adult guardian must stay in the building when I am in class, but may not enter the classroom.

If I am taking the course at my high school as dual credit, I understand the permission was granted because I have received recommendation from my high school and approval from the college President.

I understand that the campus Dean of Instruction has the right to limit the number of courses I may take within a semester and to direct me into specific sections of courses based on my placement scores. I must obtain the Dean of Instruction's approval before registering for a new course.

Student Signature

Date

Guardian's Signature

Date

Recommender's Signature

Date

College Approval

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