

Concurrent Enrollment Information and Expectations for Students and Parents (2017/18)
Revised 11/8/2016

Timeline

Applications are open at least a whole semester in advance
Applications (including the online application, the transcript, and the \$40 application fee) are due by November 1st for Spring and April 1st for Fall)
Registration for fall will be open in April
Registration for spring will be open in November
Applying and registering is recommended by summer break for fall courses
Applying and registering is recommended by winter break for spring courses

Application Process

Applications (including the online application, the transcript, and the \$40 application fee are due by November 1st for Spring and April 1st for Fall)

- Having a Tnumber does not indicate that the student has completed an application for admission, nor is it a sign that he/she has been admitted
- The application is completed online
- Please note that applying and registering is two different processes (please take care to use the correct term when communicating)
- Registering for classes at the high school is not the same as registering for classes at the university – registering for classes at the high school does not register a student for the university course
- Students must be a junior or senior (or for NFS 1020 and CCET courses a sophomore)
- Students must be counted in the average daily attendance at the high school (even home-schooled students)
- Students must have a 3.0 GPA (or 2.5 for NFS 1020)
- Please note that application process can take 2 – 3 weeks
- Students cannot register for classes until they have been admitted
- If a student does not enroll in any concurrent enrollment courses in the year immediately following the application, SUU will refund the application fee upon request, or the student can elect to have it applied to their New Secondary Graduate application
- A transcript is needed from the high school before evaluation for admission can be conducted
- The \$40 application fee must be paid before evaluation for admission can be conducted
- If attending SUU after high school, students do not need to pay an application fee to SUU again, but they do need to apply again. Please note that the system will automatically charge an application fee and students need to contact the admissions office to have the second fee reversed. It is the responsibility of the student to take care of this in a timely manner.

Registration

- Registration is completed online
- Only students who are registering for Math and English courses need to submit a qualifying ACT score or Accuplacer score as part of the process. Students who are using their ACT score or Accuplacer score to qualify to take a course must make a request to the SUU K12 Programs office indicating that the score is available, and that they would like to use it satisfy a pre-requisite
- the evidence of meeting a prerequisite must be received by November 15th for Spring and April 15th for Fall (unless student is currently enrolled in a course that will be their evidence that they have met the prerequisite)
- Students must register for the correct concurrent enrollment courses using the provided CRNs from the concurrent enrollment office (which are provided to the CE designee at the high school)
- The CRNs for the high school students are not going to appear in a search for courses
- Students who register for regular university courses will be responsible for full tuition

Withdrawing from a College Course

- Students are responsible for dropping their courses by the published deadlines (see back pages for deadlines)
- Withdrawing from a course at the high school does not drop a student from the college course
- Students may start the process of withdrawing from their last college course, but the system will prevent the withdrawal from processing until the CE office at SUU is made aware of the attempt. The CE office at SUU will contact the CE designee at the high school to ensure that they are aware of the attempt as well
- If students are making changes to their college course schedule that involve adding and withdrawing, they are encouraged to add first and then withdraw. This will prevent them from making an attempt to withdraw from all courses.
- There are tough penalties associated with withdrawing from a college course after the deadlines. These can affect financial aid as well as their GPA. Students must be counseled by the high school CE designee, in conjunction with the CE office at SUU when withdrawing from a course.

CE Online courses

- The university calendar determines the start of these courses (see dates page) that are conducted through Canvas (or another online provider – for example math is often through another online provider).
- Assignments could be due on the first day – students are encouraged to monitor their canvas course and SUU email regularly to watch for notices from their instructor
- Students are responsible for costs associated with textbooks, online providers, or course materials
- All personnel and parents are encouraged to monitor the students in these courses to ensure academic success. These courses often have due dates that are wide open, and students have

to be self-directed to work on them a little each week. Grades should appear in the Canvas course, and those involved in monitoring our students are encouraged to check regularly in the course with the student - even if a student indicates they are doing fine.

- The CE office at SUU attempts to get reports monthly from the professors teaching these courses and will notify the CE designee at the high school if there are any students falling behind or receiving a low grade. The CE office at SUU will require that the CE designee's signature, the parent's and the student's signature indicating that they were notified of the struggle to be on file.

Maintaining Good Standing

- Once admitted, students must maintain a minimum SUU GPA of 2.0 to be able to continue taking concurrent enrollment classes
- If a student falls below 2.0, this could affect the applications to university as a regular student, or the status of the incoming student (for example, a student may be put on probation, not accepted, or have a scholarship revoked)
- CE students are not permitted to repeat a university course while in high school
- CE students cannot receive an incomplete
- SUU policies pertaining to academic honesty and plagiarism apply to CE students – if a student is caught plagiarizing it is grounds for failing the course and/or being excused from the Concurrent Enrollment program
- All high school personnel are requested to monitor students' academic progress carefully, and report to the CE office at SUU any students who are struggling
- All high school personnel are required to keep documentation of contacts with parents regarding lower than satisfactory academic progress, and provide it to the CE office at SUU upon request

Parent and Student Participation/Permission Forms

- USBE and/or the USHE institution providing the concurrent credit should secure parental consent for public education students to enroll in a concurrent class. This consent confirms three things:
 1. the student is prepared to succeed in a college-level class
 2. the student understands s/he will be creating permanent college transcript
 3. the parent understands the content that will be covered and gives permission for his/her child to participate fully
- There are two forms that need to be signed by the parent and student (if taking courses for college credit):
 - USBE/USHE Concurrent Enrollment Student Participation Form
 - SUU Concurrent Enrollment Student Participation Form
- If student is in a designated concurrent enrollment course and not taking it for college credit, there is one form that must be signed by parent and student stating that they understand that the student is not taking the course for college credit

- These documents will be used to facilitate conversations with parents and students as necessary
- The CE designee will be requesting time to visit each classroom in the first week to disseminate and/or collect these required forms, and to help get students registered – teachers are much appreciated for helping make time for this process to happen (PLEASE note - the SUU registration deadline is within the first week of school)

General Education Pathway/GE Letter of Completion vs. Associates Degree

- CE courses typically fall within a general education category. However, not all general education courses satisfy specific requirements of a student's chosen major. Students are encouraged to consult with an SUU academic adviser to make sure they are making the best decision for their respective goals.
- It is difficult for universities to offer enough pre-requisite courses in every pathway/field during a student's time doing Concurrent Enrollment courses in high school. Typically, these pre-requisites are taken in the second year of university (the second 30 or so credits). Students who pursue the Associate's Degree may take credits that do not apply to their major (pathway/field). Students who receive their Associate's Degree in high school often end up with 3 years of college remaining due to taking courses that were not prerequisites for their major. However, taking courses that are not in a student's major should be considered beneficial to building knowledge, experience other career areas, and a means to keep students challenged in high school.
- With all of this in mind, an Associate's Degree may not be the best option for many of our students. Students may wish to alternately pursue the General Education Certificate of Completion, which covers approximately the first 30 credits taken by a university student that satisfy the General Education requirements. This certificate verifies to any public higher education institution in Utah that a student has completed his/her main General Education requirements (please note that each institution has general education courses that are specific and unique to that institution). This certificate is a great stepping stone to preparing for college. If the student is interested in discussing the advantages/disadvantages to getting an Associate's Degree or the General Education Certification of Completion, please have them contact the CE office at SUU for a meeting with them and a parent.

Concurrent Enrollment Tools/Websites

- Online library tools are available to all students and instructors
 - Canvas is available to all students and instructors
- ***If you would like to learn more about these tools, please contact the CE office at SUU
Please note that some instructors use Canvas and some do not

Academic Advising

- Although academic advising to concurrent enrollment students are best prescribed by SUU advisors, high school instructors, administrators, coordinators, and counselors can support students by offering advising resources.
- It is important that all personnel advise parents with some general information before referring to the CE office at SUU or to the SUU academic advisors (either stationed on the SUU campus or those SUU advisors stationed at the high school)
- Useful websites are as follows:

<https://www.suu.edu/siel/planners.html>
GE/Associates Information and Planners

<https://www.suu.edu/advising/>
Advising in General

<https://www.suu.edu/advising/four-year.html>
4 year plans

<https://www.suu.edu/academics/ge/index.html>
GE in the catalog

Important Dates

Courses Begin – Fall and Yearlong Only:

Online Courses: August 28th, 2017 (regardless of school schedules)
Face to Face Courses: First day of class (according to the high school schedule)

Courses End – Fall Only:

Online Courses: December 8th, 2017 (SUU Finals Week is December 12th through the 15th, 2017)
Face to Face Courses: TBD
Grades Due: TBD

Courses Begin – Spring

Online Courses: January 8th, 2018 (regardless of school schedules)
Face to Face Courses: First day of class (according to the high school schedule)

Courses End – Spring:

Online Courses: April 26th, 2018 (Finals Week for SUU is April 30th through May 3rd, 2018)
Face to Face Courses: TBD
Grades Due: TBD

Add Dates:

Fall Semester: September 3rd, 2017

Spring Semester: January 14th, 2018

Drop Dates:

Fall Semester AND Yearlong: September 10th, 2017 (without a W)**

*October 29th, 2017 (with a W)

*After this date the students will either get an F or a UW (equates the same in the GPA)

**** If students are taking a yearlong Math course, please contact the CE office at SUU for more information**

Spring Semester: January 21st, 2018(without a W)

*March 11th, 2018(with a W)

*After this date the students will either get an F or a UW (equates the same in the GPA)

Payment Due Dates:

Fall Semester: October 15th, 2017

Spring Semester: February 10th, 2018

“W”s or “UW”s

- Even though students in high school are not eligible for financial aid, they are taking courses that will be reported on a transcript that will determine eligibility for financial aid when they become a regular university student.
- A “W” counts in the completion rate (number of courses completed over number of courses attempted). The completion rate required to get financial aid is 70%. Students (with parents) must be counseled before a student may withdraw from a course after the “Drop without a W” deadline.
 - If a student withdraws from a course without notifying the high school or the CE office at SUU we cannot be responsible for the counseling that is so important
- A “UW” counts in the GPA and equates the same as an F. The GPA affects whether or not students will be permitted to receive financial aid
- Financial aid can include scholarships, loans, and grants (including Pell grants)
- There is a form that must be signed by the high school CE designee, the parent, and the student before the student will be permitted to withdraw from a course after the “Drop without a W” deadline.
- The student must be sent to the CE designee before any withdrawal is executed (the CE designee’s signature on the high school withdrawal form is highly recommended)
- It is very important that all personnel are aware of the deadlines, and that they are a resource to students and parents in making decisions regarding withdrawing from a course

Financial aid implications for CE courses

•Concurrent Enrollment students are not eligible for financial aid. Please remember that when students take Concurrent Enrollment courses they are starting a university transcript. That transcript will be used to determine any financial aid decisions during their college career.

•**Financial Aid Satisfactory Academic Progress.** In order to be eligible for financial aid, students must make Satisfactory Academic Progress (SAP) each semester (including while taking CE courses in high school). The financial aid program includes not only loans but scholarships and grants also. The regulations require that a university look at two things: **PACE:** 70% of credits attempted must be completed (for example if the student is taking 6 credits and he/she drops 3 credits and receives a “W” for that 3 credit course then the completed percentage is 50%). Anything under 70% means the student has not made Satisfactory Academic Progress and will not qualify for federal loans in college (and possibly some other types of loans, grants, and scholarships). **QUALITY** – If a student’s college transcript has a G.P.A. lower than 2.0 they will also not be eligible for federal loans (and possibly some other types of loans, grants, and scholarships). Although this information was provided to be helpful, a university financial aid counselor is the only one who can advise on these matters. It is very highly recommended that all students (even while in high school) meet with a university financial aid counselor to ensure that their university profile will lead them to the most opportunities for funding. It is very important that students who wish to withdraw from courses, withdraw by the university deadlines to avoid getting a “W” on their transcript.

CE Math Placement

Use the following two steps to determine if you are eligible to take a Concurrent Enrollment math course:

Step 1: Have you taken and completed with an average grade of “C” or better in each of the following high school classes: Secondary Math I, Secondary Math II, and Secondary Math III? If not, you are not eligible to take a Concurrent Enrollment math course. If so, please continue to Step 2. (Please note that after registration closes an audit of high school transcripts will be conducted, and anyone enrolled in a CE math course that did not meet this requirement will be dropped from the course).

Step 2: Have you met the following Southern Utah University Prerequisites?

Math 1010: Secondary Math I, II, and III “C” average or better in each class OR ACT Math score of “18”, OR Accuplacer results indicating that you are eligible for Math 1010 (Please note: Math 1010 alone does not count toward fulfilling the four progressive math credits required for the Regent’s Scholarship. If students take Math 1010, they must then complete a CE QL Math course the following high school semester to be eligible for the scholarship. CE Math 1010 is only if the student cannot place directly into 1030, 1040, or 1050 after completing Secondary Math III).

Math 1030: ACT Math score of "21", or Accuplacer results indicating that you are eligible for Math 1030

Math 1040: ACT Math score of "21", or Accuplacer results indicating that you are eligible for Math 1040

Math 1050: ACT Math score of "23", or Accuplacer results indicating that you are eligible for Math 1050

Please contact the Concurrent Enrollment office for SUU prerequisite information on any other CE math courses.

If you do not meet the prerequisites, then you are not eligible to take these courses for Concurrent Enrollment at this time.

CE English Placement

- English 1010 – ACT English score of 17 or SUU Accuplacer test indicating eligible for English 1010 (student is not eligible to take this course if required to take remedial course with English 1010)
- English 2010 – ACT English score of 29, SUU Accuplacer indicating eligible for English 2010, or a C- or better in English 1010 (appropriate AP score for ENGL 1010 may also be used)

Paying fees

•If students do not pay fees in a timely manner, there will be a hold placed on their account until they do. If a hold is placed on the account, they will not be able to register for classes or order a transcript. When a student pays their fees after a hold has been placed on their account, it can take up to 72 hours to get the hold removed. Until the hold is removed, students will not be able to register for classes or order a transcript. Often transcripts are needed for university admission applications as well as scholarship applications. It is highly recommended that students make payments in a timely manner and keep receipts for payments at all times.

Textbooks

•Students and/or school districts are responsible for obtaining and bearing the cost of textbooks and other course materials

By signing this page, I acknowledge that I have received and read the document titled, Concurrent Enrollment Information and Expectations for students and parents (2017/18).

I understand that if I have any questions or concerns, I may contact the concurrent enrollment office at SUU.

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Name of Parent

Parent Signature

Date

Name of Student

Student's Signature

Date