

February 22, 2016

Dear SAHS Students and Parents,

Salt Lake Community College is excited to announce a change in the way they will be handling on-campus concurrent enrollment. Beginning Fall 2016, eligible high school students (students counted in the average daily membership at SAHS) can take selected classes on SLCC's campuses by registering for the classes the same way SLCC's other students register. The following guidelines will help you identify if CE is a good fit for you and, if so, help you register for on-campus concurrent enrollment classes.

1) For SLCC classes listed on the Concurrent Enrollment Course Offerings page (<http://www.slcc.edu/concurrentenrollment/CourseOfferings/index.htm>), SLCC will make available up to half of the seats in on-campus class sections held between the hours of 7:00 am – 5:00 pm (Monday – Friday) to concurrent enrollment students on a **first come, first served basis**. Available classes can be found by searching on the Student tab in each student's MyPage account or by viewing the PDF document titled "Concurrent Enrollment Class Schedule" at <http://www.slcc.edu/schedule/index.aspx> **beginning in late March.**

2) After being admitted as a CE student (Follow the steps found here: <http://www.slcc.edu/concurrentenrollment/students/index.aspx>), Students will receive an S# in the mail, which is what they will need to register for the on-campus classes they want to take through their MyPage student portal (see <http://www.slcc.edu/concurrentenrollment/students/MyPageTutorial-RegisterForClasses.aspx> for instructions). Registration will follow the normal academic calendar (<http://www.slcc.edu/academiccalendar/index.aspx>) with students who have more credits being allowed to sign up for classes sooner than students who have earned fewer credits. **Students, who have NOT completed the SLCC admissions process, and students who have not resolved holds on their SLCC accounts, will not be able to register until these steps have been completed.**

3) Some classes fill very quickly, and the on-campus concurrent enrollment classes will be set up to allow all seats to be filled by regular SLCC students or **up to half of the seats by concurrent enrollment students, depending on who registers first**. If a particular section fills with regular SLCC students before the available concurrent enrollment seats are filled, additional concurrent enrollment students can choose another section or add themselves to the waitlist (see instructions at <https://www.slcc.edu/student/register/waitlist.aspx>). A student on the waitlist will be notified *through their BruinMail account only* when a seat opens up. They will then have 24 hours to register for the class through MyPage before their seat is released to the next person on the waitlist. If all of the concurrent enrollment seats have been filled but there are still seats available for regular SLCC students; a concurrent enrollment student will not be able to add the class but can still add themselves to the waitlist.

4) Students cannot register themselves for on-campus concurrent enrollment classes after

SLCC's add deadline (see "Last Day to Add Classes" on the academic calendar). If they desire to drop the on-campus class and receive a refund, they must do so by SLCC's drop deadline (see "Last Day to Drop Classes with 100% Refund" on the academic calendar). **High school counselors, concurrent enrollment coordinators, faculty, and other high school personnel may not add or drop students in on-campus concurrent enrollment classes; ONLY the students themselves should do this.**

5) High school students taking concurrent enrollment classes on an SLCC campus should only sign up for eligible on-campus classes listed on the Concurrent Enrollment Class Schedule. As with concurrent enrollment classes at the high schools, eligible on-campus concurrent enrollment classes cost \$5 per credit for qualifying students. High school students who have been accepted into SLCC's early enrollment program (see [www.slcc.edu/earlyenrollment](http://www.slcc.edu/earlyenrollment) for details) can also sign up for non-concurrent SLCC courses and will be charged full tuition and fees for these classes.

6) The SLCC Concurrent Enrollment Office will provide to each participating high school a list of students registered for on-campus classes at the end of SLCC's add period and again at the end of the drop period. At the conclusion of each semester, we will provide a list of final grades earned by high school students in on-campus concurrent enrollment classes to their home high schools. To ensure accuracy, high school students who take classes through on-campus concurrent enrollment are responsible for getting copies of their SLCC transcripts to their home high schools at the end of each semester to validate their on-campus concurrent enrollment course grades.

We look forward to the increased opportunities this will give our concurrent enrollment students. **Please note that transportation is the responsibility of the student (although concurrent enrollment students can use the free Bruin Shuttle that goes between SLCC campuses if they show their SLCC student ID).**

We encourage students to first consider taking concurrent enrollment classes offered on our own SAHS campus, but for CE classes NOT offered at SAHS, this service allows students to participate in the benefits of concurrent enrollment.

Thank you,

*Mrs. Jana Richards*

Summit Academy High School  
Concurrent Enrollment Coordinator