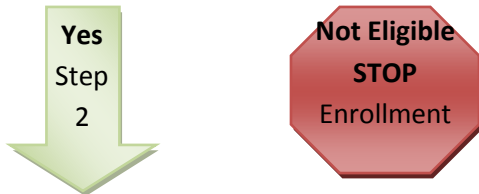


Concurrent Enrollment Steps to Registration

Each school needs to have an **on-going process** of communicating, publicizing, and recruiting students during Comprehensive Guidance SEOPs, class and parent orientation meetings. Each school needs to ensure that every parent/student receives a copy of the **Parent/Student Handbook to Secondary Schools**.

STEP#1: The Counselor determines that the student meets the basic eligibility standards supports the decision for the student to enroll. (**Junior/Senior—younger student by exception; academic readiness, no previous failures**).



STEP #2: Students wishing to be considered for Concurrent classes **must attend an SEOP** meeting with their parent and school counselor in which they discuss the Concurrent Enrollment option and requirements. During the session, the counselor reviews the student guidelines and **emphasizes that Concurrent Grades will permanently stay on both the high school and college transcripts and students will not be allowed to change status from Concurrent to Early College after the official drop date.**

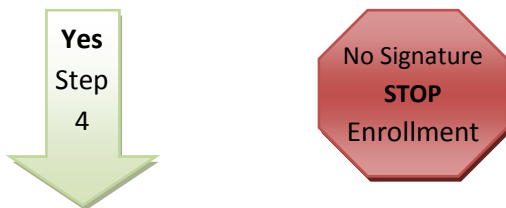
R277-713-3 Student Eligibility

B. Local schools have the primary responsibility for identifying students who are eligible to participate in concurrent enrollment classes.

C. Each student participating in the concurrent enrollment program shall have a current student education/occupation plan (SEOP) on file at the participating school, as required under Section 53A-1a-106(2)(b).



STEP #3: Parent and students both agree to the Concurrent Guidelines and sign the form.



STEP #4: Counselor signs, **makes a copy of the guidelines form and places it in the student folder.** Gives the original to the student & parent and instructs them to take the form to CEU to register.

STEP #5: Student/Parent take original to CEU to register. CEU counselor signs and places in their student file. Student is allow to enroll.

STEP #6: When the course is complete, CEU sends Concurrent grades to the high school counselor. The grades are **permanently** placed on the high school transcript.