



CONCURRENT ENROLLMENT

STUDENT GUIDELINES 2009-2010

Welcome to the College of Eastern Utah Concurrent Enrollment Program

Concurrent Enrollment can be one of the best experiences a high school student can have. Students enrolled in the CE program receive both college and high school credit for the same course. This can save students and families a lot of money as well as provide an opportunity to earn college credit (and possibly a degree) while still in high school. All students participating in the program and their parents need to have a good understanding of the rules and expectations that govern this program.

PARENTS AND STUDENTS SHOULD BE AWARE THAT THESE COURSES GENERALLY INVOLVE THE MORE RIGOROUS ACADEMICS, HOMEWORK, SELF- DIRECTION, AND DISCIPLINE OF A COLLEGE COURSE. FAILURE TO CAREFULLY FOLLOW THE RULES OR POOR PERFORMANCE IN THE CLASS WILL ADVERSELY AFFECT NOT ONLY YOUR HIGH SCHOOL RECORD BUT ALSO YOUR PERMANENT COLLEGE RECORD.

1. **Registration** --To register for Concurrent Enrollment classes you will need approval from a school counselor and your parents/guardian. You must have a high school **GPA of 3.0** (The GPA requirement may be waived by agreement of all of the signatories to this form). You should register at least a week before classes begin.

YOU MUST REGISTER FOR AND DROP ALL CLASSES WITH BOTH THE CEU REPRESENTATIVE AND THE HIGH SCHOOL COUNSELOR.

You can register for the CEU class on campus in the Health Science Library Building or online at www.sjc.ceu.edu

You will need to:

- Fill out a CEU Concurrent Enrollment Admission Application (annually) signed by a parent
- Pay a one-time \$25.00 application fee (form online)
- Take a short skills assessment test or provide testing data from your academic experience

After you have satisfied the CEU enrollment requirements, take your schedule to your school counselor and be sure you are registered for the class with your high school.

2. **Tuition and Books** – Concurrent enrollment tuition is paid by the state, however, students are required to pay for any textbooks or fees required for the course.
3. **GPA Requirement** -- You must maintain a 2.0 GPA (college) to stay in the program. If you do not, you will be put on academic probation for one semester. If you still fail to meet the GPA requirement, the next semester, you will not be allowed to register for any more concurrent classes.
4. **Grade Reports** – Because the State pays the tuition costs, the grade you receive **WILL BE PUT ON YOUR HIGH SCHOOL TRANSCRIPT AND COUNTED IN YOUR HIGH SCHOOL GPA.** If you want the option of choosing to not have the grade on your high school transcript, **YOU MUST PAY FULL TUITION AT THE TIME YOU REGISTER FOR THE CLASS.**
5. **Dropping Classes** -- Once you have registered, and want to **DROP** a class, **you must follow the College of Eastern Utah's strict guidelines and calendar. FAILURE TO DO SO WILL RESULT IN AN F BEING RECORDED ON YOUR HIGH SCHOOL AND COLLEGE TRANSCRIPT.**

6. Behavior Expectations:

- Classes begin according to the college, and not the high school schedule. If the course is taught in the high school, there may be times when you are out of class when other students are in. You must not disrupt the instructional process in the building. Students need to stay out of the halls, be respectful of adults who are supervising the school and be quiet and self disciplined.
- Students who enroll in college courses are expected to perform on a college level. This means that absolutely **NO DISCIPLINE problems should occur in class**. College coursework in high school is a privilege reserved for those who are mature enough to handle the course. Students are expected to comply with directives from the facilitator, the instructor, and any other adult who coordinates the program. Failure to do so can result on expulsion from CEU-SJC classes.
- Students are expected to complete assignments and be responsible for tracking their progress in the course. They should also initiate any make-up work or help they need. The high school staff does not have the responsibility to follow-up on college homework.

Requirements for High School Tests:

Students participating in college coursework are still district students. All students are required to take the state and district tests that are given throughout the school year. Because many of these tests are administered during high school classes that concurrent students are not enrolled in, schools may have to make special arrangements for testing concurrent students. Students should plan to take the following tests:

CEU requires a qualifying college placement test: American College Test (ACT), Accuplacer or a school district assessment.

Test _____

Test Scores: Math _____ English _____
Grade Level _____

Student Signature

Date

Parent/Guardian Signature

Date

High School Counselor Signature

Date

CEU Counselor Signature

Date