

## Student Steps to Concurrent Enrollment

- Step 1 Meet with your school counselor/administrator to identify college courses that fit within your plan of study.
- Step 2 Update your Individual Career and Academic Plan (ICAP) on College in Colorado ([www.collegeincolorado.org](http://www.collegeincolorado.org)).
- Step 3 Complete All Required Paperwork
- Concurrent Enrollment Agreement and Registration Form
  - Student/Parent Contract and Promissory Note
  - Concurrent Enrollment Worksheet
  - Verification of application submission and COF application verification
  - Official High School Transcript
- Step 4 Apply *online* for Admission to the College – please indicate *Concurrent Enrollment* on the application. Your student ID (“S Number”) will be sent in a separate email. Please include this number on your Concurrent Enrollment Agreement Form.
- Step 5 Register for the College Opportunity Fund  
(Although the process for the College will change, students are required to register & authorize COF via the web)
- Step 6 Complete the Accuplacer Assessment or provide valid ACT scores
- ACT: English 18 or higher  
Mathematics 19 or higher  
Reading 17 or higher
- SAT: Critical Reading 440  
Mathematics 460 or higher
- Step 7 Register for classes ***directly with the college*** (after receiving letter from the district). Student is responsible for payment of all fees. ***Please note that additional forms may be required by the college.***
- Step 8 Set up college email account
- Step 9 Purchase books – student is responsible for payment of all books.

*Students are advised to keep a copy of everything that is submitted to the counselor/district office.*