

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).
- 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 (www.arapahoe.edu) – please indicate *Concurrent Enrollment* on the application. Your student ID (“S Number”) will be sent to you 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 College Placement Test Assessment or provide valid ACT/SAT scores – please check with the college to determine valid scores.
- Step 7 If you are taking a class at Arapahoe Community College for the first time, you must attend an college orientation prior to registering for classes. Please visit this link to sign up for an orientation.
<https://www.arapahoe.edu/student-resources/academic-advising/new-student-orientation>
- Step 8 Register for classes through self-registration ***directly with the college*** (after receiving letter from the district). ***Please note that additional forms may be required by the college.***
- Step 9 Student is responsible for payment of all fees.
- Step 10 Set up college email account
- Step 11 Purchase books – student is responsible for payment of all books.