Concurrent Enrollment Process
Check Sheet

First-Time Concurrent Enrollment Students:

_____ Students and parents new to the Concurrent Enrollment program must attend two mandatory meetings to learn about the CE process and to pick up information. One meeting is at FRCC and one is at Summit Academy. Students going to Red Rocks Community College do not have to attend the meeting at FRCC.

_____ If the student does not have a Colorado driver's license or instruction permit, the student must go to the DMV website and follow instructions to get a Colorado ID card. ID cards are available to anyone over 13 with a birth certificate and proof of address.

_____ The student must apply for admission to the state-supported college or university he/she would like to attend. During this process, the student must also apply for the College Opportunity Fund (COF). This is typically a part of the college application process. Please follow the FRCC check sheet to ensure that all aspects of the application process are complete. (Frontrange.edu or rrcc.edu for Red Rocks Community College)

_____ Students must qualify to be in the Concurrent Enrollment program. The student can do this by:

   1. SAT or ACT scores
   2. Accuplacer scores
   3. CCPT scores
   AND high performance in high school courses

These exams will be explained during introductory meetings with the Concurrent Enrollment Counselor, FRCC staff and Summit Academy Principal.

_____ Complete the Concurrent Enrollment Application Assignments that are on Schoology. The application should include:
1. On-line Concurrent Enrollment College Agreement for Front Range Community College.
   https://frontrange.formstack.com/forms/concurrent_enrollment_college_agreement
   (If the student wishes to enroll at a college other than Front Range Community College, please request the correct form from The Summit Academy office.)
2. The Summit Academy Family Agreement.
3. Front Range Underage Waiver for all students 16 and under.
4. The Summit Academy Promissory Note.

5. Transcript(s) of all high school courses taken in places other than Summit Academy This would include the homeschool transcript as well as transcripts from any additional high schools or colleges the students has attended.
6. Copy of ACT or SAT (if taken).
7. Copy of Accuplacer/CCPT scores
8. Up-to-date COMPLETED Individual Career and Academic Plan (ICAP).

_____ Make an appointment with the CE Counselor to review the CE application prior to registration. This face-to-face meeting must be done at the initial enrollment and every spring thereafter. Bring a copy of all items from the Concurrent Enrollment Application Assignment page to this appointment.

_____ Before the appointment, study the college catalog and identify the classes the student would like to take. Come to the appointment prepared to discuss those choices with CE Counselor.

_____ Turn in all finalized paperwork (listed above) by first Friday in April and the first Friday in November.

_____ Register for classes when course registration opens at the college.

_____ Return a copy of the student's schedule and a copy of their itemized tuition bill, to the Summit CE staff at the time of registration. (The bill must be itemized, showing all fees, the Colorado Opportunity Fund stipend, and the actual cost of tuition. Both the schedule and the tuition bill are usually available online through the college website under the students account. These are due the first Friday in May and the first Friday in December.

_____ If the student wishes to change their schedule (add or drop a class) after sending in the paperwork to The Summit Academy, students MUST fill out an Orange Class Change Form and contact the Summit CE Counselor beforehand. If this step is not followed, families may be required to pay the tuition for class changes that are not approved.

_____ In late September an October Count Attendance Form will be emailed through the Yahoo group. During the October Count period, usually the first two weeks in October, have the professor sign the form to verify the student's attendance. One form must be completed for each class. Return completed forms to The Summit Academy by the published deadline (usually in mid-October, but this changes each year.) Students are responsible to ensure these forms are returned promptly. The Summit Academy cannot pay for courses for which we do not receive an attendance form during the October count period.