

## CONCURRENT ENROLLMENT

### **Dear Options/Concurrent Enrollment Student,**

Students wishing to be enrolled in the Concurrent Enrollment (CE) program will be evaluated based on the following criteria:

1. Academic readiness as determined by ACT, SAT, Accuplacer or CCPT.
2. Academic history based on grade point average and rigor of academic courses.
3. Attendance record at the Options site or previous school.
4. Maturity as demonstrated in the high school setting.
5. Any other anecdotal records that illustrate the student's readiness for college.

The CE Application is part of a college application process as credits earned through Concurrent Enrollment will count towards graduation credit as well as college credit.

This CE Application should be your responsibility....not your parents. If you are truly ready for college coursework, there is the expectation that you take ownership for the application process (that includes all published deadlines). Parents, please turn the CE application over to your son/daughter so that they can demonstrate their college-level maturity, responsibility, and ownership of this application process.

**Please pay close attention to the due dates described in this application. Failure to do so will result in some severe penalties (as described in the application).**

Please fill out these forms carefully and neatly. Please do not give them to your parent to fill out for you. Please make certain all forms are completely and accurately filled out and submitted on time.

**YOU ARE STRONGLY ENCOURAGED TO MAKE A COPY OF ALL CONCURRENT ENROLLMENT FORMS FOR YOUR RECORDS.**

If you have any questions, please contact the Options Counselor.

Sincerely,  
Michelle Cole  
Options Counselor  
Michelle.cole@aurorak12.org  
303-502-0143

# CONCURRENT ENROLLMENT

## Guidelines, General Information, and Deadlines

### Aurora Options

Concurrent Enrollment (CE) is a Colorado State funded educational program that students may access through the Options School. CE allows high school students (9-12<sup>th</sup> grade) to enroll in college-level, guarantee transfer courses while still in high school\*. Aurora Public Schools will pay the tuition portion of those guarantee transfer courses. Families must reimburse the school district for any course not successfully completed (grade of “F”, “I” or “W”). Aurora Options limits the number of credits in which students may be enrolled to thirteen (13) semester hours/semester and twenty-four (24) semester hours/school year (fall, spring, and summer semesters). Aurora Options will not pay for any online or online-hybrid courses. To qualify for the Concurrent Enrollment Program students must:

1. Be in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade and be enrolled, full time, in an Options Program for a minimum of 12 months immediately prior to the beginning of the CE courses.
2. Be a student of good standing in previous course work and show a history of strong standardized test scores, excellent attendance, and academic success.
3. Have the social and emotional maturity to excel in a college environment as determined by Options personnel.
4. Receive a minimum score on the ACT, SAT, or Accuplacer/CCPT (described below\*\*).
5. Complete all portions of the CE application and submit the completed application to the Options Office by the published deadlines.
6. Meet with the Options Counselor once each year to review eligibility for CE.
7. Be enrolled in the Colorado Opportunity Fund (COF).\*\*\*

\*Some seniors may qualify to take remedial coursework at a college/university and some seniors may qualify for a 5<sup>th</sup> year option (ASCENT Program). Seniors taking remedial coursework and wishing Options to pay the tuition for those courses can take that remedial coursework only; students cannot take remedial courses and guarantee-transfer courses during the same semester. Students wishing to be enrolled in the ASCENT Program will have the opportunity to declare their intention during the summer prior to their senior year. A letter will be sent to students and their parents with details about the ASCENT Program in the spring of the student’s junior year.

\*\*In order to be accepted into Concurrent Enrollment, the student must receive a minimum score on the ACT, or the SAT, or the Accuplacer/Community College Placement Test-CCPT (the Accuplacer and the CCPT are administered by each college and students must contact the state college to schedule the Accuplacer or CCPT). The minimum test scores required for acceptance into CE are as follows:

ACT	English 18, Reading Comprehension 17	Math 23
SAT	Verbal 440	Math 460
Accuplacer	Reading 80, Sentence Skills 95	Math/Elem. Algebra 85
CCPT	Reading 96    Essay 5	Math 106    Intermediate Algebra 60%

Students can qualify for CE as long as they have met the minimum score in either English/Reading/Verbal or in Math. Students do not have to reach the minimum score in both English/Reading/Verbal and Math to qualify for CE.

**\*\*\*Enrolling in the COF allows the State of Colorado to pay a stipend for Colorado residents enrolled in higher education. To register for the COF, go to: [www.collegeincolorado.org](http://www.collegeincolorado.org) and follow the links to apply for the tuition stipend.**

## **Concurrent Enrollment Guidelines and Process**

Options School will pay the tuition portion only for college-level, guarantee transfer courses except as indicated above for seniors enrolled in remedial courses. Options will not pay for books, fees, transportation costs, room and board, etc. Options will not pay for any online or online-hybrid courses. All coursework must be taken and completed on campus. Concurrent Enrollment applications are available at any Options site and in the Options Office.

### **To Apply for Concurrent Enrollment:**

#### **STEP ONE:**

Apply for admission to the state-supported college/university. This can usually be done online. Note: Only some of Colorado's 4-year colleges take part in the Concurrent Enrollment Program. However, all Colorado Community Colleges have agreed to enroll Concurrent Enrollment students.

#### **STEP TWO:**

Register, take, and receive the minimum scores required on the ACT or SAT or Accuplacer or Community College Placement Test (CCPT).

#### **STEP THREE:**

Make an appointment with the Options Counselor so that he can review the student's high school transcript, test scores, and other pertinent information (bring that information to the meeting). If approved for CE, the Options Counselor will sign the Statewide Agreement for Concurrent Enrollment. This must be done prior to the published deadlines (April 13 for fall semester, October 12 for spring semester, and March 15 for summer semester). This face-to-face meeting need only be done only once each school year. Enrollment appointments will be held at the Options office at 11351 East Montview Blvd. in Aurora, CO 80010. Appointments will be held the first week of April and can be made by calling 303-340-0666. Any CE enrollment subsequent to this meeting can be handled through the mail.

#### **STEP FOUR:**

Completely fill out all pages of the Concurrent Enrollment application. The application should include the following:

1. Statewide Agreement for Concurrent Enrollment (fill out the version that is specific to your college)
2. APS Promissory Note
3. Copy of ACT or SAT or Accuplacer scores (needed ONLY for those enrolling in CE for the very first time)
4. Document Request Agreement
5. Individual Career and Academic Plan (ICAP)
6. Register for the Colorado Opportunity Fund at: [www.collegeincolorado.org](http://www.collegeincolorado.org)

**STEP FIVE:**

The Statewide Agreement for Concurrent Enrollment is now ready to be signed/approved by the student's college. This usually happens when the student registers for classes. Secure the college's CE person's signature on the Statewide Agreement for Concurrent Enrollment. Each college has a Concurrent Enrollment person and students should contact that person to schedule a time to secure his/her signature.

**STEP SIX:**

Once the college has signed off on the Statewide Agreement for Concurrent Enrollment, all parts of the completed application should be returned to the Options Office at 11351 E. Montview Blvd. Aurora, CO. 80010. This must be done at the earliest opportunity and by the published deadlines. A copy of the student's semester bill and semester schedule must also be sent to the Options office at this time. All documents must be hand delivered to the Options Office or sent by registered mail. Options will not be responsible for documents that are sent by regular mail and do not arrive at the Options Office or arrive after published deadlines.

**STEP SEVEN:**

During the Fall semester only, students will receive an Attendance Verification Form that they must take to their professors at the college. Students should secure their professors' signatures as required and then return these Attendance Forms to the Options Office in a timely way according to the instructions and deadlines.

**STEP EIGHT:**

At the end of each semester (as soon as grades are posted), Concurrent Enrollment students must arrange for an official transcript to be sent from the college directly to the Options Office.

**NOTE: A calendar of student requirements/deadlines with regard to CE is attached, and each family is encouraged to post the calendar in a highly visible area.**

# **CONCURRENT ENROLLMENT DOCUMENT REQUEST AGREEMENT**

**This signed agreement is in effect for the entire school year and need only be filled out and signed once each school year.**

**Each semester, the following documents must be returned to the Options Office according to the published deadlines:**

- 1. A completed Concurrent Enrollment Application as described in STEP SIX.**
- 2. A copy of the student's bill and schedule as described in STEP SIX above.**
- 3. The Attendance Verification Form as described in STEP SEVEN above (fall semester only).**
- 4. An official transcript (must be ordered from the college and be sent directly from the college to the Options Office). This is described in STEP EIGHT above.**

**Failure to arrange for the above documents (application, schedule, bill, and transcript) in a timely way will result in the following:**

- 1. Aurora School District will enforce the terms of the signed Promissory Note. This will require that the family reimburse the school district for the tuition portion of their son/daughter's semester.**

**And/or**

- 2. The student will no longer be allowed to participate in the Concurrent Enrollment Program through Options School.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**