



On-Campus Concurrent Enrollment Extended Day—Extended Year

Salt Lake Community College announces another opportunity for high school students to take Concurrent Enrollment classes. On-Campus Concurrent Enrollment enables students who have completed 10th grade to take classes after the school day and during the summer. Students will receive credit toward high school graduation and a college degree at the same time. For spring 2009, the classes will be offered at SLCC Jordan Campus, Taylorsville Redwood Campus and Sandy Center.

In Order To Register for On-Campus Classes the Student Must:

1. Be admitted as a Salt Lake Community College Concurrent Enrollment student. (If a student has previously been admitted to SLCC as a Concurrent Enrollment student, no additional form or fee is required.)
2. Agree to conditions set forth in the Memorandum of Understanding by signing the form. The student and his or her parent or guardian must sign the Memorandum of Understanding.
3. Students register themselves online at www.slcc.edu using the information on the class schedule at the end of this document. (See instructions for registration below.)
4. Submit the completed required forms (registration form and Student and Parent/Guardian Memorandum of Understanding located on pages 5 and 6 of this document) to the concurrent enrollment office by 4:30 p.m., the first day of school, January 12, 2009. Both forms must have all required signatures. You will be dropped from your classes if your forms are not submitted to the concurrent enrollment office by the deadline. The student must either deliver, mail, or fax the forms to the Concurrent Enrollment Office at the address on the bottom of the page. The high school concurrent enrollment coordinator or administrator may fax or mail the registration form and the Memorandum of Understanding to SLCC. However, it is the student's responsibility to ensure that form has reached the concurrent enrollment office.

Please note: Students must officially drop or withdraw from classes they will not complete. Failure to do so may result in a failing grade. Failure to attend one of the first two class meetings may cause the student to be dropped from the course by the instructor.

Registration Window for Spring 2009: Mon. Dec. 1, 2008 to Mon. Jan. 12, 2009 4:30 p.m.

| Important Dates, Spring Semester, 2009 | | |
|---|---------------------------------------|--|
| Online Registration Window | Dec. 1, 2008 - Jan. 12, 4:30 pm, 2009 | |
| Class begins/ Last day to Add or Register | January 12, 2009 | |
| Last day to Drop | February 2, 2009 | |
| Last day to Withdraw | March 24, 2009 | |
| Final Exams | May 4-7, 2009 | |
| Holidays—No School—Spring 2009 | | |
| Martin Luther King Jr. Mon. Jan 19 | President's Day Mon. Feb. 16 | Spring Break Mon. Mar 16 – Fri. Mar. 20 |

AA/EO Institution

Salt Lake Community College Concurrent Enrollment, 4600 S Redwood Rd. PO BOX 30808, SLC, UT 84130-0808
Taylorsville Redwood Campus ATC 228, peggy.sadler@slcc.edu, 801.957.4668 phone, 801.957.4704 fax

Instructions for On-line Registration

Registration is open for On Campus Concurrent Classes Dec. 1 to Jan. 12, 2009.

1. Log in to "MyPage" at www.slcc.edu with user name and password.
*If you have not used MyPage before, follow the instructions below to get your user name and password:
 - a. Click on "Need your User/Pass?" under the User Name box.
 - b. Enter your name, date of birth, your SLCC ID# (given to you when you were admitted to SLCC) and the last four digits of your social security number.
 - c. Make up and enter a secret question and answer, make up and enter a 6-character password.
 - d. Click the "Submit" button. The next screen will show your user name. Memorize or record your user name and password in a secure location.
 - e. Return to MyPage and enter your user name and password. Click "Login"
 - f. If you do not know your SLCC ID# (begins with "S00"), check your SLCC admission letter OR call the CE Office, 957-4759 or 957-4760.
 - g. If you cannot remember your previous six-digit password, click on "Forgot Your User/Pass?"
2. Click on "Student" tab.
3. Click on "Add or Drop Classes" under Registration Tools
4. Select Spring 2009 term. Click "Submit"
5. Enter the 5-digit CRN numbers for the classes you wish to take. Be careful to enter only CRNs from this packet. You will be charged tuition if you register for classes that are not concurrent enrollment.
6. Click "Submit changes." You will now see your schedule.
7. To see what classes you are registered for click on "My Courses," then select Spring 2009 term.
8. If you get an error message contact the Concurrent Enrollment Office.
Jane Park (801) 957-4759 - jane.park@slcc.edu
Diane Waldron (801) 957-4760 – diane.waldron@slcc.edu
Yvonne Lancaster (801) 957-4481 – yvonne.lancaster@slcc.edu
Sarah Sisson (801) 957-4958 – sarah.sisson@slcc.edu

Common Registration Problems and Error Messages

- Admission application not yet processed by SLCC. See admission instructions below.
- Student submitted application last year but did not take a class—Error message will include a readmit error.
- Wrong social security number or date of birth on file. Student is not able to login to MyPage.
- Qualifying scores not on file or prerequisites not met—Prerequisite error.
- Student admitted as Early Enrollment student, not Concurrent Enrollment. This will show up as a campus restriction error— to have your status changed, you must contact the Data Center and talk to AJ or Joyce at (801) 957-4209 or 957-4283. Explain that you are a concurrent enrollment student and you have been approved for Early Enrollment, and that your status will need to be changed so you can register for Concurrent Enrollment On-Campus courses. The Data Center will change your status and you will be able to register for your classes using your SLCC MyPage account. Important: Have your student number ready. Call during office hours (M-Th 8am-8pm, F 8am-4:30pm). Plan ahead and call several days in advance.

Eligibility

- To be eligible, students must have completed 10th or 11th grade and be currently enrolled in a school district with a formal Concurrent Enrollment agreement with SLCC. Eligible school districts are: Alpine, Cache, Davis, Granite, Jordan, Murray, North Summit, Salt Lake City, Tooele, and Weber. East Hollywood and Juan Diego High School students are also eligible.

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High school graduates and 10th graders are not eligible. Juan Diego students will be charged a recording fee.

- Admission as an SLCC Concurrent Enrollment Student is required before students can register (steps for admission are listed below).
- Students taking math or English 1010 courses must have placement test scores on file with the college **before** registration. All students must meet course prerequisites, and are encouraged to submit ACT, SAT or Accuplacer test scores.

To apply for admission if you have not been admitted previously:

1. Complete the Concurrent Enrollment admissions application and pay the \$35 one-time non-refundable admission fee. (Students are not admitted until the fee is paid.)
2. Paper applications must be legible and completed in full using black or blue ink. They can be obtained from the high school Concurrent Enrollment coordinator or the SLCC Concurrent Enrollment Office.
3. Submit paper Admission Applications to SLCC Student Express at Taylorsville Redwood Campus or Student Services at Jordan Campus, South City Campus, or Sandy Center. Student Service office hours are 8 a.m. to 8 p.m. Monday through Thursday, and 8 a.m. to 4:30 p.m. Friday.
4. An online admission application will be available from Nov. 1, 2008 to Jan. 12, 2009 at www.slcc.edu/concurrentenrollment. Credit card payment is required for on-line admission.

Costs & Services

- **No tuition** will be charged. However, students will be responsible to pay all lab **fees** and purchase textbooks and materials required for the course. Salt Lake Community College does not provide fee waivers; please check with your high school for information. There is no other financial aid available to high school students.
- **Pay lab fees** by using your MyPage account online or at a SLCC Cashier Office.
- **Parking permits (\$15)** are required to park on Jordan, Taylorsville Redwood, and South City Campuses. Purchase a permit at a cashier office at any of these campuses.
- Students may purchase a Concurrent Enrollment **ID card for \$5** any One Card center. This card provides access to the SLCC library, computer labs, computer printing in open labs, Lifetime Activity Center facilities, athletic events and Grand Theatre discounts.
- **SLCC has purchased limited accident insurance** on behalf of students in this program. An accident is defined as an unexpected injury (such as a slip or fall) which is not due to any fault or misconduct of the injured person. Accidents do not include pre-existing medical conditions. Students in this program may be covered by the student accident insurance policy. If students already have insurance, this policy would only pay expenses their other insurance does not pay. For more information see the SLCC Accident Insurance brochure at the link below. http://www.slcc.edu/riskmanagement/docs/student_accident_brochure.pdf
- On Campus Concurrent Enrollment students may access **tutoring** at the Learning Center. For locations and hours call 957-4172.
- Concurrent Enrollment students are **not** eligible for Health & Wellness Services, focused tutoring, or bus passes through SLCC.
- **Textbooks** may be purchased at the SLCC College Store or another bookstore that sells the SLCC approved textbook. The SLCC College Store website is <http://bookstore.slcc.edu>. Some required textbooks are customized and may only be purchased at the SLCC bookstore.

Tips for success:

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- High school students will attend classes mixed in with adult college students.
- To **find your class**, look up the campus, building and room number on the class schedule pages of this registration packet. Addresses of SLCC locations are on the back of the SLCC General College Catalog and on the SLCC website www.slcc.edu. Students are encouraged to visit the college campus and locate the classroom **before** class begins.
- The **teacher will answer** questions about the required textbook the first day of class. Check the syllabus for up-to-date textbook information before purchasing.
- You **must provide your own transportation** to the SLCC Jordan and Taylorsville Redwood campuses and follow the College class schedule (days, times, holidays, semester start and end dates).
- Expect at least two (2) hours of **homework** outside of class for every hour you spend in class.
- Complete the course **assignments and examinations** on time. Contact the instructor in advance of any expected absences. **Attendance is vital.**
- We recommend taking 3 to 6 credit hours. A maximum of 9 credit hours per semester is allowed in this program. You will be dropped from excessive classes if you register for more than 9 credit hours. State rules limit students to 30 credit hours of Concurrent Enrollment per year (including credit from all colleges and universities in Utah). SLCC students are limited to 20 credit hours per semester; including concurrent enrollment taken On Campus, at the high school, and Early Enrollment courses.
- **We strongly encourage you to attend a Concurrent Enrollment Orientation** and consult with an academic advisor concerning degree and major requirements within 6 months of starting your first Concurrent Enrollment class. You view the orientation schedule for Spring and make an appointment with an advisor here:
<http://www.slcc.edu/concurrentenrollment/Workshops.asp>
- **Notify your high school counselor** if you are taking a class On-Campus that you previously registered to take at the high school or if you change your On Campus schedule after the high school has signed the registration form.
- **Follow all deadlines and drop or withdraw from classes you will not complete.**
- **Comply with SLCC academic honesty requirements** as found in the Student Code of Conduct found at the following website:
http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf.
- You can access your schedule by entering MyPage and clicking on “My Courses.”

Grades

SLCC does not mail grades to students. It is the students’ responsibility to verify class schedules and grades. Students have three years after taking a class to appeal to have a correction made to their records. Only teachers may change grades.

1. Log in to “MyPage” at www.slcc.edu with user name and password.
 - a. See instructions above if you are accessing MyPage for the first time.
2. Click on "Student" tab.
3. Click on "Academic Transcript" under Services for Students
4. Click on “All Levels” or “Web Transcript.”
5. Click “Submit.”
6. To print the record, press “Control P.”

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Transcripts

Students can order an official transcript on line and have it sent to another college or university. There is a \$4 fee for each official transcript you order.

1. Log in to "MyPage" at www.slcc.edu with user name and password.
2. See instructions on previous page if you are accessing MyPage for the first time.
3. Click on "Student" tab.
4. Click on "Order Official Transcript" under Services for Students.
5. Follow the prompts to select the college or university, and pay with a credit card online.

Students may also request an official transcript in person at South City, Jordan, or Taylorsville Redwood Campus. The Transcript Office phone number is 801-957-4343. Transcripts may be ordered by mail or fax. Visit the transcript website for more information:

<http://www.slcc.edu/enrollmentservices/misc/TranscriptSub.asp>

| Drop & Withdraw Deadlines for Spring Semester, 2009 | |
|---|--------------------------------------|
| Last day to drop: February 2, 2009 | Last day to withdraw: March 24, 2009 |

Students who are unable to continue in a Concurrent Enrollment class must follow the proper procedure to drop or withdraw from the class. Classes that are dropped will not show on the student's SLCC transcript. Withdrawals will be shown as a "W" on the SLCC transcript and are not calculated as part of the grade point average (GPA). However, a "W" may affect future financial aid eligibility if the student has not successfully completed 70% of attempted college courses.

Concurrent Enrollment Drop/Withdrawal Form

Return this completed form to the Concurrent Enrollment office. Deliver, fax or mail the form to the fax number or address below. **All information is required. Please print clearly.**

Today's Date: _____

Check one: DROP WITHDRAW

Name (Last, First): _____

Social Security or SLCC student number: _____ High school: _____

E-mail address: _____ Daytime phone: _____

| Course Abbreviation & Number | CRN | Last Date of Participation | Teacher's Signature |
|------------------------------|-----|----------------------------|---------------------|
| | | | |
| | | | |
| | | | |

Student Signature: _____

Date: _____

Office Use Only: Date received _____ hours dropped _____ initials _____

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Checklist for all On-Campus Concurrent Enrollment Students

This list contains all of the necessary steps that you need to take in order to enroll, attend, and succeed in your on-campus concurrent enrollment classes. After you read the registration packet thoroughly, you will be able to complete the following tasks.

BEFORE YOU REGISTER

- Ensure that you are admitted to Salt Lake Community College and that you have paid the \$35 admission fee—Instructions on page 3.
- Memorize your Student # that was given to you when you were admitted to the college.
- Know how to login and navigate MyPage. This is where you will register for your classes starting Dec. 1, receive emails from the college and instructors, check final grades, etc. See page 1 on the registration packet for detailed instructions.
- Read, understand, and sign the Memorandum of Understanding located on page 8 of this registration packet. Obtain your parent or guardian signature too.
- If you are an Early Enrollment student that wishes to enroll in a Concurrent Enrollment class, be sure to have your status changed by the data center— instructions see on page 2 of the packet.

ON THE DAY OF REGISTRATION

- Login in to MyPage and register for classes— follow registration instructions on pages 1-2 of this registration packet.

AFTER YOU REGISTER

- Complete the Student Registration Form on page 7 of the packet. Obtain the signature of your high school Concurrent Enrollment coordinator.
- Mail, fax or bring the completed Registration Form and signed Memorandum of Understanding to the Concurrent Enrollment Office. You are responsible for ensuring that these forms reach our office by the first day of classes, Jan. 12, 2009. If we do not have both of these forms, you will be dropped from all Concurrent Enrollment Classes. See page 1 of the packet for detailed instructions.
- Once you've returned all of the forms, check your class in MyPage regularly to ensure that you have the correct room number and location for your class, often room locations will change, so check it regularly.
- Be sure to attend class everyday! Remember: if you need to withdraw from class for any reason, you must fill out and submit a withdrawal form (located on page 5 of this registration packet).
- Pay the fees associated with your class (if any) at a college cashier office or online.

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Student and Parent/Guardian MEMORANDUM of UNDERSTANDING Spring 2009

On-Campus Concurrent Enrollment students may attend class mixed in with adult college students. The content and expectations of the classes are college-level. The curriculum may cover controversial cultural, religious, political, aesthetic and human sexuality issues. It is expected that high school Concurrent Enrollment students who enroll in the classes will have the appropriate critical faculties necessary for engaging with the material in an objective manner.

I, (Name) _____, understand that:

1. Only 11th and 12th grade students are eligible to take On-Campus Concurrent Enrollment classes.
2. The content of these courses will be appropriate for college students. The curriculum may include controversial cultural, religious, political, aesthetic and human sexuality issues.
3. I will be regarded as a college student and associate with adult students in class and on campus as part of college life as I attend classes on a college campus.
4. I am enrolled in a college level class, and a college level class demands responsibility and maturity proportional to a college student. This course will require rigorous academic work.
5. I will be graded on a college level grading standard; no late or makeup work will be accepted without prior arrangements with the instructor.
6. The class follows the schedule of Salt Lake Community College, not the schedule of any high school.
7. Regular classroom attendance and participation are a requirement, and failure to attend may affect my grade. I understand that the instructor may drop me from the class if I do not attend.
8. I am responsible to officially drop or withdraw from classes in the event that I will not finish. I understand that I must obtain the instructor's signature on the withdraw form and submit the appropriate form to the Concurrent Enrollment Office to officially withdraw.
9. The policies and procedures for Concurrent Enrollment are in the on-line student handbook. It is my responsibility to read the handbook and understand and follow the policies and procedures.
10. It is my responsibility to attend a Concurrent Enrollment orientation and consult with an academic advisor within 6 months of starting Concurrent Enrollment.
11. If I am a student with a disability and have special needs or questions about my existing IEP/504 plan, I will contact my high school counselor for help.
12. I am generating a permanent college record that will be applied to all of my higher education pursuits after I graduate from high school.
13. My college grade and my high school grade will be the same.
14. I am aware of the SLCC Student Code of Conduct and understand that this code applies to me. I will behave responsibly and respectfully in my relationships with faculty, staff and other students.

I have read and understand the above information and agree to conduct myself accordingly.

Student name

*Student signature

Date

Parent/Guardian name

*Parent/Guardian signature

Date

*Registration forms will not be processed without the high school Concurrent Enrollment coordinator's signature and the signed Student and Parent/Guardian Memorandum of Understanding. High school coordinators may fax or mail the forms to the fax number or address below. Students are responsible to make sure the college has received the forms.

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