Dear Future Concurrent Enrollment College Student and Parents,

You have expressed interesting in participating in the SLCC Concurrent Enrollment Program at [INSERT HS NAME] High School. We are so excited to help you navigate this journey into the wonderful world of higher education where you will learn the skills you need to navigate the challenges of college, start making progress toward a college degree, save hundreds of dollars, and meet other students who share the same goals and values as you do.

Your first college test is to complete the items below in order:

 **ATTEND CONCURRENT ENROLLMENT ORIENTATION** – DEADLINE (5/5/2000)

 **COMPLETE SLCC ADMISSIONS AND BECOME A SLCC COLLEGE STUDENT** – DEADLINE (6/5/2000)

 **SET UP YOUR MySLCC ACCOUNT WITH SLCC** – DEADLINE (7/5/2000)

 **REGISTER FOR EACH CE CLASS THROUGH YOUR MySLCC ACCOUNT** – DEADLINE (8/5/2000)

 **PAY YOUR $5/CREDIT SLCC TUITION THROUGH YOUR MySLCC ACCOUNT** – DEADLINE (9/5/2000)

Failure to complete the above items by the deadlines listed above will result in your being removed from the concurrent enrollment class or not getting college credit. Students who don’t complete the above items will need to meet with their counselor to rearrange their schedule.

To help you complete the items above we are providing a simple step-by-step set of instructions to walk you through each process. Please be sure to read and follow the instructions on both the checklist and on SLCC’s website carefully.

If you run into problems or have any questions don’t hesitate to reach out to your [HIGH SCHOOL NAME] concurrent enrollment support staff:

[COORDINATOR NAME] | [COORDINATOR EMAIL] | [COORDINATOR PHONE NUMBER]

[SECRETARY/AID NAME] | [SECRETARY/AID EMAIL] | [SECRETARY/AID PHONE NUMBER]

We look forward to being a part of your concurrent enrollment journey!

Sincerely,

Your High School Concurrent Enrollment Support Staff

**CONCURRENT ENROLLMENT STUDENT CHECKLIST**

 [insert/delete any additional high school requirements here]

 **ADMISSIONS –** I filled out and submitted the SLCC admissions application here: <http://www.slcc.edu/concurrentenrollment/Students/admission.html>

 **MySLCC ACCOUNT SETUP –** After I received my SLCC student number (See the “Retrieving Your Student Number” tutorial here: <http://www.slcc.edu/concurrentenrollment/Students/my-slcc.html>), I set up, and logged into, my MySLCC account here: <https://my.slcc.edu/>

 **PLACEMENT TESTING –** I submitted test scores to SLCC. Not all concurrent classes require qualifying ACT, SLCC Placement, or other test scores. To find out if any of the classes you have requested require test score or other prerequisites download this document: <http://www.slcc.edu/concurrentenrollment/docs/coordinatorforms/test-scores-at-a-glance.docx> To find out more about placement testing visit: <http://www.slcc.edu/concurrentenrollment/Students/placement-testing.html>.

 **CLASS REGISTRATION –** I registered for the following CRNs on the SLCC website using the “Registering for Classes” tutorial here: <http://www.slcc.edu/concurrentenrollment/Students/my-slcc.html>.

 [INSERT CRN #1 HERE]

 [INSERT CRN #2 HERE]

 [INSERT CRN #3 HERE]

 **TUITION –** I paid the $5 per credit hour tuition and any additional eTextbook fees by following the instructions here: <http://www.slcc.edu/concurrentenrollment/Students/pay-tuition.html>

 [insert/delete any additional high school requirements here]