**CONCURRENT ON-CAMPUS PROGRAM**

**IMPORTANT DATES**

* CE On-Campus classes follow the SLCC [academic calendar](http://www.slcc.edu/academiccalendar/index.aspx)
* Deadline to submit course requests to participate in the SLCC Concurrent on-Campus program will fall about 1-week prior to the first day of class at SLCC.
* Fall 2022 deadline: August 15, 2021
* Spring 2023 deadline:

<http://www.slcc.edu/academiccalendar/index.aspx>

**QUALIFICATIONS TO PARTICIPATE**

* Student must be counted in the Average Daily Membership of a participating high school (a participating high school is a school that has a contract with SLCC to offer concurrent enrollment) within the SLCC service region (the Salt Lake Valley).
* Student must have a 2.5 or higher cumulative GPA.
* Students must be a Junior or Senior. No Sophomore appeals are allowed.
* Student must complete SLCC admissions and meet any course and class placement testing and prerequisites listed on the [CE Course Offerings page](http://www.slcc.edu/concurrentenrollment/ce-course-offerings/index.html), as well as meet any high school pre-requisites outlined by the high school.

<http://www.slcc.edu/concurrentenrollment/ce-course-offerings/index.html>

**REGISTRATION RULES**

* Students are limited to **3 CE on-campus classes per semester (unless student is taking a science course that lists a lab as a co-requisite)**. Additional classes must be taken through Early Enrollment (full tuition price classes).
* Only the courses listed on the [Concurrent On-Campus class schedule](http://www.slcc.edu/concurrentenrollment/Students/concurrent-on-campus.html) are available for the reduced tuition of $5.00/credit.
* Students who register for an **Early Enrollment** section of a Concurrent On-Campus course **WILL BE REQUIRED TO PAY FULL TUITION**, so it is very important that students carefully follow the registration process listed below and keep track of specific CE CRNs. After the registration deadline has passed, the concurrent enrollment office does not move students from early enrollment sections to concurrent enrollment sections.

**CE ON-CAMPUS REGISTRATION PROCESS**

Use this checklist to help guide you through the process of registering for a Concurrent on-Campus class.

<http://www.slcc.edu/concurrentenrollment/Students/concurrent-on-campus.html>

Check the SLCC academic calendar for registration windows to add, drop, and withdraw from a class.

☐ **STEP 1**: Students review the PDF list of courses available through [Concurrent On-Campus](http://www.slcc.edu/concurrentenrollment/Students/concurrent-on-campus.html) which can be found on the SLCC Concurrent Enrollment website and identify between 1 to 3 classes that they are interested in taking.

☐ **STEP 2**: Students take that list of classes to their high school counselor and/or CE coordinator to make sure that (1) it will work with their high school schedule and (2) that they meet all high school and SLCC eligibility requirements to take those courses.

☐ **STEP 3**: The high school CE coordinator completes and submits an electronic course request form for the student in MyCE. If the student or parent submit the form the request will be denied.

☐ **STEP 4**: The SLCC CE Office receives the form, reviews the request to verify that all eligibility requirements are met, and then removes the registration lock on the requested classes so the student can self-register for those classes.

☐ **STEP 5**: The [student self-registers](https://www.slcc.edu/registrar/registration/register.aspx) for the class(es) ***if seats are available***. Typically, the student is able to self-register after 48 hours of the CE coordinator submitting the request form.

* AT END OF THE SEMESTER: The CE Office sends the high school a grade report and the high school records that grade on the student’s high school transcript.