

## SLCC Concurrent On-Campus Memorandum of Understanding

This Concurrent Enrollment On-Campus Agreement (the "Agreement") is entered into as of the last signature date below, by and between Salt Lake Community College, a body politic and corporate of State of Utah ("SLCC"), and the parent or legal guardian ("Signor") and the minor student ("Student").

I hereby certify that I am the parent or guardian of \_\_\_\_\_, a minor child under the age of eighteen (18) years, and I consent to his or her participation in the activity described above. I represent that I am 18 years of age or older and fully competent and authorized to sign this Agreement.

In consideration for SLCC permitting Student to participate and engage in On-Campus Concurrent Enrollment Programs, Signor, Student, and its respective heirs, personal representatives, and assigns, agrees as follows:

1. The SLCC Concurrent Enrollment ("CE") On-Campus Program ("Program") is a Salt Lake Community College program, not a high school program, and as such operates through SLCC. I acknowledge and understand Family Educational Rights and Privacy Act ("FERPA") law prohibits SLCC from releasing certain personally identifiable information from a student's record to a third party (e.g. parent, guardian, etc.) without the student's explicit consent. I acknowledge and understand if a student is attending a postsecondary institution, at any age, the rights under FERPA have transferred to the student. I acknowledge and understand if the student is under the age of 18, the parents or legal guardian still retain rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.
2. I acknowledge and understand that SLCC CE courses offered through the Program may contain controversial cultural, religious, political, aesthetic, and human sexuality topics. I knowingly and voluntarily, accept, acknowledge, and understand students must have the maturity to engage with this material objectively and in an academically appropriate manner.
3. I acknowledge and understand students participating in the Program will be taking classes with adult college students. I acknowledge, understand, and agree the student may be required to participate in discussions and group assignments with those students.
4. I acknowledge and understand that for the student to register for a CE On-Campus course, the student must first meet qualifying criteria listed on the SLCC Concurrent Enrollment On-Campus website, as well as course prerequisites for the courses they wish to take. I knowingly, voluntarily, accept, acknowledge, and agree that it is the student's sole responsibility to make sure they meet the criteria. I acknowledge and understand the CE coordinator at the high school will review the student record to ensure the student meets those criteria prior to submitting a request through MyCE, as further described on the website stated above. Students who do not meet those criteria will not be eligible to participate in the Program.

5. I acknowledge and understand students participating in the Program should be able to demonstrate on their high school transcript that they are juniors or seniors in high school. I knowingly and voluntarily represent that the student applying herein is a junior or senior in high school. I acknowledge and understand students who are not listed as juniors or seniors on their high school transcript will be dropped and removed from participation in the program.
6. I acknowledge, understand, and agree that students participating in the Program will be responsible for all textbook costs, course fees, and other required costs associated with the participation in the class. This cost is in addition to the five-dollar (\$5.00) credit tuition for cost of participation in the Program. I acknowledge and understand if a student is eligible for fee waivers, and the high school is able to cover those fees, the high school can work with SLCC to set up a Sponsored Student Account to pay those fees for the student. I acknowledge and understand it is the student's sole responsibility to communicate with the high school for information regarding independent fee waivers they may have.
7. I acknowledge and understand when a CE coordinator submits a registration request to the Concurrent Enrollment Office, the student is not officially registered in that class until it appears in the student's MySLCC account. MySLCC is where students can view the classes, they are registered in. If it does not appear in MySLCC after five (5) business days, then, at no fault of the institution, the class capacity was full, and the student was not registered in the class.
8. I acknowledge and understand that registration in a CE course does not guarantee the class will not be cancelled at no fault of SLCC. SLCC will on occasion cancel classes due to low enrollments or for other reasons. I understand if a class is cancelled by the SLCC academic department due to low enrollments or other reasons after the Concurrent Enrollment On-Campus registration window has closed, the SLCC Scheduling Office will identify alternative classes to fulfill the same course requirement that the student may be transferred into. I understand that if none of the options identified by the Scheduling Office work with the student's schedule, the student voluntarily assumes all responsibility to explore other concurrent enrollment options that might exist at his or her high school, or wait until a future term to take those courses on a SLCC Campus. The student may not request other courses that were not on the original registration form submitted by the student. For example, if a student requested MATH 1030, and none of the alternative MATH 1030 sections provided work for the student's schedule, the student may not request registration in sections of MATH 1040 or CHEM 1010.
9. I acknowledge and understand SLCC faculty cannot issue registration overrides for concurrent enrollment students to take their classes. If a faculty member tells a student they can add them to their class without going through the CE On-Campus registration process, or after the registration window has closed, the override will not be processed at no fault of SLCC.
10. I acknowledge and understand registration for CE On-Campus classes will open on the priority registration date listed on the [SLCC Academic Calendar](#), and will continue until May 31 for Fall semester, and December 20 for Spring semester. After the registration window closes, students will not be able to request registration for additional classes.

11. I acknowledge, understand, and agree that it is the student's sole responsibility to drop and/or withdraw themselves from a CE course by the posted deadlines on the SLCC Academic Calendar (Not the Concurrent Enrollment Calendar). I acknowledge and understand high school staff do not have the ability to drop or withdraw from a CE course for a student.
12. I acknowledge and understand SLCC trains individuals at the high schools to manage participation in the CE Program. Trained individuals and CE Coordinators are not employees of SLCC, and SLCC is not responsible for the actions or communications of individuals trained to manage participation in the CE Program. These CE Coordinators are provided training, resources, and reminders regarding the rules, regulations, and deadlines governing the CE Program. All the information governing the CE Program is publicly available on the Concurrent Enrollment On-Campus website.
13. I acknowledge and understand that if a high school CE coordinator provides misinformation regarding participation in the program that results in the student not being able to participate in the program in any capacity, the student will be ineligible to participate in the program, at no fault or liability of SLCC. I acknowledge, understand, and agree that it is the student's sole responsibility to verify the accuracy of the information provided by the CE coordinator and to verify that they meet the qualifying criteria to participate in the CE Program.
14. I acknowledge, understand, and agree it is the student's sole responsibility to ensure they have met the requirements of any prerequisites for the CE course(s) they wish to register for. I acknowledge and understand if there are any questions, it is the student's sole responsibility to review the information on the Concurrent Enrollment On-Campus website or call the Concurrent Enrollment Office.

I understand that by signing this Agreement, I am freely and voluntarily agreeing to participate in SLCC Concurrent Enrollment On-campus course. I have read, understand, acknowledge, and agree to the information herein:

Student Name & SLCC S Number	Date	Student Signature
Parent Name	Date	Parent Signature