**Definitions**

**Course:** An area of study pertaining to a specific subject. For example, MATH 1030 Quantitative Reasoning (QL) is one course and FIN 1050 Personal Finance (SS) is another course.

**Class or Section:** Sections of a course that are scheduled at different times and on different campus. For example, FIN 1050-002 is one section of the FIN 1050 course and FIN 1050-005 is another section of the FIN 1050 course that may run at a different time, on a different campus, and with a different instructor than the 002 section.

**Course Reference Number (CRN):** CRN is a 5-digit unique identifier for a specific section of a course. For example, FIN 1050-002 may have a CRN of 35221 whereas FIN 1050-005 may have a CRN of 35111.

**Form Instructions** – This form is for registering for classes in the SLCC Concurrent Enrollment On-Campus Program.Students complete this form with the high school CE coordinator, sign the form, and then the CE coordinator submits the form to the Concurrent Enrollment Office through MyCE on a support ticket. Forms submitted to the CE Office any other way will not be processed.

The student must also have signed Concurrent On-Campus MOU on file with the SLCC Concurrent Enrollment Office before the registration request will be processed. Both the student and parent or guardian must sign the MOU. The CE coordinator will help the student verify that there is a MOU on file before submitting this registration form.

Junior and senior high school students can take no more than three courses on a SLCC campus. Because seats are limited and there are a lot of requests, a student may select alternative class sections if the desired class section of a particular course is full. To do so list the 5-digit course reference number (CRN) for those alternative sections of the course in the last column of the table below. Place those CRNs in priority order by indicating the priority in parenthesis. For example, (1) 55442, (2) 44561, (3) 53672, with (1) being the top priority.

If none of the requested sections are available and the student wishes to request other courses or additional sections, they will need to complete another “SLCC Concurrent On-Campus Class Registration” form.

Students can check to see if they were registered by logging into their MySLCC account and checking their registration status, OR by checking in with your CE coordinator at your high school. If the class does not appear on the list of classes you are registered for in MySLCC after 5 business days you will know there were no seats available in those classes and can submit another registration form.

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| **Student Name** |       | **S Number** |       | **Semester** |       |
| **High School** |       |  |  |

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| **Subject (ie. ACCT)** | **Course Number (ie. 1010)** | **CRN/Section Number** | **Instructor Name** | **List any alternative CRNs, in order of priority, if seats are full in the first CRN** |
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**Student Signature: Date:**

**CE Coordinator Signature: Date:**