

CE Coordinator Checklist



OFFERING CONCURRENT ENROLLMENT

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| <input type="checkbox"/> Annual CE Contract – District administration signs & returns the CE contract around April/May of each year. | <input type="checkbox"/> Annual CE Staff Update – Notify SLCC of any changes in CE staff at your school. |
| <input type="checkbox"/> New CE Coordinator Training – Request new CE Coordinator training with the SLCC CE Coordinator. | <input type="checkbox"/> Counselor Collaboration – Work regularly with counselors to identify changes to students' CE schedules. |
| <input type="checkbox"/> MyCE Access – Request access for any staff that will be assisting you with CE. | <input type="checkbox"/> Enrollment Checks – Make sure students/classes aren't violating any course restrictions. |
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STUDENT SUPPORT

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| <input type="checkbox"/> Screening – All students have been screened for eligibility. | <input type="checkbox"/> Registration – All students have registered themselves for the course and appear on the MyCE class roll. |
| <input type="checkbox"/> Deadlines – SLCC deadlines have been adhered to. | <input type="checkbox"/> Parent Permission Forms – Students have been directed to fill out the parent permission form. |
| <input type="checkbox"/> Admissions – All students are admitted. | <input type="checkbox"/> Paying Tuition – Students have paid their tuition. |
| <input type="checkbox"/> Testing & Prerequisites – Student test scores, transcripts, and other qualifiers have been sent to and received by SLCC. | |
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INSTRUCTOR SUPPORT

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| <input type="checkbox"/> Instructor Applications – All new and ongoing instructor application have been submitted by March 31 for the upcoming academic year. | <input type="checkbox"/> Course Sections – I have contacted the SLCC Coordinator with any changes to number of sections originally requested on the instructor applications by July 31. |
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