Concurrent Enrollment Checklist

New Students follow these steps to be a Concurrent Enrollment student at Aims Community College:

☐ Application to Aims
   Students must apply to the college they plan to attend. Visit www.aims.edu for an online application.

☐ Assessment
   Students must either take Accuplacer or show qualifying ACT scores to enroll in certain courses.
   
   ACT  [English: 18  Reading: 17  Math: 19  College Math: 23]
   SAT  [Verbal: 440  Math: 460]

☐ Meet with high school counselor and/or college academic advisor
   Students must meet with a counselor to understand Concurrent Enrollment allowing them to enroll in college courses while still in high school. Students wishing to take college courses must notify their counselor no later than 60 days before the end of the academic term. Make sure to follow your district’s deadlines, guidelines and policies for Concurrent Enrollment.

☐ Completed & Approved Agreement Form with ALL signatures
   Students must complete a Concurrent Enrollment Agreement form in addition to the college application. This paperwork must be approved by your high school and/or school district prior to enrolling in courses. Additional forms may be required by your high school/school district. See your high school counselor for details.

☐ Register for Course(s)*
   Register for courses once this checklist is completed. Fees and tuition not covered by the school district are the responsibility of the student and must be paid in full no later than the end of the semester in which the student is enrolled.

☐ Purchase course books/materials

Returning Students must complete this form and have met all course prerequisites to re-enroll as a Concurrent Enrollment student.

Career Academy & ASCENT Students:

☐ Program Application
   Separate programs have differing acceptance or qualifying criteria. An additional form for those programs must be submitted with the Concurrent Enrollment application.

*Career Academy Students: DO NOT register for your courses. Aims will process registration after the selection process.

deadlines: Speak with your high school counselor regarding deadlines and due dates for all paperwork

Neither your high school nor Aims Community College is responsible for monitoring your submission forms.

You are asked to be thorough, proactive, and timely throughout the procedures outlined for you.
Concurrent Enrollment Programs Agreement Form

Student: You have indicated that you are interested in taking a course at Aims Community College. If you are under 21 years of age enrolled in 9th-12th grade in a Colorado school district and have demonstrated academic preparedness, you are eligible for the Concurrent Enrollment Program. Concurrent Enrollment students earn both high school and college credit for the same course, and the student's share of college tuition is paid by the school district. If you are in the 12th grade you may enroll in college basic skills courses, if approved by your school district. If you are retained for instructional purposes beyond the 12th grade, you may enroll in no more than nine (9) college credits concurrently during the following year. To enroll in a course at Aims Community College, a student must have completed the minimum course prerequisites and any required assessments.

Section A: To be completed by student (PLEASE PRINT in BLOCKS or INITIALS)

Last Name: ___________________________ Gender: □ Female □ Male
First Name: ___________________________
Middle Name: _________________________ Date of Birth: ______/____/____
SSN: ________________________________ (Not required for admission, it is used to match past/future records)
HS Student ID#: _______________________ SASID #: ______________________ Aims ID# ______________________ (if known)
Address: ______________________________ PO Box: __________________________
City: __________________ County: ___________ State: _______ Zip: ____________
Phone: Mobile: ________________________ Land Line: ________________________
Current High School: ____________________ School District _____________ City: _____________
Current Grade: __________ Graduation Month/Year: __________ Test(s) Taken (Circle): ACT Accuplacer SAT
Parent/Guardian Name: ____________________________

Attention High School Counselor: Your initials next to a course verify that the course is included in the Student's ICAP/REP.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Course Location (H.S./College)</th>
<th>Counselor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>MAT</td>
<td>121</td>
<td>College Algebra</td>
<td>4</td>
<td>College</td>
<td>JAC</td>
</tr>
</tbody>
</table>

Section B: To be signed and initialed by student's parent/guardian

Signatures below indicate that the above named student wishes to participate in the Concurrent Enrollment Program and agrees to the following:

1. Student has received advice and counsel regarding such participation from his or her current high school and/or an academic advisor.
2. The student will meet the same course expectations and prerequisites as all other college students, as noted in course catalog, class syllabus, and college policy and procedures.
3. If the student seeks to add, drop or withdraw from a college course, he or she must meet with the High School counselor and notify the college Concurrent Enrollment or Admissions staff in writing.
4. If the Student receives a grade of "F", "W", or an "Incomplete" on their college transcript Student may be required to pay back the tuition cost to the school district.

The course satisfies college degree, certificate and/or basic skills requirements and is in line with the student's Individual Career & Academic Plan (ICAP/REP).

Deadline: ____________________________

Concurrent Enrollment
6. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the student gives permission to the above noted college to report absences, disciplinary issues, and the release of grades, transcripts, in progress grade, and class schedules, as available, to the above noted High School/School District for any courses enrolled under Concurrent Enrollment Program. Information will not be provided to parent/guardian without separate written permission from the student.

7. Course credits may transfer if a "C" or better is earned in a Guarantee transfer course, or if course is approved for transfer by a post-secondary institution.

8. The grade received in the course will appear on the student's official high school and permanent college transcript.

9. The student may not enroll in a course under the Concurrent Enrollment Program unless it is approved by the School District. Students registering into an unapproved course(s) may be held responsible for all tuition and fees per the School District policy.

10. Only courses that apply toward a college degree or certificate, or (for 12th graders only) that qualify as basic skills courses, are covered under the Concurrent Enrollment Program.

11. The student will adhere to the college Student Code of Conduct, all college policies, and meet all college and course deadlines as outlined in the college catalog and course syllabus.

☐ I wish to pay my own tuition. Only applies to students who have a full high school course load or home schooled students.

In signing this agreement, I authorize the college to release my transcript to my school district at the end of the course and agree to all information under Sections A and B.

If the student is under 18 years of age at the time this application is signed, the student’s parent agrees:

1. Aims Community College may assess, advise, and enroll my student and may issue and permanently record earned grades,

2. Aims Community College may hold me liable for tuition, fees, and any other charges accrued by my student, and

3. Aims Community College may hold me responsible for my student’s behavior according to college code.

4. I understand that this consent is for the entire time that my minor child is enrolled. I understand it is up to me to affirmatively withdraw my consent if I wish to do so.

Student Signature and Date

Parent/guardian Signature and Date

Deliver this form to your high school counselor. This agreement is student and college specific. A separate agreement and college application must be completed for each eligible post-secondary institution & term that high school students plan to attend.

Section C: Student Eligibility & High School Approval

☐ This student is under 21 years of age.
☐ This student is currently in the ______ grade.
☐ This student is continuing 12th grade (9 credit hour limit per year).
☐ The student’s Career Academy or ASCENT Addendum is attached.

☐ This student is eligible to enroll in basic skill courses at the college (12th grade only).
☐ The student's Accuplacer scores are attached.
☐ The student’s ACT scores are attached.
☐ The student’s SAT scores are attached.

Approved by Counselor/Principal

Name of High School __________________________ Date ____________

Signature __________________________ Title ____________

Section D: School District & College Approval

☐ The school district agrees to pay tuition for ________ credits this term (not to exceed ________ credits)

Approved by School District

Superintendent (or designee) Signature __________________________ Date ____________

Approved by College Administrator

Name of College Aims Community College __________________________ Date ____________

Signature __________________________ Title ____________
Parent's Statement for Applicants Under the Age of 18

Student's Name ____________________________  Student's Date-of-Birth ____________________________

Applicants under the age of 18 please read through the following with your parent/guardian and have them sign a copy of this page and submit it to the Admissions and Records office to complete your Application for Admission.

In regard to this student, who is my child under the age of 18, I hereby certify my consent for:

1. Aims Community College may assess, advise, and enroll my student, and may issue and permanently record earned grades.
2. Aims Community College may hold me liable for tuition, fees, and any other charges accrued by my student.
3. Aims Community College may hold me responsible for my student’s behavior according to college code.
4. I understand that this consent is for the entire time that my minor child is enrolled. I understand it is up to me to affirmatively withdraw my consent in writing if I wish to do so.

Parent Signature ____________________________  Date ____________

Printed Name of Parent or Guardian signing ____________________________