

Concurrent Enrollment Packet

Student/Parent Guide & Contract
2022-2023



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Definition of Concurrent Enrollment

A Concurrent Enrollment student is defined as a 9th-12th grade student who is simultaneously enrolled in Jefferson Academy High School and in an institution of higher learning, usually a local community college.

The Concurrent Enrollment program is designed to “improve high school retention, to motivate young people to take seriously the need to become postsecondary and workforce- ready, and to accelerate students' progress toward a postsecondary credential” (C.R.S. 22- 35-102). It is a Colorado state-funded educational program which allows qualified high school students to enroll in college-level courses while still in high school. *If the requirements of the program are met, Jefferson Academy will pay the tuition portion of that college education.*

Some seniors may qualify for a 5th-year option (ASCENT program). Students should be enrolled as full time Jefferson Academy students during their junior and senior years. Students wishing to be enrolled in the ASCENT program will have the opportunity to declare their intentions in December of the student’s senior year. An email with details about the ASCENT program will be sent to students and their parents in the fall of the student’s senior year

Concurrent Enrollment involves application to a college, college-level coursework and expectations and college credit. Because of this it is critical that students be personally invested in this process. In addition, both the student and parents/guardians must have a complete understanding of the college environment vs. a high school environment. It is highly recommended that families give their student the opportunity and responsibility for completing the paperwork and participation in the process, so they demonstrate and learn responsibility, gain maturity, and take ownership of their participation.

Criteria for Admission

Students wishing to enroll in the Jefferson Academy Concurrent Enrollment (CE) program will be considered based on the following guidelines and expectations:

1. Students must be enrolled in Jefferson Academy for at least one semester before they enroll in Concurrent Enrollment unless the Jefferson Academy Principal or Post-Secondary Advisor waives this requirement.
2. Students must have the high school academic preparation to be considered for courses through Front Range Community College (or other university) (i.e., Biology 111 may not be taken before high school Biology and Chemistry).
3. The Individual Career and Academic Plan (ICAP) is used to determine courses needed to complete graduation requirements and to individualize class selection for each student. ICAP plans are reviewed regularly to address what courses a student has planned for. All college courses shall be on this document when it is developed and reviewed (it is a working document). The ICAP will also state the student's future educational and career goals. ICAP may be modified and updated each semester.

Criteria for Admission Cont.

4. Students will be assessed by the Jefferson Academy Principal and/or Post-Secondary Advisor for the following:
 - Grades of B or better in all courses for incoming 10th – 12th grade students. For Incoming 9th graders, to be considered you must have all A's. Exceptions may be made to this for extenuating circumstances by the Jefferson Academy Principal or Post-Secondary Advisor. The student must initiate a conference with the Post-Secondary Advisor to discuss this scenario. Academic history is based on grade point average and rigor of academic courses (including missing assignments).
 - Academic readiness may also be determined by SAT scores. (Accuplacer testing will be needed for college-level Spanish, Chemistry, English and Math courses.)
 - Attendance record at JA and any previous school for the past two years.
 - Maturity as demonstrated in the high school setting and as observed by Jefferson Academy staff.
 - Completeness and adequacy of the student's Individual Career and Academic Plan (ICAP).
 - Any discipline records at Jefferson Academy or any previous school in the past two years.

Criteria for Admission Cont.

- Social maturity to enroll in college courses with college-age students.
- Any other anecdotal records that illustrate the student's readiness for college.
- Student can meet all deadlines assigned.

IMPORTANT: All students in college courses **MUST** be at a high level of maturity to be enrolled. The administration at Jefferson Academy may deny a student admittance into a college course because of behavior, previous academics, lack of commitment and/or lack of communication.

5. Students must apply to Front Range Community College at the beginning of the college enrollment process.
6. As part of the college application process, students must complete a COF (College Opportunity Fund) application.

Criteria for Admission Cont.

7. Students will receive an “S Number” (student number) after applying to Front Range Community College. The student is responsible for knowing this number at all times along with their password for the institution’s portal system (FRCC’s portal is called eWOLF).
8. Students must complete all paperwork and communicate with the Post-Secondary Advisor within stated deadlines.
9. All students who are participating in Concurrent Enrollment must be the sole communicator with the Post-Secondary Advisor and Front Range Community College staff. Student privacy rights at the college through the Family Educational Rights and Privacy Act (FERPA) restrict information available to parents. Students are expected to communicate all necessary information directly to their parents (including grades). Students will be involved in all conversations regarding student records.

Criteria for Admission Cont.

10. Students and parents must attend introductory college preparatory meeting prior to their first semester/year of college courses.
11. Students must be in attendance for all college meetings to go over the registration process.
12. Students must meet all deadlines associated with this process or will not be able to enroll in courses. Students will follow the process laid out before them by the FRCC representative and the Jefferson Academy staff.

Financial Considerations

1. Jefferson Academy agrees to pay tuition for Concurrent Enrollment students. Students/families are responsible for fees (including lab fees), textbooks and other miscellaneous fees and costs.
2. Families must reimburse JA for any course not successfully completed with a grade of *C or above* including all courses earning a grade of D, F, or W; (courses withdrawn from after the college add/drop date earn a grade of W). JA will pay the tuition up front for the course. A promissory note is a required part of the CE application process. If a student withdraws from or fails a course, participation in the Concurrent Enrollment program may be discontinued.
3. Summer sessions, online college courses, physical education courses and basic skills courses will not be included in Concurrent Enrollment.

Financial Considerations Cont.

4. Students taking courses off campus will be responsible for all fees associated with the course. JA only pays tuition for **pre-approved** courses.
5. The rate of tuition reimbursement will be the community college rate (set by the state; changes each school year). This means if a student is participating at a college or university other than a community college and the tuition is higher than the state Community College rate, the family will be responsible for the difference in cost.
6. As part of the college application process, students must complete a College Opportunity Fund (COF) application. Jefferson Academy is not responsible for the COF portion of the tuition bill. Students failing to complete necessary steps for COF to process will be responsible for paying that portion of the bill.

Colorado Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a stipend to eligible undergraduate students. The stipend is paid on a per credit hour basis directly to the college at which the student is enrolled. The credit-hour amount is set annually by the Colorado General Assembly.

- JA students must register for COF when they complete the college application process. Students failing to complete necessary steps for COF to process will be responsible for paying that portion of the bill.
- COF is limited to the first 145 credit hours the student takes at Colorado public colleges and includes the credit hours taken as a Concurrent Enrollment student. Therefore, if the student might attend public college in Colorado following high school graduation, families need to carefully consider their student's future in order to avoid wasting COF funds on courses which will not count toward the student's college graduation requirements

Classroom Requirements

- Students will put the time and energy into studying for college courses to maintain an “A” or “B” in the course. Success in college courses will require students to do a significant amount of reading and writing. Not maintaining an “A” or “B” may result in the student not being able to register for future college courses.
- Student’s behavior in class will be at the level of a typical 4-year college student. The student will be always respectful, participate in class, listen and avoid disrupting the class, teacher or peers. The student will not be able to take additional college courses if they behave inappropriately.
- All students are responsible for buying their own textbooks. The lists of books for each class are available at the FRCC Bookstore or online on the www.frontrange.edu site under Bookstore. Payment for books is the responsibility of the family.
- Students will come prepared for class each day, having pre-read all material and with assignments completed.
- Students are expected to communicate regularly, either in person or via email, with their college professor about any needs, questions, absences, etc.

Classroom Requirements Cont.

- Students must be in attendance for their college classes. An appropriate number of days missed is no more than 2-3 days per semester although this will depend on the instructor and the syllabus (if they want you to miss less). Students MUST communicate any absences to their instructor prior to class and make arrangements for any assignments they will miss.
- Students knowing that they are missing a test must create a plan PRIOR to the absence to make up the exam. Students missing any coursework or exams on a day of absence must understand that they may receive a “0” for that assignment if not turned in or prearranged PRIOR to the day of absence.
- Students enrolled in college courses on the JA campus that are scheduled M/W or T/TH can take one course and consider the alternative days as their off-block. Freshman and sophomores must remain on campus in a designated space.
- Only seniors may enroll in the English 121 and 122 courses unless approved by the Jefferson Academy Principal and/or Post-Secondary Advisor.

Enrollment Process – New Students

- Attend mandatory meetings hosted by Front Range Community College
- Attend JA Concurrent Enrollment Meeting
- Review this packet and all guidelines
- Apply to Front Range Community College www.frontrange.edu by **March 7, 2022**
- Complete Concurrent Enrollment College Agreement at www.frontrange.edu/ceform by **March 7, 2022**
- Get your S number once the application is completed. Keep it close, you will need this number.
- Complete COF application (within Front Range application, don't uncheck the box)
- Sign/electronically submit Family Agreement and Promissory Note

Enrollment Process – New Students

- ❑ Complete Individual Career and Academic Plan (ICAP)
- ❑ Sign up for a meeting with Ms. LeValley to select courses, March 29 – April 8
 - Incoming 9th, 10th and 11th graders: <https://calendly.com/alevalley/concurrentenrollment>
 - Incoming 12th grades: <https://calendly.com/alevalley/junior-meetings>
- ❑ Complete Underage Form (for students 16 and under). Post-Secondary Advisor will provide this guidance.
- ❑ Take Accuplacer, if needed. Post-Secondary Advisor will provide this guidance.
- ❑ Register for classes at JA, Register for classes at JA, April 20, 2022, 11:30 a.m. - 1:30 p.m.

Enrollment Process - Returning Students

- Review this packet and all guidelines
- Complete Concurrent Enrollment College Agreement at www.frontrange.edu/ceform
- Sign/electronically submit Family Agreement and Promissory Note *must be done each year.*
- Complete Individual Career and Academic Plan (ICAP)
- Sign up for a meeting with Ms. LeValley to select courses, March 29 – April 8
 - Incoming 9th, 10th and 11th graders: <https://calendly.com/alevalley/concurrentenrollment>
 - Incoming 12th graders: <https://calendly.com/alevalley/junior-meetings>
- Take Accuplacer, if needed. Post-Secondary Advisor will provide this guidance.
- Complete Underage Form. Post-Secondary Advisor will provide this guidance.
- Register for classes at JA, April 20, 2022, 11:30 a.m. - 1:30 p.m.

Additional Information

- Freshman are eligible to take one college course the 2nd semester of their freshman year.
- Students may not complete more than 45 college credits at JA. Upon pre-approval, more courses may be completed on the Front Range Campus.
- Students must put in the time and energy into studying for college courses to maintain A's or B's in the courses. Success in college courses will require significant amount of reading and writing. If a student is unable to keep their grades at this level, participation in the Concurrent Enrollment program may be discontinued.

Additional Information Cont.

- By October, students taking classes on the Front Range campus (not at JA) must submit a PDF copy of their schedule to the Post-Secondary Advisor
- Students are responsible to ensure all required forms and their ICAP are returned promptly.
- All students attending courses at a college other than FRCC must have transcripts sent to Jefferson Academy at the end of each semester. Failure to do so will result in suspension of further Concurrent Enrollment participation.
- Students seeking class accommodations must meet with the Post-Secondary Advisor to discuss their needs.

What's Next

- Check your email! I will be communicating with you via email in the upcoming months. You are responsible for the information.
- You will receive an email from signNow with Promissory Note.
- **New CE students:** Apply to Front Range
 - When you do, wait a few days. You will get your Front Range student ID, S number.
 - Once you have the S number, complete CE Form www.frontrange.edu/ceform
- **New CE students:** Canvas Class: Concurrent Enrollment Spring 2022
 - Courses
 - Enrollment Packet
 - Other helpful information