

The Ultimate Spring Semester CE Checklist

Keep this checklist in a prominent location and/or put these dates in your calendar.

You will need to refer to it to keep up with multiple deadlines throughout the year. For more details on a specific item, see “Concurrent Enrollment Process” or the Parent/Student Guide.

Missing a deadline can result in removal from the CE program for the semester or year.

If the student is new to concurrent enrollment for the Spring 2021, they must email and meet with Maren Miller at maamille@jeffcoschools.us before registering for any classes. All paperwork will be due according to the following dates:

ROUND ONE PAPERWORK: Due the 2nd Friday in November (Nov 12, 2021)

- Schedule a meeting with the Mrs. Miller - **only if** ICAP is changing significantly **or** if there are questions; otherwise, this is not needed. Email Maren Miller at maamille@jeffcoschools.us to set up meeting **or** with questions about what classes you need to take this spring.
- Updated ICAP (Individual Career and Academic Plan, *needed each semester*). Update on Schoology/Google Drive and email Mrs. Miller (please no Schoology messages) to let her know you have done this.
- Full Time Seniors** - Email Mrs. Miller to be sure you know which classes you need to register for to meet graduation requirements.
- Red Rocks Community College students** - You need to fill out the Concurrent Enrollment Agreement Form **and** the Student Payment Agreement **each semester**:
CE Agreement: https://rrcc.formstack.com/forms/concurrent_enrollment
Student Payment Agreement: fill out and email it to highschoolrelations@rrcc.edu:
<https://www.rrcc.edu/sites/default/files/u190/High-School-Relations-Student-Payment-Agreement.docx.pdf>

- Register for classes at your college

Important Registration Information:

~ You may register for **guaranteed transfer** classes only - if you have questions about this or need an exception, you must email Mrs. Miller (maamille@jeffcoschools.us) to get approval.

~ You may register for **in person** or **real-time remote** classes. **Summit does not pay for online only courses** (if the section number of your course ends in a 500 or a C-##, that is an online course that Summit will not pay for - ex: ENG 121-500 or ENG 121-C21).

~ Registration Dates as follows:

FRCC:	Nov 1, 2021: Schedule available to see online
	Nov 8, 2021: Registration open for students with 30+ completed credits
	Nov 9, 2021: Registration open for students with 1-29 completed credits
	Nov 15, 2021: Registration fully open for all students
RRCC:	Nov 1, 2021: Registration opens for all students

ROUND TWO PAPERWORK: Due the first Friday in December (Dec 3, 2021), AFTER class registration:

- Email Mrs. Miller your college schedule for the upcoming semester

FRCC: To get to the correct schedule, please log in to FRCC eWolf and follow these steps:

- 1) Click on the "Registration" tab.
- 2) Click on the link for "Detailed Student Schedule (with Drop-Withdrawal Dates)."
- 3) Scroll down and click on the "Print This Page" button
- 4) Print as PDF and email to Mrs. Miller at maamille@jeffcoschools.us

RRCC, CCD, AIMS: Save your schedule (with Drop and Withdrawal Dates) as a PDF and email to Mrs. Miller at maamille@jeffcoschools.us

PAPERWORK AFTER ROUND TWO:

- If you are wanting to change anything with your college schedule AFTER you have registered and emailed it to Mrs. Miller:
 - Email Mrs. Miller to get approval of the change
 - Send Mrs. Miller your new updated schedule