



## CONCURRENT ENROLLMENT STUDENT ADMISSIONS CHECKLIST

We want you to understand that you will need to meet the required criteria below for your application to be approved. Your high school attendance suggests that you will be punctual and able to meet attendance requirements of your desired program. Your behavior in class indicates you can be a productive member of a fast-paced learning environment shared with adult students.

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### 1. Meet with your high school counselor

- [Current course catalog](#)
- [Explore our CTE programs](#)
  - i. Visit program pages to learn more about the program, dates and times offered and requirements.
- Complete ICAP (individual career & academic plan) with your high school counselor.
- Your counselor will check our Program Start Dates to see if it aligns with your high school schedule.

### 2. Submit Concurrent Enrollment application - [APPLY](#)

Here are some tips to help you with the application.

#### Student Information

- Add full, legal name
- Preferred name means the name you want to be called that isn't your first name
- Add Social Security number (if applicable)
- Use a personal email address that you regularly use. Your school email address will eventually be obsolete once you graduate high school and we won't be able to contact you.

### 3. Sign and submit CE agreement form

- Receive this form from your high school counselor or you can find it on our [website](#).
- Student, parent/guardian, H.S. Counselor and/or admin signatures are required.
- This is an understanding of commitment and expectations between all parties.
- Upload to [CE Application Dropbox](#).

### 4. Meeting Program Requirements - [LEARN MORE](#)

- Test score assessment that shows college readiness,
- Concurrent Enrollment course with a grade C or better, OR
- Through the [EdReady Learning Path](#) an alternative way to show program readiness to take a college program.

### 5. Application Approval

- Once steps 1-4 are completed and documentation has been processed you will receive an email regarding your EGTC application being approved.
- An approved application will make you eligible to register for the program you have applied for and what is stated on your concurrent enrollment agreement form.
- Receiving the registration link
  - i. If registration is open for your desired term you will receive a link to the registration request form to the email you provided in your application
  - ii. If registration is not open yet you will receive a link closer to when registration is open via our Communications Team.

***Make sure you are checking your email regularly for communication  
from Emily Griffith Technical College!***

### 6. Registration Request Form

Before submitting a request you must know which program you have been approved for and what cohort aligns with your schedule. *If you submit more than one request neither of your requests may get granted.*

We register students on a first come, first serve basis. Filling out the form doesn't guarantee a spot within the chosen cohort/program.

- Complete the registration request form as soon as possible for your best chance to get into the desired cohort/program.
- Check spelling & accuracy of your email address and phone number.
- Make sure you are choosing the correct cohort that was discussed between you and your counselor.
- Registration is done manually and can take up to 4 days to process. Please be patient as you wait for a follow-up email from the Concurrent Enrollment Outreach Coordinator regarding your registration status.

## **7. Registered vs Waitlisted**

- Registration has been accepted!
  - i. You will receive a "Welcome to Emily Griffith Technical College" email to the email address provided on your application.
  - ii. Set up a 1-1 mandatory, in-person meeting with the Concurrent Enrollment Outreach Coordinator. A link is given in the welcome email.
  - iii. Not scheduling and/or attending the mandatory meeting may cause you to lose your spot in the program.
- Waitlisted
  - i. If the cohort you have chosen has reached capacity in your desired program the student will be placed on a waitlist.
    1. If we have a student within a cohort drop the program we will offer the spot to a student on the waitlist.
    2. Once the offer is emailed the student has 24 hours to accept. If we do not receive a response within that time frame that offer will expire.

**Do you have questions, thoughts or concerns regarding this process?**

**Reach out to your high school counselor and/or the Concurrent Enrollment Outreach Coordinator by email: [concurrent.enrollment@emilygriffith.edu](mailto:concurrent.enrollment@emilygriffith.edu).**