

Concurrent Enrollment Process and Guide

STEP 1: Students speak with their high school counselor about programs of interest and availability within the student's schedule to take courses.

- Explore and review courses within the desired program by using the [current course catalog](#) or by using the [program pages](#) on our website.

STEP 2: Counselor completes the [Concurrent Enrollment Student Interest Form](#)

- Your student interest submission will be pushed to a shared spreadsheet between the Concurrent Enrollment Outreach Coordinator and counselors for your specific school.
- You will be able to see the progress of a student's admissions within that spreadsheet.
 - If you do not have access to the spreadsheet please reach out to concurrent.enrollment@emilygriffith.edu.

STEP 3: Students need to apply for admissions to Emily Griffith Technical College: [Application Link](#)

- Student application is free!
- If students are interested in more than one program email concurrent.enrollment@emilygriffith.edu and the second program can be added to their application.

STEP 4: All students must [Meet Program Requirements](#)

- Students can use MAP, ACT, SAT, or Accuplacer test scores
- CE or DE course in English/Math with a C or higher **OR**
- Ability to meet program requirements using [EdReady Learning Path](#)
 - **IMPORTANT:** Students need to enter their full name and email address that matches the information provided on their Emily Griffith admissions application.
 - Enter the Key Codes associated with the program (found on the [EGTC EdReady Learning Path website](#)) for which you are applying.
 - Take the initial diagnostic and complete your individualized learning path.
 - Once the student demonstrates that they have met the program's target score, they will receive a confirmation email from EdReady showing the completion for the chosen path.
- The counselor or the student can upload documentation to show test scores and results to the [Concurrent Enrollment Application Requirements Dropbox](#).

STEP 5: Complete a Concurrent Enrollment Agreement

- Required for application to be approved.
- Signed by student, parent/guardian, HS counselor/administrator and Emily Griffith Concurrent Enrollment Outreach Coordinator.
- Current Concurrent Enrollment Agreement will be found on the Concurrent Enrollment [H.S. Counselor webpage](#). Please upload the agreement to the [dropbox](#).

STEPS #1-5 need to be completed in order for an application to be approved in order to move forward with Program Registration.

STEP 6: Student Registration Request

- Once steps 1-5 are completed and documentation processed the student's application will be approved.
- A Registration Request Form Link will be sent to the student's email address provided in the application with instructions.
- Students will have the opportunity to select the cohort that was agreed upon during advisement.
 - Submission of registration request form does not guarantee admission into a cohort. We serve students on a first come, first served basis with registration.
- The Concurrent Enrollment Outreach Coordinator will follow up with students regarding whether their registration has been accepted or provide guidance on their waitlist status.
 - This process is manual; please be patient. It could take up to 4 days to receive communication.
 - If a student is waitlisted they can request a new cohort via the registration link for their desired program.
- If the desired cohort does not appear on the registration request form, either the waitlist is closed or the cohort is not being offered for that term.

STEP 7: Once registered, a student will receive a Welcome email and will need to schedule a mandatory meeting.

- This meeting is to provide students with instant support to being successful in their program. In the meeting the following will be discussed:
 - Course schedule
 - Program checklist
 - Academic resources
 - Support services
 - FERPA form
 - Transportation

STEP 8: Students begin their courses! "Welcome to Emily Griffith Technical College"