



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 our programs](#) and review courses within the student's program of interest and learn more about our college by visiting [our website](#).

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

- The student interest submission will be pushed to a shared spreadsheet between the Concurrent Enrollment Outreach Coordinator and counselors for their specific school.
- Counselors will be able to see the progress of a student's admissions within that spreadsheet.
 - Don't have access to the spreadsheet? Please reach out to concurrent.enrollment@emilygriffith.edu.

STEP 3: Students need to apply for admissions for Concurrent Enrollment: [Application Link](#)

- Student application is free!
- Students can apply at any time to start the admissions process.

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**
- [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 they are applying.
 - Take the initial diagnostic and complete their 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](#).
 - Documentation must show the student's full name, date test was taken and test score.

STEP 5: Complete the 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 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 program cohort that was agreed upon during advisement.
 - Submission of registration request form does not guarantee admission into a program cohort. We serve students on a first come, first served basis with registration.
- The Concurrent Enrollment Outreach Coordinator will follow up via email with students regarding whether they're registered or waitlisted.
 - If a student is waitlisted they can request a new cohort via the registration link for their approved program.
- If the program 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 information and guidance to prepare them for the program. In the meeting the following will be discussed:
 - Course Schedule
 - Program Requirements
 - Academic Resources
 - Student Support Services
 - Transportation
 - FERPA Form

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