

# Concurrent Enrollment Admissions & Registration Guide

**STEP 1: Students receive advising and approval to take an eligible CTE program through concurrent enrollment by their high school counselor.**

- [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](#)**

- To be completed for data and documentation purposes to track a student's progress through the concurrent enrollment admissions process.

**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.
- Student applications will roll over from each term for a full year.

**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 [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.
- Upload documentation to the [Concurrent Enrollment Admissions 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.
- Agreement must be completed and signed by all parties.
- Agreement found on our [Concurrent Enrollment webpage](#).
- Upload the agreement to the [Concurrent Enrollment Admissions Requirements Dropbox](#).

#### **STEP 6: Student Registration Request**

- Once steps 1-5 are completed and documentation processed the student's application will be approved and the student will be eligible to register.
- 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 their application was approved for and agreed upon during high school counselor 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, request to schedule a mandatory, in-person meeting with the Concurrent Enrollment Outreach Coordinator**

- An email will be sent requesting registered students to schedule a meeting for guidance and preparation before the start of 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"**