Concurrent Enrollment Agreement Form Process - MSU Fall 2023

1. Complete the Concurrent Enrollment Application for MSU
2. Go to https://concurrent.svvsd.org/
3. Log in with your **student** district login and select “submit new request”.
4. ICAP information - select “YES” for the first question as since it’s in your schedule, your home counselor knows it’s an interest area of yours. The second question has no right or wrong answer, just what are you thinking right now for a career? Your answer does not need to be related to your CETC class subject.
5. Make sure demographic information looks correct. You will need to enter a parent name and contact, as well as a phone number. For males in the selective service age range, you ***must*** complete the Selective Service registration. For the last question, select “No, the district will pay my tuition”
6. For high school, make sure you select **Career Elevation and Technology Center** from the drop down menu or it will not give you the proper class selection.
7. For the college drop down menu, select the last one that states, “Metro State University-high school campus”. Then select the appropriate course from the course dropdown menu that lines up with your CETC course.

CETC class		**Metro State University class**
ProStart 1	RST 1550	ProStart 1 - Food Fundamentals
ProStart 2	RST 2550	ProStart 2 - Food Prep & Science

8. Double check your information and submit the request.
9. **You will need to print out the Agreement & Registration Signature page, complete it, and turn in to the CDC counselor to complete this process.**
    a. go back to “request list”
    b. View submitted request
    c. Click on download PDF
    d. Print, student sign, parent sign, and turn into CETC counseling office. Any questions, please email Topham_Katherine@svvsd.org