

Concurrent Enrollment : Ultimate Checklist

This checklist is designed to help you know what and when things are due. Refer to this often to be sure you meet all deadlines on time and ensure you can stay in the Concurrent Enrollment program.

All Concurrent Enrollment student:

- ☐ Fill out [Intent to Enroll in Concurrent Enrollment Google Form](#).

Brand New to Concurrent Enrollment Students ONLY First Steps, then move to Part 1:

- ☐ Parents and students must attend a SAS Mandatory CE meeting
- ☐ Apply to Summit Academy South & college you want to attend (Red Rocks, Arapahoe, etc)
 - ☐ [Enroll Jeffco Website](#)
 - ☐ [RRCC Application](#)
 - ☐ [ACC Application](#)
 - ☐ [FRCC Application](#)
- ☐ Be sure to fill out the COF form during the college application process

Part 1:

- ☐ **Schedule a meeting with Mrs. Bidwell**, [Megan Bidwell Appointment Calendar](#). All students need to bring all paperwork (ICAP, homeschool transcripts, Accuplacer scores, etc) with them to the meeting.
 - ☐ **ICAP** (Individual Career and Academic Plan, needed each semester). Update on Google Drive. If ICAP is changing significantly or if you have questions, schedule a meeting with Mrs. Bidwell; otherwise, this is not needed. [SAS ICAP Google Sheet](#)
 - ☐ **Full Time Seniors** - Email Mrs. Bidwell if you are unsure of which classes you need to register for to meet graduation requirements. Megan.Bidwell@jeffcoschools.us
- ☐ **College Orientations**
 - ☐ **RRCC Orientation** is in [The Rock Student Portal](#) under Required College Overview.
 - ☐ **ACC Orientation**, 2 part student orientation. After completing the online Student Orientation, you will receive an email from the ACC Academic Advisors inviting you to sign-up for an in person Advising & Registration session.
 - ☐ **FRCC Orientation**
- ☐ **Accuplacer** Schedule and take the accuplacer, you can find more information here;
 - ☐ [RRCC Assessment Center](#) webpage.
 - ☐ [ACC Placement Test](#) webpage.
 - ☐ [FRCC Testing Center](#) webpage.
- ☐ **Concurrent Enrollment College Paperwork**
 - ☐ **Campus Select Contract**
 - ☐ **RRCC** - [Campus Select Contract](#) (filled out each semester)
 - ☐ **ACC** - Completed at the in person Advising & Registration session with Advisor.
 - ☐ **FRCC** - [Campus Select Intent Form](#) (filled out every year). Please list The Summit Academy as your school on this form.

☐ **Student Financial Responsibility Agreement**

- ☐ **RRCC** - [Student Financial Responsibility Agreement](#) and either email it to RRCC at Highschoolrelations@rrcc.edu OR upload it to the [RRCC Secure Document Upload Platform](#)
- ☐ **ACC** - Completed at the in person Advising & Registration session with Advisor.
- ☐ **FRCC** - N/A

☐ **Underage Waiver** For students who are *NEW TO CE and 16 or under* on the first day of college courses you may need to complete an extra form. Please reach out directly to your high school relations counselor at the college for more information.

- ☐ **RRCC** - *If you're 16*, fill out the [Underage Attendance at RRCC Form](#), then upload it to the [RRCC Secure Document Upload Platform](#). *If you're 15 or under*, you will be required to submit a letter of recommendation and your transcripts to highschoolrelations@rrcc.edu, AND fill out the [Underage Attendance at RRCC Form](#), then upload it to the [RRCC Secure Document Upload Platform](#).
- ☐ **ACC** - Please contact the College Select Academic Coordinator: Belinda Wise, belinda.wise@arapahoe.edu or acc.collegeselect@arapahoe.edu with questions.
- ☐ **FRCC** - *If you're 16*, fill out the [Underage Admission Waiver](#). *If you're 15 or under*, you MUST set up an [Underage Meeting with Owen Smiley](#) here, ONLY after you take the Accuplacer & met with Mrs. Bidwell. (Form will be completed at meeting)

☐ **Summit Academy South Concurrent Enrollment Paperwork**

- ☐ **SAS Family Agreement**, filled out each year. Please read [Concurrent Enrollment Parent/Student Guide and Contract](#) before signing SAS Family Agreement.
- ☐ [Full time enrollment form](#) (if applicable each year)
- ☐ [Praxi School](#) account, School Code 3667. If your family doesn't already have an account please create one and pay SAS activity fee (Aug 1st - Oct 31st 2025).

☐ **Browse the college catalog**

- ☐ [RRCC Course Catalog](#)
- ☐ [ACC Course Catalog](#)
- ☐ [FRCC Course Catalog](#)

☐ **Register for classes**, You may register for guaranteed transfer classes only - if you have questions or need an exception, talk to Mrs. Bidwell (Megan.Bidwell@jeffcoschools.us).

- ☐ **At RRCC email** High School Relations at RRCC rrcc.highschoolrelations@rrcc.edu Please include in your email that you are a Summit Academy South student, that you have spoken to Mrs. Bidwell, and that you have completed the Campus Select Contract and the Student Financial Responsibility Agreement and are ready to register for classes.
- ☐ **At ACC** After meeting with an ACC Advisor you will be able to register for classes. Email Belinda Russell at belinda.wise@arapahoe.edu or acc.collegeselect@arapahoe.edu with any questions.
- ☐ **At FRCC email** Owen Smiley, Owen.Smiley@frontrange.edu, with any questions.

Part 2, AFTER class registration:

- ☐ **Email Mrs. Bidwell a PDF of your college schedule for the upcoming semester** - the schedule you email MUST show your name and your classes (including CRN #s). Follow these directions, please:

RRCC: Please log in to “The Rock” (student portal) and follow these steps:

- 1) Click on “Student” in the upper left under Dashboard.
- 2) Click on “Detailed Student Schedule with Drop-Withdraw Dates” under Registration Tools (to the right of the page).
- 3) Click “Print This Page” at the bottom left
- 4) Print as PDF and email to Mrs. Bidwell (Megan.Bidwell@jeffcoschools.us)

FRCC: Please log into eWolf student platform and follow these steps:

- 1) Go to the drop down menu, click academics.
- 2) Under Academics click on portal labeled concurrent enrollment.
- 3) Click the detailed student schedule.
- 4) Save as a pdf file and send to Mrs Bidwell (Megan.Bidwell@jeffcoschools.us)

Other Colleges: Save your schedule (with Drop and Withdrawal Dates) as a PDF and email to Mrs. Bidwell (Megan.Bidwell@jeffcoschools.us) (Please be sure your name and your classes are seen on your schedule, including CRN #s).

PAPERWORK AFTER Step 2:

- ☐ If you are wanting to change anything with your college schedule AFTER you have registered and emailed it to Mrs. Bidwell:
 - ☐ Email Mrs. Bidwell to get approval of the change
 - ☐ Send Mrs. Bidwell your new updated schedule