

# The Ultimate Fall Semester CE 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 CE STUDENTS** - [Google Form](#) - **Fill this form out very first, please!**

## BRAND NEW TO CONCURRENT ENROLLMENT STUDENTS FIRST STEPS:

- Apply to the college you want to attend (Front Range, Red Rocks, etc)
- Fill out the COF form on your application
- Attend mandatory meetings: Summit Concurrent Enrollment Meeting (all new to CE students) and Front Range Concurrent Enrollment Meeting (only if attending FRCC). FRCC Informational Meetings will be held on: [Wednesday, March 13, 2024 at 6pm](#) or [Wednesday, April 10, 2024 at 6pm](#).

## ROUND ONE PAPERWORK: **Due: April 12, 2024**

- Schedule a meeting with Mrs. Miller**  
All students need to bring all paperwork (ICAP, homeschool transcripts, Accuplacer scores, etc) with them to the meeting. [Click here](#) to sign up for a meeting. Meetings run from March 5th through April 12th. See sign up for specific dates and times. If all slots are filled by the time you look at the sign up, you will need to email Mrs. Miller to set up a meeting.
- Updated **ICAP** (Individual Career and Academic Plan, needed each semester) - use ICAP on Schoology or a [blank Google Sheet ICAP](#) and *share as editor with Mrs. Miller*. For info about ICAPs [click here](#).
- Concurrent Enrollment College Agreement**  
Front Range - [Campus Select Intent Form](#) (filled out every year) *Please make sure you put The Summit Academy as your school on this form.*  
Red Rocks - TWO forms to fill out:
  1. [Campus Select Contract](#) (filled out each semester)
  2. Red Rocks - you must also fill out this [Student Financial Responsibility Agreement RRCC](#) and either email it to RRCC at [Highschoolrelations@rrcc.edu](mailto:Highschoolrelations@rrcc.edu) OR upload it to the [RRCC Secure Document Upload Platform](#).
- The Summit Academy Concurrent Enrollment Family Agreement**  
This will be emailed to BOTH the student and the parent from mail@signnow.com. The student will sign it, then it will automatically be sent to the parent to sign. It will then automatically come to Mrs. Miller. This is filled out each year. [Click here to read through the Concurrent Enrollment Parent/Student Guide and Contract](#) that is referred to in the CE Family Agreement.
- Accuplacer** Test Score (For first CE semester only or if needing to be updated). *Sign up for the English Accuplacer only UNLESS you are planning on taking a math course, in which case, sign up for the English and Math Accuplacer. If you want to take a*

science course, be sure to talk to Mrs. Miller first, as you need specific Accuplacer tests for certain science courses.

Once you have your scores, please email them to Mrs. Miller:

[maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us)

Front Range - [Click here](#) to set up an appointment for your Accuplacer

Red Rocks - [Click here](#) to set up an appointment for your Accuplacer

AIMS - [Click here](#) to set up an appointment for your Accuplacer

- Underage Waiver** (For students who are *NEW TO CE* and 16 or under on the first day of college courses - this only needs to be filled out *one* time)

Front Range - *If you are 16*, [Click here](#) to fill out the form here

*If you are 15 or under*, you must set up an Underage Meeting with Owen Smiley. [Set up your appointment here](#) (only **after** you have taken your Accuplacer and met with Mrs. Miller) and you will fill out the form during that meeting.

Red Rocks - *If you are 16*, [Click here](#) to fill out the form.

*If you are 15 or under*, you will be required to submit a letter of recommendation and your transcripts to [highschoolrelations@rrcc.edu](mailto:highschoolrelations@rrcc.edu), as well as fill out the [form here](#).

- Transcripts** *If you are a student moving from part time to full time*, you need to send Mrs. Miller your *homeschool transcript*, along with the [Full Time Transcript Form](#) at [maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us) . For info and sample transcripts, [click here](#).

## REGISTER FOR CLASSES:

### **Important Registration Information:**

~ You may register for **guaranteed transfer** classes only - if you have questions about this or need an exception, talk to Mrs. Miller ([maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us)).

Front Range begins registering for fall classes on:

March 6, 2024 (9am) - Students with 30+ credits

March 11, 2024 (9am) - Students with 1-29 credits

March 18, 2024 (9am) - All students

Fall schedule for viewing opens March 6, 2024

Red Rocks begins registering for fall classes on:

TBD - All students

Fall schedule for viewing opens March 11, 2024

AIMS begins registering for fall classes on:

April 1, 2024 - Students with 1+ credits

April 15, 2024 - All students

Fall schedule for viewing opens March 4, 2024

## **ROUND TWO PAPERWORK: Due May 3, 2024:**

- Email Mrs. Miller a PDF of your college schedule for the upcoming semester

FRCC: To get to the correct schedule, please log in to FRCC eWolf and follow these steps:

- 1) Click the 3 lines (menu) at the top left and click “Academics”
- 2) Scroll down to the “Concurrent Enrollment” box
- 3) Click on the link for "Detailed Student Schedule"
- 4) Scroll down and click on the "Print This Page" button
- 5) Print as PDF and email to Mrs. Miller at [maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us)

RRCC: To get to the correct schedule, 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. Miller at [maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us)

CCD, AIMS: Save your schedule (with Drop and Withdrawal Dates) as a PDF and email to Mrs. Miller at [maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us)

### **If you change your college schedule after you email Mrs. Miller a copy, you must:**

- Email Mrs. Miller at [maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us) to get your change approved
- Once approved, change your schedule with your college and then email Mrs. Miller a copy of your new college schedule

### **Orientations for Front Range:**

- New to CE students (FRCC) should plan on attending an orientation. Any returning CE students who would like a refresher are welcome to attend as well. The following are orientation dates:
  - August 7, 2-4pm (Westminster campus)
  - August 12, 3:30-5:30pm (Westminster campus)
  - August 13, 4-6pm (Westminster campus)
  - August 14, 3-5pm (virtual- [click here to join Zoom](#))

### **FALL PAPERWORK: Due in early September - specific dates TBD.**

**This paperwork is vital to state funding for your classes. If you do not turn in this paperwork, your college classes will not be funded and you will be dropped from the CE program for the school year.**

- “Enrollment as a Full Time Student” (Completed by ALL CE students, part time or full time)

- Homeschool transcript** with previous spring grades (*new to full time only*) emailed to Mrs. Miller at [maamille@jeffcoschools.us](mailto:maamille@jeffcoschools.us)
- Final college schedule** dated between Sept 6 and Sept 16 (only if something has changed on your college schedule from when you first submitted it)
- Textbook/digital content fee reimbursements** (If needed; for students **not** taking Summit classes) - turned into Ms. Seybert at Summit