

# CONCURRENT ENROLLMENT

**Dear Options/Concurrent Enrollment Student,**

Students wishing to be enrolled in the Concurrent Enrollment (CE) program will be evaluated based on the following criteria:

1. Academic readiness as determined by ACT, SAT, or Accuplacer Test
2. Academic history based on grade point average and rigor of academic courses
3. Attendance record at the Options site or previous school
4. Maturity as demonstrated in the high school setting
5. Any other anecdotal records that illustrate the student's readiness for college

The CE Application is part of a college application process as credits earned through Concurrent Enrollment will count towards graduation credit as well as college credit.

This CE Application should be your responsibility....not your parents. If you are truly ready for college coursework, there is the expectation that you take ownership for the application process (that includes all published deadlines). Parents, please turn the CE application over to your son/daughter so that they can demonstrate their college-level maturity, responsibility, and ownership of this application process.

**Please pay close attention to the due dates described in this application. Failure to do so may result in some severe penalties (as described in the application).**

Please fill out these forms carefully and neatly. Please do not give them to your parent to fill out for you. Please make certain all forms are completely and accurately filled out and submitted on time. If you have any questions, please contact the Options Counselor.

Sincerely,

David Manchak  
Options Counselor  
303-915-6785  
dgmanchak@aps.k12.co.us

# CONCURRENT ENROLLMENT

## Guidelines, General Information, and Deadlines

### Aurora Options

Concurrent Enrollment (CE) is a Colorado State funded educational program that students may access through the Options School. CE allows high school students (9-12<sup>th</sup> grade) to enroll in college-level, guarantee transfer courses while still in high school\*. Aurora Public Schools will pay the tuition portion of that college education. Families must reimburse the school district for any course not successfully completed (grade of “D”, “F”, “I” or “W”). CE does not limit the number of courses in which students may be enrolled, however, none of the courses may be online or online-hybrid courses. To qualify for the Concurrent Enrollment Program students must:

1. Be in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade and be enrolled, full time, in an Options Program for a minimum of 12 months immediately prior to the beginning of the CE courses.
2. Be a student of good standing in previous course work and show a history of strong standardized test scores.
3. Have the social maturity to excel in a college environment.
4. Receive a minimum score on the ACT, SAT, or Accuplacer (described below\*\*).
5. Complete all portions of the CE application and submit the completed application to the Options Office by the published deadlines.
6. Meet with the Options Counselor once each year to review eligibility for CE.
7. Be enrolled in college-level, guarantee transfer courses.
8. Return the Attendance Form that will be sent to students (fall semester only).
9. Be enrolled in the Colorado Opportunity Fund (COF).\*\*\*

\*Some seniors may qualify to take remedial coursework at a college/university and some seniors may qualify for a 5<sup>th</sup> year option (Ascent Program). Seniors taking remedial coursework and wishing Options to pay the tuition for those courses can take that remedial coursework only; students cannot take remedial courses and guarantee-transfer courses during the same semester and expect Aurora Schools/Options to pay the tuition for both types of courses. Students wishing to be enrolled in the Ascent Program will have the opportunity to declare their intention during the summer prior to their senior year. A letter will be sent to students and their parents with details about the Ascent Program.

\*\*In order to be accepted into Concurrent Enrollment, the student must receive a minimum score on the ACT or the SAT or the Accuplacer (the Accuplacer is administered by each college and students must contact the state college to schedule the Accuplacer). The minimum test scores required for acceptance into CE are as follows:

ACT	English 18, Reading Comprehension 17	Math 23
SAT	Verbal 440	Math 460
Accuplacer	Reading 80, Sentence Skills 95	Math/Elem. Algebra 85

Students can qualify for CE as long as they have met the minimum score in either English/Reading/Verbal or in Math. Students do not have to reach the minimum score in both English/Reading/Verbal and Math to qualify for CE.

\*\*\*Enrolling in the COF allows the State of Colorado to pay a stipend for Colorado residents enrolled in higher education. To register for the COF, go to: [www.collegeincolorado.org](http://www.collegeincolorado.org) and follow the links to apply for the tuition stipend.

## **DEADLINES**

**The Statewide Agreement portion of the Concurrent Enrollment application must be signed/approved by the Options counselor by:**  
November 5<sup>th</sup> for the Winter/Spring Semester that begins in January  
April 5<sup>th</sup> for the Summer Semester that begins in June  
May 5<sup>th</sup> for the Fall Semester that begins in August/September

As a mature college student, it is your responsibility to meet these deadlines. Failure to do so will result in lost opportunity to participate in CE.

## **LATE APPLICATIONS WILL NOT BE CONSIDERED. NO EXCEPTIONS!**

### **Concurrent Enrollment Notes**

Options School will pay the tuition portion only for college-level, guarantee transfer courses except as indicated above for seniors enrolled in remedial courses. Options will not pay for books, fees, transportation costs, room and board, etc. Options will not pay for any online or online-hybrid course. All coursework must be completed on campus.

CE students will have the tuition portion of their college bill paid up- front by Options School. A copy of the student's schedule and a copy of the student's tuition bill must be submitted to the Options Office as soon as it is available from the college. This bill must be itemized, showing all fees, the Colorado Opportunity Fund stipend, and the actual cost of tuition. This bill is available online through your college's website under your own account. At the end of each semester in which the student was in the Concurrent Enrollment Program, the student should arrange for a transcript to be sent by the college registrar to Options Office, 11351 E. Montview Blvd. Aurora Co. 80010. Students must reimburse Aurora Public Schools for any course the student withdraws from or earns any grade lower than a "C" (grade of "D", "F", "I" or "W"). During October of each year, students will receive an attendance form that must be signed by their professors and returned to the Options Office.

A calendar of family requirements with regard to CE is attached, and each family is encouraged to post the calendar in a highly visible place to make certain all deadlines are met. Failure to do so may compromise future enrollment in CE.

## Concurrent Enrollment Process

### To Apply for Concurrent Enrollment:

- \_\_\_\_\_ Apply for admission to the state-supported college/university. Contact the college's admissions office and make application as a Concurrent Enrollment student. Note: Only some of Colorado's 4-year colleges take part in the Concurrent Enrollment Program. However, all Colorado Community Colleges have agreed to enroll Concurrent Enrollment students.
  
- \_\_\_\_\_ Register, take, and receive the minimum score required on the ACT or SAT or Accuplacer
  
- \_\_\_\_\_ Make an appointment with the Options Counselor so that he can review the CE Application and sign the Statewide Agreement for Concurrent Enrollment prior to the published deadline (May 5, Nov. 5, April 5) This face-to-face meeting need only be done only once each school year. Any CE enrollment subsequent to this meeting can be handled through the mail.
  
- \_\_\_\_\_ Completely fill out the Concurrent Enrollment Application (available at any Options site and in the Options Office.) The application should include:
  1. Statewide Agreement for Concurrent Enrollment (fill out the version that is specific to your college)
  2. APS Promissory Note
  3. Transcript of High School Courses
  4. Copy of ACT or SAT or Accuplacer scores (unless already submitted in prior year)
  5. Transcript Request Agreement
  6. Individual Career and Academic Plan (ICAP)
  7. Register for the Colorado Opportunity Fund at: [www.collegeincolorado.org](http://www.collegeincolorado.org)
  
- \_\_\_\_\_ Submit the completed forms according to the deadlines

### Once Accepted

Once you have secured the Option's Counselor's signature which indicates acceptance into the Concurrent Enrollment Program, your application will be returned to you so that you can secure the college's approval on the Statewide Agreement. This usually happens when you register for classes. Once that has been done, all parts of the completed application should be returned to the Options Office at 11351 E. Montview Blvd. Aurora, Co. 80010. This must be done at the earliest opportunity and by the published deadlines.

During the Fall semester, students will receive an Attendance Form that they will take to their classes at the college. Students should secure their professors' signatures as required and then return those Attendance Forms to the Options Office in a timely way according to the instructions.

At the end of each semester, Concurrent Enrollment students must arrange for an official transcript to be sent to the Options Office as soon as it is possible. Failure to do so will result in the student's ineligibility for the Concurrent Enrollment Program.

**AURORA PUBLIC SCHOOLS  
1085 PEORIA STREET  
AURORA, COLORADO 80011**

**PROMISSORY NOTE**

**Under the concurrent Enrollment Act of 2009, the Aurora Public Schools intends to pay tuition on behalf on the student named below to enable the student to attend an institution of higher education. Under Colorado Law, the school district is required to obtain a promise from the student and the parent/guardian to repay the amount of tuition should the course not be completed successfully for any reason (grade of “c” or higher).**

**Each person who has signed as a borrower below agrees to be fully responsible jointly and severally that is, as individuals and also as a group) to the aurora Public Schools for the full amount of tuition relating to any course which the student fails or for any reason (including illness) does not complete. The only exception to this duty to repay is if the student has the written consent of the principal of the high school in which he/she is enrolled to withdraw from a specific course in question.**

**The signers of this promissory note understand and agree that (1) each and every one of them by him/herself is liable for the full amount of the debt; (2) the debt must be repaid regardless of the reason for failure to successfully complete the course, whether it be academic failure, illness, moving of residences, or any other reason; and (3) the school district may choose to require any of them to make repayment, regardless of any agreement whose liable for the debt may have among them.**

**This debt shall become due on the ending date of the academic term in which the course was to have been taken and must be paid within thirty (30) days of that date. Interest shall accrue at the compound rate of 12% per annum after that thirty day period. The school district shall be entitled to any and all costs it expends in collecting this debt, including reasonable attorney fees.**

**Amount Owed: \_\_\_\_\_**

**Name of Student: \_\_\_\_\_**

**Name of Institution of Higher Education: \_\_\_\_\_**

**THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; PLEASE READ IT AND MAKE SURE YOU UNDERSTAND IT BEFORE SIGNING. This promissory note will be in effect for the entire school year and needs to be signed only once each year.**

**Date: \_\_\_\_\_**

**Please both print and sign your legal name below.**

\_\_\_\_\_  
**Parent/Guardian (please print name)**

\_\_\_\_\_  
**Parent/Guardian (please sign name)**

\_\_\_\_\_  
**Student (please print name)**

\_\_\_\_\_  
**Student (please sign name)**

# **CONCURRENT ENROLLMENT DOCUMENT REQUEST AGREEMENT**

**This signed agreement is in effect for the entire school year and need only be filled out and signed once each school year.**

At the beginning of each and every semester, the Options Office needs a copy of the student's class schedule and a copy of the college's bill. The CE student must send these at the earliest opportunity (at least by the end of the first week of classes) to the Options Office.

At the conclusion of each and every semester, each Concurrent Enrollment student/family must arrange for the college/university of attendance to send an Official Transcript to the Options Office at 11351 E. Montview Blvd., Aurora, Co. 80010. Official transcripts cannot be transmitted electronically. This should be done as soon as grades are posted and transcripts are available.

Failure to arrange for the above documents (schedule, bill, and transcript) in a timely way may result in the following:

1. Aurora School District will enforce the terms of the signed Promissory Note. This will require that the family reimburse the school district for the tuition portion of their son/daughter's semester.

and, or

2. The student will no longer be allowed to participate in the Concurrent Enrollment Program through Options School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CONCURRENT ENROLLMENT PROGRAM

## Individual Career and Academic Plan

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Career Interests \_\_\_\_\_

Academic Strengths \_\_\_\_\_

**Educational and Career Goals:**

- \_\_\_\_\_ Community College Degree
- \_\_\_\_\_ Vocational College
- \_\_\_\_\_ 4 Year College or University
- \_\_\_\_\_ Graduate Degree

**Plan of Study:**

- \_\_\_\_\_ Associates of Arts (AA)
- \_\_\_\_\_ Associates of Science (AS)
- \_\_\_\_\_ Associates of Gen. Studies
- \_\_\_\_\_ Associates of App. Science
- \_\_\_\_\_ Associates of Applied Tech
- \_\_\_\_\_ Bachelors Degree
- \_\_\_\_\_ Masters Degree
- \_\_\_\_\_ PhD, Law Degree, MD, etc.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: This ICAP need only be completed and submitted once each school year**