http://www.slcc.edu/concurrentenrollment/Students/registration.html

CONCURRENT STUDENTS

High School CE Students

THE **3** STEPS

1 Admission (Once)

2 Registration (Each Semester)

3 Pay Tuition (Each Semester)

RESOURCES

▶ Rate Your CE Instructor
▶ Student Video Content
▶ Welcome
▶ For Parents & Guardians
▶ New Student Information Sessions
▶ Schedule with An Advisor
▶ Concurrent On-Campus
▶ Forms
▶ Student Guide

REGISTRATION

Registration is the process of choosing and signing up for classes and must be done each semester for each class through your MySLCC account.

#1 - BEFORE YOU REGISTER - MEET PRE-REQUISITES

Many concurrent enrollment classes require pre-requisites. Pre-requisites help ensure that you are prepared to be successful in certain college classes. Talk with your high school counselor or high school concurrent enrollment coordinator to make sure you have the appropriate placement scores on file before registering for concurrent enrollment classes. Click here to find out more about pre-requisites.

#2 - BEFORE YOU REGISTER - SET UP YOUR MYSLCC ACCOUNT

Before you can register for classes you first need to set up a MySLCC Account. MySLCC is the college's student portal for registering for classes, paying tuition, accessing grades, ordering transcripts, getting news about what is going on at SLCC, and other important information. A complete list of tutorials on how to set up and access different features of your MySLCC Account can be found on the MySLCC Overview & Tutorials page.

#3 REGISTER FOR CLASSES

Because this is concurrent enrollment and you are getting both high school and college credit you will need to register in two places; (1) at your high school (typically done through your high school registration system or high school counselor), and (2) at SLCC through your MySLCC account.

Registration at SLCC should be done within the first week of class. See the Register for Classes tutorial for step by step instructions on how to register. As part of the registration process it is your responsibility to follow instructions carefully, meet all deadlines, and double check with both your high school counselor and through your SLCC MyPage account to make sure you are officially registered at both the high school and the college. Failure to do so will result in your not earning college credit for the class.

PARENTS: We strongly encourage you to let your child register themselves. Stand by to help them if problems arise, but let them do the work. This is a valuable skill that will serve them well as they transition to college after high school.

If You Run Into Problems:

Problems are not uncommon during registration. If any of the following apply you will not be able to register until the issue has been resolved:

- required test scores or pre-requisites are not in the SLCC system.
- you owe money to SLCC.
- you have an incorrect social security number on file.
- you have a campus restriction.
- you did not take a CE course for a year or a semester.

When you encounter these problems reach out to your high school CE coordinator who will work with the SLCC CE office 801-957-6344 to help you resolve the issue.

#4 AFTER YOU REGISTER - SIGN THE PARENT PERMISSION FORM

In order to participate in concurrent enrollment you and your parent will need to sign the parent permission form found here: https://ushece.service-now.com/concurrent_enrollment.

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	SLCC Concurrent Enrollment Tips and FAQs
	Q: If I have applied for SLCC admissions and need to enroll in my CE class, what website should I access?
Q1	http://www.slcc.edu/concurrentenrollment/Students/my-slcc.html
Q2	**Q: Is there a how to guide to sign up for my CE classes?**
	A: Please see the detailed process provided by SLCC at http://www.slcc.edu/concurrentenrollment/docs/StudentForms/myslcc/MySLCCStudentRegistrationProcess.pdf Or access the attachment provided. MySLCC Registration Instruct
Q3	Q: Nothing is working for my on the Concurrent Enrollment Website. What should I do know?
	A: You can call or e-mail the SLCC MyCE offices at 801-957-6344 or concurrent@slcc.edu