

Concurrent Enrollment Packet

Student/Parent Guide & Contract
2024-2025



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Definition of Concurrent Enrollment

A Concurrent Enrollment student is defined as a 9th-12th grade student who is simultaneously enrolled in Jefferson Academy High School and in an institution of higher learning, usually a local community college.

The Concurrent Enrollment program is designed to “improve high school retention, to motivate young people to take seriously the need to become postsecondary and workforce-ready, and to accelerate students’ progress toward a postsecondary credential” (C.R.S. 22- 35-102). It is a Colorado state-funded educational program that allows qualified high school students to enroll in college-level courses while still in high school. *If the requirements of the program are met, Jefferson Academy will pay the tuition portion of that college education.*

Some seniors may qualify for a 5th-year option (ASCENT program). Students should be enrolled as full-time Jefferson Academy students during their junior and senior years. Students wishing to be enrolled in the ASCENT program will have the opportunity to declare their intentions in December of the student’s senior year. An email with details about the ASCENT program will be sent to students and their parents in the fall of the student’s senior year

Concurrent Enrollment involves application to a college, college-level coursework and expectations, and college credit. Because of this, it is critical that students be personally invested in this process. In addition, both the student and parents/guardians must have a complete understanding of the college environment vs. the high school environment. It is highly recommended that families give their student the opportunity and responsibility for completing the paperwork and participation in the process, so they demonstrate and learn responsibility, gain maturity, and take ownership of their participation.

Criteria for Admission

Students wishing to enroll in the Jefferson Academy Concurrent Enrollment (CE) program will be considered based on the following guidelines and expectations:

1. Students must be enrolled in Jefferson Academy for at least one semester before they enroll in Concurrent Enrollment unless the Jefferson Academy Principal or Post-Secondary Advisor waives this requirement.
2. Students must have high school academic preparation to be considered for courses through Front Range Community College (or other university) (i.e., Biology 1111 may not be taken before high school Biology and Chemistry).
3. The Individual Career and Academic Plan (ICAP) is used to determine courses needed to complete graduation requirements and to individualize class selection for each student. ICAP plans are reviewed regularly to address what courses a student has planned for. All college courses shall be on this document when it is developed and reviewed (it is a working document). The ICAP will also state the student's future educational and career goals. ICAP may be updated each semester.

Criteria for Admission Cont.

4. Students will be assessed by the Jefferson Academy Principal and/or Post-Secondary Advisor for the following:
 - Grades of B or better in all courses for incoming 10th – 12th grade students. For Incoming 9th graders, to be considered you must have all A's. Exceptions may be made for extenuating circumstances by the Jefferson Academy Principal or Post-Secondary Advisor. The student must initiate a conference with the Post-Secondary Advisor to discuss this situation.
 - Academic history is based on grade point average and rigor of academic courses (including missing assignments).
 - Academic readiness/placement may also be determined by SAT scores. (Accuplacer testing may be needed for college-level English, and Math courses.)
 - Attendance record at JA and any previous school for the past two years.
 - Maturity as demonstrated in the high school setting and as observed by Jefferson Academy staff.
 - Completeness and adequacy of the student's Individual Career and Academic Plan (ICAP).

Criteria for Admission Cont.

- Any discipline records at Jefferson Academy or any previous school in the past two years.
- Social maturity to enroll in college courses with college-age students.
- Any other anecdotal records that illustrate the student's readiness for college.
- Student met all deadlines assigned.

IMPORTANT: All students in college courses **MUST** be at a high level of maturity to be enrolled. The administration at Jefferson Academy may deny a student admittance into a college course because of behavior, previous academics, lack of commitment, and/or lack of communication.

5. Students must apply to Front Range Community College *once the meeting with FRCC has taken place.*
6. As part of the college application process, students must complete a COF (College Opportunity Fund) application which is a part of the FRCC application.

Criteria for Admission Cont.

7. Students will receive an “S Number” (student number) after applying to Front Range Community College. The student is responsible for knowing this number at all times along with their password for the institution’s portal systems (FRCC’s portal are called eWOLF and MyCourses).
8. Students must complete all paperwork and communicate with the Post-Secondary Advisor within stated deadlines.
9. All **students** who are participating in Concurrent Enrollment must be the sole communicator with the Post-Secondary Advisor and Front Range Community College staff. Student privacy rights at the college through the Family Educational Rights and Privacy Act (FERPA) restrict the information available to parents. Students are expected to communicate all necessary information directly to their parents (including grades). Students will be involved in all conversations regarding student records.

Criteria for Admission Cont.

10. Students and parents must attend introductory college preparatory meeting prior to their first semester/year of college courses.
11. Students must be in attendance for all college meetings to go over the registration process.
12. Students must meet all deadlines associated with this process or will not be able to enroll in courses. Students will follow the process laid out before them by the FRCC representative and the Jefferson Academy staff.

Financial Considerations

1. Jefferson Academy agrees to pay tuition for Concurrent Enrollment students. *Students/families are responsible for fees (including lab and technology fees), textbooks, and other miscellaneous fees and costs.*
2. Students who earn a D, F, or W (courses withdrawn from after the add/drop date) will be unable to take college courses for one academic year (2 semesters). After one year, students must set up a meeting with Post-Secondary Advisor about eligibility to reenter the program.
3. Summer sessions, online college courses, physical education courses and basic skills courses will not be included in Concurrent Enrollment.

Financial Considerations Cont.

4. Students taking courses outside of JA (ex: on FRCC campus) will be responsible for all fees associated with the course. JA only pays tuition for **pre-approved** courses.
5. The rate of tuition reimbursement will be the community college rate (set by the state; changes each school year). This means if a student is participating at a college or university other than a community college and the tuition is higher than the state Community College rate, the family will be responsible for the difference in cost.
6. As part of the college application process, students must complete a College Opportunity Fund (COF) application. Jefferson Academy is not responsible for the COF portion of the tuition bill. Students failing to complete the necessary steps for COF to process will be responsible for paying that portion of the bill.

Colorado Opportunity Fund (COF)

The College Opportunity Fund (COF) provides a stipend to eligible undergraduate students. The stipend is paid on a per credit hour basis directly to the college at which the student is enrolled. The credit-hour amount is set annually by the Colorado General Assembly. *Stipend amount for academic year 2023-2024: \$116 per credit hour.*

- JA students must register for COF when they complete the college application process. Students failing to complete the necessary steps for COF to process will be responsible for paying that portion of the bill.
- COF is limited to the first 145 credit hours the student takes at Colorado public colleges and includes the credit hours taken as a Concurrent Enrollment student. Therefore, if the student might attend a public college in Colorado following high school graduation, families need to carefully consider their student's future in order to avoid wasting COF funds on courses that will not count toward the student's college graduation requirements

Classroom Requirements

- Students will put the time and energy into studying for college courses to maintain an “A” or “B” in the course. Success in college courses may require students to do a significant amount of reading and writing. Not maintaining an “A” or “B” may result in the student not being able to register for future college courses.
- A student’s behavior in class will be at the level of a typical 4-year college student. The student will be always respectful, participate in class, listen and avoid disrupting the class, teacher or peers. The student will not be able to take additional college courses if they behave inappropriately.
- All students are responsible for buying their own textbooks.
- Students will come prepared for class each day, having pre-read all material and with assignments completed.
- Students are expected to communicate regularly, either in person or via email, with their college professor about any needs, questions, absences, etc.

Classroom Requirements Cont.

- Students must be in attendance for their college classes. An appropriate number of days missed is no more than 2-3 days per semester although this will depend on the instructor and the syllabus (if they want you to miss less). Students MUST communicate any absences to their instructor prior to class and make arrangements for any assignments they will miss.
- Students knowing that they are missing a test must create a plan PRIOR to the absence to make up the exam. Students missing any coursework or exams on a day of absence must understand that they may receive a “0” for that assignment if not turned in or prearranged PRIOR to the day of absence.
- Students enrolled in college courses on the JA campus that are scheduled M/W or T/TH can take one course and consider the alternative days as their off-block. Freshman and sophomores must remain on campus in a designated space.
- Only seniors may enroll in English 1021 and 1022 courses unless approved by the Jefferson Academy Principal and/or Post-Secondary Advisor.

Additional Information

- Freshman are eligible to take one college course the 2nd semester of their freshman year.
- Students may not complete more than 45 Front Range Community College credits onsite at JA. Should a student exhaust all courses in the building or an ICAP exception included in their academic plan, upon pre-approval from the Post-Secondary Advisor and/or Principal, more courses may be completed at FRCC.
- Students must put in the time and energy into studying for college courses to maintain A's or B's in the courses. Success in college courses will require significant amount of reading and writing. If a student is unable to keep their grades at this level, participation in the CE program may be discontinued.
- If you attend both meetings but don't meet the qualifications. Ms. LeValley will be reaching out to the students.

Additional Information Cont.

- By October, students taking classes on the Front Range campus (not at JA) must submit a PDF copy of their schedule to the Post-Secondary Advisor
- Students are responsible to ensure all required forms and their ICAP are returned by the deadline.
- All students attending courses at a college other than FRCC must have transcripts sent to Jefferson Academy at the end of each semester. Failure to do so will result in suspension of further Concurrent Enrollment participation.
- Students seeking class accommodations must go through the FRCC process.
- Courses have a maximum capacity and are first come first serve.

Enrollment Process – New Students

- Attend JA Concurrent Enrollment Meeting, **Thursday, February 15, 5:30 pm – 6:30 pm, Zoom**
- Attend mandatory meeting hosted by FRCC, **Wednesday, February 21, 5:30 pm - 7:00 pm, Zoom**
- Review information in CE Canvas Classroom (Ms. LeValley will add you)
- Review this packet and all guidelines
- Sign JA CE Family Agreement Form and submit it to Mr. Cloonan (front office) by **Friday, March 1, 2024**. The form is in the Concurrent Enrollment Canvas Classroom.

Enrollment Process – New Students

- Apply to Front Range Community College www.frontrange.edu by **Wednesday, March 1, 2024**
- You will receive your S number once the application is completed to the email you used on the application. *Students, must be the one to complete the application.*
- COF application is within FRCC application. Nothing additional needed, just don't uncheck the box

Enrollment Process – New Students

- ❑ Sign up for a meeting with Ms. LeValley to select courses, March 11 – April 5
remember Spring Break is March 19 - March 26
 - Incoming 9th, 10th and 11th graders:
<https://calendly.com/alevalley/concurrentenrollment>
 - Incoming 12th grades: <https://calendly.com/alevalley/junior-meetings>

- ❑ Complete Individual Career and Academic Plan (ICAP)

- ❑ Take Accuplacer, as needed. Post-Secondary Advisor will provide this guidance.

Enrollment Process - Returning Students

- Review this packet and all guidelines
- Sign JA CE Family Agreement Form and submit to Mr. Cloonan (front office) by **Friday, March 1, 2024.**
- Complete Individual Career and Academic Plan (ICAP)
- Sign up for a meeting with Ms. LeValley to select courses, March 6 – March 16
 - Incoming 9th, 10th and 11th graders: <https://calendly.com/alevalley/concurrentenrollment>
 - Incoming 12th graders: <https://calendly.com/alevalley/junior-meetings>
- Take Accuplacer, if needed. Post-Secondary Advisor will provide this guidance.
- Complete Underage Form. Post-Secondary Advisor will provide this guidance.

What's Next

Make sure you completed the Google Form for attendance (link in chat)

If you have questions about qualifications, please email Ms. LeValley, alevalley@jajags.com. Reminder, communication must come from students.

Attend the FRCC meeting next week, February 21, 2024, at 5:30 pm, Zoom. Link will be sent day of mtg

Check your email! I will be communicating with students via email in the upcoming weeks. You are responsible for the information.

Canvas Class: Concurrent Enrollment Spring 2024. Tomorrow, I will add all students that attend this meeting.

- Courses 2024-2025
- Enrollment Packet (information from this presentation)
- JA Concurrent Enrollment Family Agreement (print, both student and parent sign, submit to the front office)
- Other helpful information

Questions?