



*CEC was formed in 1975 as first*

*APS Magnet School*

*-Opened with 25 courses*

*-Currently 106 CEC & Dual Credit Classes*

# CEC CAREER UMBRELLAS

Allied Health Services

Business and World Relations

Career and Technical Education

Computer Science & Engineering

Creative Media

Law, Public Safety, Corrections & Security

Native American Classes

Science and Math Courses

Special Education Classes

World Languages

**CEC AT A GLANCE**

**\*Session Change**

**\*Virtual Mondays for Session 1B only**

***UPDATED COURSE CATALOG FORMAT!***

# Special Notes on CEC Classes

**1 full elective credit per semester (most courses)**

**DC Classes to meet graduation requirement (Dual Credit is not automatic )**

**ACE classes for working students will not be available after 23-24 SY, replaced by WBL**

- Business Law- earn Economics and Government Credit (plus 1 full elective credit for dual credit)
- Financial Services and Career Exploration- Earn Economic credit (plus 1 full elective credit for dual credit)
- Mythology and Folklore- Spring only, full English 12 credit for seniors (Juniors with approval for elective credit)
- Native American Government/Economics and Native Studies Class I and II- earn Government and Economics credit
- Navajo History and Government- Qualify for Chief Manuelito Scholarship



**CERTIFIED**

- ASE Automotive Technician
- Licensed Practical Nurse
- Certified Nurse Assistant
- **Advanced Medical Tech** (CNM Sterile Processing Technician certification)
- Emergency Medical Tech- Basic
- Fire Science prerequisite for Red Card
- APD Police Service Aide Recommendation
- Veterinarian Assistant hours
- Cosmetology internship hours
- Bilingual Seal in Spanish, Chinese, French, Navajo, Zuni

# Dual Credit Opportunities

College Partners:



[CEC DUAL CREDIT PAGE](#)



# *What's the process? : Students, Counselors, CAs, CEC Staff and SIS*

## Student Course Request process - **Google Form**

- SPRING REGISTRATION IS CLOSED
- 2024-2025 SY Course Request opens JANUARY 22
  - Google form course request dates
  - Process
  - Everyone's roles for support
- Nursing/LPN Program has separate application and deadlines.

# Spring 2024 Course Request Process

- All Spring course requests will be done through google form by counselors
  - Students and counselors will not receive email notifications
- Counselors will need to enter student placeholders for the spring semester
- Note that dual credit classes will have a separate deadline for students to apply
  - UNM November 27th**
  - CNM January 17th**
- Spring withdrawal form
  - Students will need to have a counselor email drop form to CEC Registrar in order to drop a class.
  - CEC will not take withdrawal requests from students or parents. They will be redirected to their counselor.

# CEC PROCESS & Dates 2024-2025

- **Pre registration** for returning CEC students January 11th-17th
  - Current CEC students
  - Access registration through current CEC teacher
  - CEC Registration Cards
- **1st Round** officially opens for **ALL** students January 22nd-March 15th
  - 1st round of acceptances will include student course requests from **January 11th - March 15th**
  - Counselor notification via email with spreadsheet sent week of April 9th after Spring Break
  - Student acceptance email notifications sent following week of **April 15th**
- **2nd Round** starts March 16th and runs through May 3rd
  - CEC application will close during Spring break (**March 27th-April 7th**) and re-open on Monday, April 8th. ***No applications will be captured during this time***
  - Counselor spreadsheet updated week of **May 13th** (Registrar will update spreadsheet sent out for 1st round acceptances with 2nd round students in a separate tab)
  - Student acceptance notifications sent week of **May 13th**
- **SIS will add CEC placeholders for 1st & 2nd round students**
  - **Round 1- during Spring Break (March 27-April 5)**
  - **Round 2- Late May**



# CEC PROCESS & Dates 2024-2025

- **Late Registrations** May 4th - August (10 days into fall semester)
  - Student acceptance spreadsheet no longer used
  - NO MORE STUDENT COURSE REQUEST through CEC website Google Form
  - All request will be submitted by a counselor or CA through **CEC Late Registration Google Form**
  - Student and Counselor acceptance notifications sent July 1st and July 31st
- **Counselors or CA's add CEC placeholders during late registration May 1-August**

# STUDENT COURSE WITHDRAWAL

## ROUND 1 and ROUND 2

- *BEFORE* students have been accepted and CEC placeholders have been added to schedules, students may email Amanda Cortez, Registrar to change or drop classes.
- *AFTER* students have been accepted and CEC placeholders have been added to schedules, only counselors can request a course drop or change (via email to Amanda Cortez) and will need to remove CEC placeholders

## LATE REGISTRATION

- **After May 3rd** only counselors can request a course drop or change (via email to Amanda Cortez) and will need to remove CEC placeholders
- Drop form - **New Process Coming 24-25 SY!!**
  - Google form for drops from counselors only. NO more paper, YAY!

# CEC PLACEHOLDERS AT COMPREHENSIVE HS

## (Updated 24/25 SY coming soon to CEC RESOURCES)

### PLACEHOLDERS for COMPREHENSIVE HIGH SCHOOLS

CEC PLACEHOLDER SECTION NUMBERS BY SCHOOL											SEMESTER	PERIODS AT HOME SCHOOL
CHS; DNHS; HHS	AHS	AHAHS	EHS	LCHS	MHS	RGHS	SHS	VHS	VVHS	WMHS		
9920	0589	7514	8375	6901	5161	2303	5231	9920	9921	5500	Fall	Period 1
9921	0590	7515	8376	6902	5162	2304	5232	9921	9922	5501	Spring	Period 1
9922	0591	7516	8377	6903	5163	2305	5233	9922	9923	5502	Fall	Period 2
9923	0592	7517	8378	6904	5164	2306	5234	9923	9924	5503	Spring	Period 2
9924	0593	7518	8379	6905	5165	2307	5235	9926	9925	5504	Fall	Period 3
9925	0594	7519	8380	6906	5166	2308	5236	9927	9926	5505	Spring	Period 3
9926	0595	7520	8381	6911	5171	2309	5237	9928	9927	5508	Fall	Period 6
9927	0596	7521	8382	6912	5172	2310	5238	9929	9928	5509	Spring	Period 6
9928	0597	7522	8383	6913	5173	2311	5239	9930	9929	5510	Fall	Period 7
9929	0598	7523	8384	6914	5174	2312	5240	9931	9930	5511	Spring	Period 7

CEC SCHEDULE	Comp HS Period Placeholders
<b>Session IA</b> 7:30-8:50 Monday and 7:30-9:50 Tuesday and Thursday	Periods 1 and 2
<b>Session IB</b> 7:30-9:50 Tuesday and Thursday	Periods 1 and 2
<b>Session IC</b> 7:30-9:50 Wednesday and Friday	Periods 1 and 3
<b>Session II</b> 12:20-1:50 Monday-Friday	Periods 6 and 7
<b>Session III</b> 2:00-4:15 Monday and Wednesday	Period 7
<b>Session III</b> 2:00-4:15 Tuesday and Thursday	Period 6

# CEC placeholders and schedule examples

## Nusenda Financial Services

▼ Current Class Schedule

Chooser

Line	Info	Period		Term	Section ID	Course ID	Course Title	Repeat Tag	Meeting Day	Teacher
		Begin	End							
1		2	2	S1	9929	cnm dual 1	CNM DUAL CR 1	▼	TR	Vierra, Jessica
2		12	12	S1	9299	15011	ECONOMICS	▼	TR	Vierra, Jessica

## Police Services Aide

▼ Current Class Schedule

Chooser

Line	Info	Period		Term	Section ID	Course ID	Course Title	Repeat Tag	Meeting Day	Teacher
		Begin	End							
1		4	4	S1	9441	53061c1	ACAD CAREER EX1	▼	TR	Glaser, John T.
2		4	4	S2	9442	53061c2	ACAD CAREER EX1	▼	TR	Glaser, John T.

# Schedule Examples Continued...

## ▼ Current Class Schedule

Line	Info	Period		Term	Section ID	Course ID	Course Title	Repeat Tag	Meeting Day	Teacher	
		Begin	End								
1		2	2	S1	9283	14008c1	BUSINESS LAW	▼	TR	Noriega Iii, Gabino P.	114
2		12	12	S1	9289	14008c2	BUSINESS LAW	▼	TR	Noriega Iii, Gabino P.	114

## ▼ Class Schedule For Early College Academy

Line	Periods		Term Code	Section ID	Course ID	Course Title	Meeting Day	Staff Name	Room Name
	Begin	End							
10	5	5	CE	8878	04002	CEC PERIOD 5	MTWRF	Cnm/unm/iaia/cec, Teacher	CEC
11	6	6	S1	9911	040561	CEC PERIOD 6	MTWRF	Cnm/unm/iaia/cec, Teacher	CEC
12	6	6	S2	9912	040562	CEC PERIOD 6	MTWRF	Cnm/unm/iaia/cec, Teacher	CEC
13	7	7	S1	9913	040571	CEC PERIOD 7	MTWRF	Cnm/unm/iaia/cec, Teacher	CEC
14	7	7	S2	9914	040572	CEC PERIOD 7	MTWRF	Cnm/unm/iaia/cec, Teacher	CEC
15	10	10	YR	8927	04004	ADVISORY	M	Decker, Justin N.	106

# Schedule Examples Continued...

Session 1 class  
before switched to  
dual credit

## Class Schedule History

Line	Period		Term	Section ID	Repeat Tag	Meeting Day	Course ID	Course Title	Teacher	dual credit
	Begin	End								
1	1	1	S1	9137	▼	MTR	61010c1	SPANISH I	Carreon, Paty	B
2	11	11	S1	9139	▼	MTR	61010c2	SPANISH I	Carreon, Paty	B

## Current Class Schedule

Chooser

Line	Info	Period		Term	Section ID	Course ID	Course Title	Repeat Tag	Meeting Day	Teacher
		Begin	End							
1		1	1	S1	9911	cnm dual 1	CNM DUAL CR 1	▼	MTR	Carreon, Paty
2		1	1	S2	9912	cnm dual 2	CNM DUAL CR 2	▼	MTR	Carreon, Paty

### Info Legend

- R - Student has taken course
- E - Student has taken equivalent course
- P - Student received a passing mark
- F - Student received a failing mark

Session 1 example of  
dual credit schedule at  
CEC. Primary HS  
schedule below.

## > Filter Options

## Class Schedule For Valley High School

Line	Periods		Term Code	Section ID	Course ID	Course Title	Meeting Day	Staff Name	Room Name	Lo
	Begin	End								
1	1	1	S1	9920	040511	CEC PERIOD 1	R	Cnm/unm/iaia/cec, Teacher	OFFADMN	09
2	1	1	S2	9921	040512	CEC PERIOD 1	R	Cnm/unm/iaia/cec, Teacher	OFFADMN	09
3	2	2	S1	9922	040521	CEC PERIOD 2	R	Cnm/unm/iaia/cec, Teacher	OFFADMN	09
4	2	2	S2	9923	040522	CEC PERIOD 2	R	Cnm/unm/iaia/cec, Teacher	OFFADMN	09

# Counselor Steps/Support:

- AT YOUR HIGH SCHOOL- CEC course information, registration process presented to students during high school pre registration
  - CEC Help for your high school pre registration [GOOGLE FORM](#)
  - Counselor [RESOURCES](#) found on CEC.aps.edu
- Read all CEC email communications for important updates
  - Please update [COUNSELOR/CA CONTACT GOOGLE SHEET](#) as needed
- Parent information provided (Share CEC information with families) Included in school messengers, emails, parent nights etc.
- Assist students in choosing courses
- Review acceptance list emails from Amanda Cortez for student scheduling
- Communicate student course withdrawals as needed to CEC
- Share CEC information with **EVERYONE** that helps with scheduling in some way (CAs, Transition Specialists, etc.)

# What's Next?

- **High School Counseling Team Contacts- Google Form**
- **Head Counselors conduct CEC trainings with counseling staff and other stakeholders**
- **Know your enrollment; CAs can run MST-1423 in Synergy Reports**
  
- **Break down barriers of communication, etc.**
  
- **Not in competition with other school electives**
  
- **CEC and Counselors working with SPED Directors and Transition Specialist**
  
- **CEC Promotion**
  - Whole school or grade level presentations request through google form
  - Electives Expo • CEC Recruitment Open House - Thursday January 25th, 2024  
5:30-7:00 pm
  - Virtual all counselor Q/A support
  - Virtual student/parent CEC Event
  - CEC Resource [Button](#) on CEC home page
    - CEC promotion packet for pre registration, CEC programs video, CEC application process tutorial



# CEC Contacts & Information

Alicia Faulds - Counselor - [alicia.faulds@aps.edu](mailto:alicia.faulds@aps.edu)

Cell # 505-967-9525

Clarissa Sandoval- Counselor- [clarissa.sandoval@aps.edu](mailto:clarissa.sandoval@aps.edu)

Amanda Cortez - Registrar - [amanda.cortez@aps.edu](mailto:amanda.cortez@aps.edu)

Ext 45592

Pat Arguelles - Principal - [arguelles@aps.edu](mailto:arguelles@aps.edu)

Cell # 505-252-0225

Diane Thomas - Assistant Principal - [thomas\\_d@aps.edu](mailto:thomas_d@aps.edu)

Cell # 505-362-3780



**Questions? Opportunities?**