Guidelines, Procedures, and Policies for

Concurrent Enrollment at

The Academy

The Academy's Minimum Requirements, Guidelines and Policies for Attending Classes on the Front Range Community College (FRCC) Campus
(Addendum to FRCC Requirements)

- The FRCC/Academy Concurrent Enrollment (CE) program is open to 9th through 12th grade students.
    a. 9th and 10th grade students can enroll in High School Select (HSS) courses only (FRCC courses taught on The Academy Campus).
    b. 9th Grade Students:
        i. It is the recommendation of The Academy and Front Range Community College that 9th grade students do not participate in Concurrent Enrollment classes during their first semester of high school.
        ii. May be eligible to take a CE course by showing evidence of readiness demonstrated by:
            1. A score of 246 or higher via the English portion of the Accuplacer.
            2. *For CE Math Courses Only -* A score of 245 on the Advanced Algebra & Functions (AAF) or higher via the Math portion of the Accuplacer.
    c. 11th and 12th grade students can enroll in HSS or Campus Select (CS) (FRCC courses taught at the Front Range Campus).
        i. Students enrolled in classes on-campus at Front Range (CS classes) must complete the CE Intent Form.

- Students must have a minimum high school cumulative grade point average of 2.5, with no current Ds/Fs while applying.

- Students must have reliable transportation.

- **Parents/Guardians must agree to program guidelines including paying for fees and books associated with the college. (The Academy pays for tuition only.)**

- Students must complete all processes: Complete any testing that may be required (dependent on the class), turn in materials, attend advising meetings, complete the " Concurrent Enrollment Agreement" and receive counselor approval of courses by the published deadlines.
    a. These steps must take place <u>each semester</u> prior to enrolling in courses on e-wolf.

- Students in their first semester of classes at Front Range Must attend an informational session.

- Students typically enroll in 6 credit hours (traditionally <u>two</u> classes) offered on the Westminster Front Range Campus, and the classes must fall within the hours of The Academy's school day. Exceptions must be approved by an administrator and a counselor.
    a. The Academy will pay for FRCC courses on the Westminster campus.
    b. The number of FRCC credits that students can take is dependent on the CE budget divided amongst the number of participating students.
    c. Students must be <u>full-time students</u> and enroll in <u>a minimum of 4 credit bearing classes</u> at The Academy of Charter Schools.
    d. FRCC courses that are offered at The Academy (HSS) may only be taken at The Academy (not at the FRCC Westminster campus - CS).

- Online CE classes must be approved by administration and a counselor.

- Students will earn 0.5 weighted credit at The Academy per each 3 credit class at FRCC and 0.75 weighted credit for every 4 or 5 credit class at FRCC.

- Students must meet all FRCC College Now requirements, and enroll themselves via their e-wolf accounts by the deadline.

- Any grade(s) earned at Front Range Community college will appear on both The Academy transcript and the Front Range Community College transcript.

- Any concurrent enrollment course paid for by The Academy will contribute to the student's cumulative GPA at The Academy.
    a. Any concurrent enrollment course in which the tuition is not paid for by The Academy ("self-pay") will be exempt from the student's cumulative Academy GPA.

- Students must earn a C or better at FRCC in order to receive credit at The Academy, and to remain eligible to take FRCC courses in future semesters.
    a. Students who do not pass FRCC courses (earn a C or higher, or earn a W) may be eligible to re-enroll in FRCC courses after a one-semester probationary period.
    b. Please be aware that a GPA below a 2.0 on a FRCC transcript may impact future financial aid at FRCC.

Registering for FRCC via The Academy: A Checklist for Students

☐ **Attend FRCC Information Session ([Link to Presentation](#))**

☐ **Apply to FRCC at www.frontrange.edu (Receive S Number)**

☐ **Sign up for the College Opportunity Fund (COF) stipend**

☐ **Research potential FRCC courses using [FRCC Course Catalog](#)**

☐ **Complete all forms**
- **FRCC Concurrent Enrollment Intent (if taking CS courses)**
- **Underage Admission Waiver (if applicable - More [information](#))**
  - *16 or Above -> [Underage Waiver](#)*
  - *Age 15 or below -> Complete Underage Waiver and make an appointment with Concurrent Enrollment Coordinator [Owen Smiley](#) at the Concurrent Enrollment Office FRCC*
  - **Course Selection Form (optional)**

☐ **Meet with Post Workforce Readiness (PWR Ranger) Ambassador**

☐ **Complete [Front Range Concurrent Enrollment Contract](#)**

☐ **Meet with counselor and CE Coordinator to get courses approved**

☐ **Log on to eWolf and enroll in courses (See instructions on attached form)**

☐ **Provide FRCC schedule to The Academy Counseling Office**

Deadlines for FRCC Courses (Check with your counselor for dates)

- **Class schedule viewable online through FRCC Website**

- **Communication with your counselor to approve courses MUST occur prior to registering for classes.**

  **Be aware of Front Range drop deadlines for each class students are enrolled. (This will be indicated on your schedule in your eWolf account, and not all courses have the same drop deadlines.)

  **Please note: Any change in your Front Range schedule must be approved by your counselor. _If the class is not approved by your counselor, the student will be responsible for the payment of the course(s)._

Instructions for Course Selection Form

❖ **Explore required courses for specific degrees/certificates at:**

https://www.frontrange.edu/programs-courses/index.html

❖ **Go to Front Range Website:** **www.frontrange.edu**

❖ **Click on "Programs and Courses" at the top of page.**

❖ **Select the "Class Schedule" option.**

❖ **Under "How to Find Class Information", there is a link for the Guaranteed Transfer Class List and Online Class Search. Choose classes from the Guaranteed Transfer Class List. Video on How to Search for Classes**

❖ **Go to Online Class Search link to see what times those classes are offered at the Westminster Front Range Campus for the term you are applying for.**

➢ **Search by Term, then click submit button.**
➢ **In Campus section, select FRCC Westminster Campus in the dropdown menu - scroll down to the very bottom to find this option. You do not have to fill in any of the other categories.**
➢ **You can search by subject or course number. Course number will be listed in the Guaranteed Transfer Class List section. If you don't have a course number, then choose a subject in the top box. If you have a course number, put it in the Course Number section.**
➢ **Click Class Search button at bottom of screen.**
➢ **Classes will be listed by days/times. Pick the class that has the times that fit with your schedule. List the class on your Course Selection Form.**
➢ **Most students will be taking 2 classes, one that meets Mon/Wed and one that meets Tues/Thurs during the same time, Periods 1-3 or Periods 5-7.**
➢ **You may list several options and different classes. You will discuss your class options with the Front Range Representative during your individual meeting to decide on the specific classes you will take.**

Course Selection Form

Student: _____   **Age:** _____

☐ **16 or Above ->** Underage Waiver

☐ **Age 15 or below -> Complete** Underage Waiver **and make an appointment with Assistant Director Anitra Galicia at the Concurrent**

Semester: _____

Current Plan of Study/Program Interest: _____

Selected Courses: Please choose a course that is offered on Mondays and Wednesdays, and one or more backup courses that are offered the same days and times in case of a cancellation.

MONDAY/WEDNESDAY COURSES

Course Number (ex: MAT 1340)	Course Name (ex: College Algebra)	CRN (ex: 54560)	Credits (ex: 3)	Time (ex: 8:00am - 9:15am)	Academy Periods (ex. 1-2 or 5-7)
1.					
2.					
3.					

Selected Courses: Please choose a course that is offered on Tuesdays and Thursdays, and one or more backup courses that are offered at the same time on the same days in case of a cancellation.

***These courses must be offered at the same time as your chosen Monday and Wednesday course. ***

TUESDAY/THURSDAY COURSES

Course Number (ex: MAT 1340)	Course Name (ex: College Algebra)	CRN (ex: 54560)	Credits (ex: 3)	Time (ex: 8:30am - 9:50am)	Academy Periods (ex. 1-3 or 5-7)
1.					
2.					
3.					

Front Range Community College complies with the Colorado Community College and Occupational Education System (CCCOES) State Board Policy to admit students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admissions must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading, and math.

2. Students should meet with an advisor or designated staff member to determine eligibility for admission, appropriateness of course selection, review college expectations and complete the acknowledgement form. Final approval rests with the Dean of Student Services.

3. A responsible parent or guardian must sign the acknowledgement form indicating that the student/parent has been advised regarding the expectations of the college.

4. If approved by the Dean of Student Services, Admissions and Records will remove the hold to allow the student to enroll. Admissions and Records will notify the student by email regarding approval status.