# Steps for SLCC Admission & Creating "My SLCC Account"
# (Become a College Student)

Students must be admitted to Salt Lake Community College in order to take concurrent enrollment classes. If students have **never** taken concurrent classes at Salt Lake Community College the following steps must be taken to complete the on-line application and pay the **one-time** $40.00 application fee. This should be done as soon as possible but no later than Friday, Sept.1, 2017. *Students who have previously taken concurrent classes must provide their SLCC S# to the Career Center or CE instructor but will not need to re-apply.*
**Please note:** There is a $5.00 per credit hour fee that will be assessed by SLCC at the time of registration for courses.

**To apply, you will need:**
- State Student ID (found in Skyward under general information –please note this is not your district student ID)
- Debit/Credit Card to pay the $40 Admission Fee.

**Step 1 –Apply for SLCC Admission.**  Go to www.slcc.edu/concurrentenrollment.
Under Concurrent Students, click Step 2: Become an SLCC Student. Please watch the "Become an SLCC Student" video. It lasts 4:45 minutes. Scroll down the page and click Apply for Admission.
  a.  Click "Yes" that you are currently a High School Student.
  b.  Click "Yes" that you plan to take SLCC Concurrent Enrollment classes.
  c.  Click "No" you haven't applied for admission.
  d.  Choose your home high school from the dropdown menu.
  e.  You must enter your **School State ID** (found in Skyward under Student Information)-This is not your student ID Number) and complete the personal information. Your Social Security number is not required.  Use June and the year of your graduation for Expected Graduation Date.  You will begin classes Fall Semester 2017.  "Next."
  f.  Read the "Memorandum of Understanding" and check the box saying you have read it.  Click "Print this Page" and save it for your records. "Next".
  g.  Choose your method of payment and enter the required information

**Step 2 – Wait for a reply letter.**  The SLCC student number, called your "S" number, will arrive in the mail a few days after you complete the application.  Record your number where you won't lose it and can access it quickly (e.g. your mobile device, etc.).

**Step 3 – Take the Accuplacer test or submit ACT scores (required for Math, English, Biology).**  The Accuplacer test will be given at Riverton High during March and is also available at testing center on SLCC Jordan Campus.  First test is free then a $15 fee will be charged.

**Step 4 –Set up your "MySLCC" account.** Go to www.slcc.edu/concurrentenrollment. You will need your "S" number to do this. Click My SLCC at the top of the page. Choose MySLCC on the drop down menu. Click First Time Users. Complete information. (When it calls for the last four digits of your Social Security Number, you may also use the last four digits of your "S" number).

*This is an essential step and will be required to register and pay for concurrent courses in the fall. The password is only good for 90 days so please plan to do this in August. The MySLCC account is used to recover your user name or password, register for classes, pay partial tuition, check grades and order transcripts.*

**$5.00 per credit hour fee**
There will be a $5.00 per credit hour fee for concurrent classes assessed by Salt Lake Community College.  It is highly recommended students pay the course fee when they register for classes.

# Concurrent Enrollment Registration
## (Signing Up for Classes)

**Step 5** – <u>Register for CE classes online during the first week of school</u>.  You will obtain the class CRN number from your teacher at on the first day of class.  At that time, you will login to MySLCC, and click <u>Student tab</u>.  Under Registration Tools, click <u>Add or Drop Classes</u>. Insert the CRN information for the class, click <u>Register</u>.  Check successful registration by clicking <u>My Courses tab</u>.  Your class will show up.  Deadline for registering for courses is approximately **September 8, 2017**.

**Step 6** – <u>Pay the Partial Tuition</u>.  The $5.00 per credit hour tuition may be paid at the time of registration or until September 11$^{th}$ for the Fall 2017 year.  You can pay the partial tuition online, by phone at 801-957-4868, or in person at a Cashier's Window at SLCC.  To pay online, <u>login to MySLCC</u>, click <u>Student tab</u>, in Student Portal, click <u>Tuition Payment Options</u>, click <u>Make a Payment Here</u>, select current semester, enter amount, and follow payment directions.  You can pay with a debit or credit card.

**Step 7** – <u>Parent Permission form for Concurrent Courses must be completed and turned in to your teacher by **August 30, 2017**.

*HOW TO DROP A COURSE*
**Dropping a Concurrent Enrollment Course is the sole responsibility of the student**.  Here are the procedures required to complete the process.
Step 1 – Verify with your instructor that they are aware that you are making the change.
Step 2 – Notify the Registrar and CTE Coordinator (in the Career Center) so they are informed of the change
Step 3 – Login to MyPage, and click <u>Student tab</u>.  Under Registration Tools click <u>Add or Drop Classes</u>. Go there and select the course or courses to drop.  Make sure to complete all the required steps and get a copy that shows you have dropped the course/s.
If this process is completed before the drop deadline the course will not show up at all on a college transcript.

*HOW TO WITHDRAW FROM A COURSE*
If it is past the deadline for dropping a course, then a withdrawal can take place and you will have a "W" show up on your college transcript.  If it is past the withdrawal deadline, then a failing grade will be issued.  If a withdrawal is needed, a form is required to be filled out by the Student, signed by the teacher and the CTE Coordinator and submitted to SLCC Concurrent Office on or before the Withdrawal date.

## CONCURRENT ENROLLMENT DEADLINES
## 2017-2018 SLCC SCHOOL YEAR
### FAILURE TO MEET THESE DEADLINES WILL RESULT IN THE IMMEDIATE REMOVAL FROM YOUR CLASS!

1$^{ST}$ SEMESTER

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| Admissions | Friday, September 1, 2017 |
| Test Score Submission | Friday, September 1, 2017 |
| Parent Permission Form | Friday, September 1, 2017 |
| Class Registration | Friday, September 8, 2017 |
| Drop Date | Wednesday, September 13, 2017 |
| Withdrawal Date | Wednesday, November 1, 2017 |

2$^{nd}$ SEMESTER

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| Admissions | Friday, January 26, 2018 |
| Test Score Submission | Friday, September 1, 2017 |
| Parent Permission Form | Friday, January 26, 2018 |
| Class Registration | Monday, February 5, 2018 |
| Drop Date | Thursday, February 8, 2018 |
| Withdrawal Date | Friday, March 30, 2018 |

Year Long

| | |
|---|---|
| Admissions | Friday, September 1, 2017 |
| Test Score Submission | Friday, September 1, 2017 |
| Parent Permission Form | Friday, September 1, 2017 |
| Class Registration | Friday, September 8, 2017 |
| Drop Date | Wednesday, September 13, 2017 |
| Withdrawal Date | Friday, January 19, 2018 |