

Steps for SLCC Admission & Registration

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. *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:

- School State ID (SSID)** This is found in Skyward under 'Student Information' on the Student's account only, not parents. It is a 7 digit number) - This is not your student ID Number
- Debit/Credit Card** to pay the \$40 Admission Fee.

STEP 1: Apply for SLCC Admission. Go to www.slcc.edu/concurrentenrollment.

STEP 2: Wait for a reply letter. The SLCC student number, called your "S" number, will arrive in the mail a week 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.). You may also ask your teacher or Career Center if they can see your S number on MYCE 48 hours after applying.

STEP 3: Parent Permission Form VERY IMPORANT step! Go to https://ushece.service-now.com/concurrent_enrollment. In order to avoid paying twice, please make sure you apply to SLCC first.

STEP 4: Set up MYSLCC account. (This is your college account, similar to your high school Skyward Account) You will need your "S" number and the last 4 digits of your social security number. Go to www.slcc.edu/concurrentenrollment. Click **MySLCC** at the top of the page and click '**First Time Users**'. Complete information. (If it doesn't work with your last four digits of your Social Security Number try the last four digits of your "S" number).

Your username is created for you and will appear on the screen. Take a picture or write it down before you exit!

STEP 5: – Register for CE classes online before deadline. You will obtain the class CRN number (course #) from your teacher the first week of class. Follow instructions under 'Registration' on www.slcc.edu/concurrentenrollment

STEP 6: – Pay the Partial Tuition. The \$5.00 per credit hour tuition may be paid at the time of registration. You can pay tuition online, by phone at 801-957-4868, or in person at a Cashier's Window at SLCC. Visit on www.slcc.edu/concurrentenrollment for instructions.

1ST SEMESTER DEADLINES

APPLY TO SLCC	FRIDAY, AUGUST 30, 2019
TEST SCORE SUBMISSION.....	FRIDAY, AUGUST 30, 2019
PARENT PERMISSION FORM	FRIDAY, AUGUST 30, 2019
CLASS REGISTRATION	MONDAY, SEPTEMBER 9, 2019
DROP DATE.....	MONDAY, SEPTEMBER 9, 2019
WITHDRAWAL DATE.....	FRIDAY, NOVEMBER 1, 2019

YEAR LONG CLASS DEADLINES

ADMISSIONS	FRIDAY, AUGUST 30, 2019
TEST SCORE SUBMISSION.....	FRIDAY, AUGUST 30, 2019
PARENT PERMISSION FORM	FRIDAY, AUGUST 30, 2019
CLASS REGISTRATION	MONDAY, SEPTEMBER 9, 2019
DROP DATE.....	MONDAY, SEPTEMBER 9, 2019
WITHDRAWAL DATE.....	THURSDAY, JANUARY 16, 2020

2ND SEMESTER CLASSES

APPLY TO SLCC	TUESDAY, FEBRUARY 4, 2020
TEST SCORE SUBMISSION.....	TUESDAY, FEBRUARY 4, 2020
PARENT PERMISSION FORM	TUESDAY, FEBRUARY 4, 2020
CLASS REGISTRATION	TUESDAY, FEBRUARY 11, 2020
DROP DATE.....	TUESDAY, FEBRUARY 11, 2020
WITHDRAWAL DATE.....	WEDNESDAY, APRIL 1, 2020