

# Concurrent Enrollment Student Checklist

- Meet with your School Administrator or Counselor**  
Your counselor can share information about the new Concurrent Enrollment law that allows students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade to concurrently enroll in postsecondary courses. Please keep in mind that if you wish to take postsecondary courses, you must notify your counselor no later than 60 days before the end of the academic term that is immediately before the intended term of concurrent enrollment.
- Update your Individual Career and Academic Plan (ICAP) with your Counselor**  
Your counselor will examine your ICAP to approve moving forward with postsecondary courses or moving forward with other challenging courses.
- Complete Assessment Testing**  
Colleges require that students either take the Accuplacer exam or show qualifying ACT scores to enroll in courses. Talk to your counselor and the college about testing accommodations and any course prerequisites that may be required.
- Complete your Paperwork**  
Many high schools will require you to submit a concurrent enrollment application and other necessary forms before enrolling into the postsecondary course(s). Your counselor can provide you with a copy of all essential paperwork.
- Complete your College Application**  
Students must apply to the college they plan to attend. Meet with your counselor or school administrator to make sure the application(s) is (are) completed correctly.
- Sign up for the College Opportunity Fund**  
The College Opportunity Fund (COF) stipend pays a portion of your total in-state tuition when you attend a Colorado public institution or a participating private institution. The stipend is paid on a per credit hour basis to the institution at which you are enrolled and will be deducted from the designated COF account.
- Register for your Course(s)**  
Once you have completed this checklist, you will need to register for your college course(s), pay any fees (if applicable), and purchase your text books. You will also want to make sure that your ICAP is updated with your counselor to reflect your college class(es).