



Concurrent Enrollment Timeline

AUGUST:

- CE Coordinator confirms class schedules with CE school contacts.
- High schools complete student registration by submitting signed Concurrent Enrollment agreement. Classes listed on agreement form are those for which the school will be responsible.
- Instructors verify initial class list enrollments.
- Instructors submit course syllabi to Concurrent Enrollment Coordinator for approval.

SEPTEMBER:

- Instructors verify class lists for census date enrollment.
- LCC fall census date.
- CE Coordinator compares Concurrent Enrollment Agreement forms with student schedules.
- School district superintendents submit estimate number for upcoming ASCENT students (current seniors) to CDE.

OCTOBER:

- CE Coordinator completes ASCENT student attendance/grade checks with instructors, emails to schools.
- High schools submit spring schedules to LCC Academic Services Coordinator.

NOVEMBER:

- CE Coordinator sends reminder to schools concerning upcoming withdrawal date.
- High schools confirm any withdrawals ***before fall semester withdrawal date*** to LCC Admissions or on line.

DECEMBER:

- Instructors submit final semester grades before winter break.
- Instructors submit course syllabi for upcoming fall semester to CE Coordinator for approval.
- CE Coordinator confirms each school's spring schedule with CE contact.

JANUARY:

- High schools complete student registration by submitting signed Concurrent Enrollment agreement.
- Instructors verify initial class list enrollments.
- Instructors verify class lists for census date enrollment.

- LCC spring census date.

FEBRUARY:

- CE Coordinator completes ASCENT student attendance/grade checks with instructors, emails to schools.

MARCH:

- New students taking concurrent enrollment courses next fall complete LCC on-line application process. Those using paper applications must apply for COF stipend separately.
- High schools submit fall schedules to LCC Academic Services Coordinator.

APRIL:

- Students take accuplacer tests or submit ACT scores to admissions office.
- Withdrawal date for spring semester.
- High schools confirm ASCENT students for next fall to CE Coordinator.
- CE Coordinator completes fall registration process with students.
- School district superintendents submit ASCENT student names (current seniors) to CDE.

MAY:

- Instructors submit final semester grades before summer vacation.
- CE Coordinator sends unofficial transcripts for ASCENT students to respective high schools.
- Instructors submit fall syllabi for approval to CE Coordinator.

JUNE:

- LCC administration emails Concurrent Enrollment and ASCENT MOU's to high school superintendents.
- Superintendents and LCC representative sign completed MOU's. LCC mails to Colorado Community College System legal office for final approval.

Contact LCC Concurrent Enrollment Coordinator for specific dates, if applicable.