



Division of Academic Achievement  
Student Support Services  
1025 NINTH AVENUE  
GREELEY, COLORADO 80631  
970-348-6000

## Career Academy and Concurrent Enrollment Procedures for Counselors

- ✓ Advertise both Career Academy and Concurrent Enrollment to staff, students and parents throughout the school year.
- ✓ Provide the Application packets to students and parents during the fall and spring enrollment period. Applications can now be found on the Greeley District Website [www.greeleyschools.org](http://www.greeleyschools.org) -> Parent/Student -> UNC or Aims Concurrent Enrollment Application or Aims Career Academy Application.
- ✓ Counselors must ensure the student is an **11<sup>th</sup> or 12<sup>th</sup> grader**, unless prior written approval from Director or designee and falls under one of these criteria:
  - ✚ This is an approved course that is not offered at the local high school
  - ✚ Course scheduling conflicts with another course that is required for graduation.
- ✓ Review the packet and make sure all information is completed with signatures. (College Concurrent Enrollment Application, College Admissions Application, Greeley-Evans School District 6 Promise to Repay Form and the Aims Career Academy Scholarship Addendum)
- ✓ Check if the course is available at the high school and review transcript for necessary prerequisites.
- ✓ If the student is enrolling in a Career Academy Program, they must take the Accuplacer or provide qualifying ACT scores to be exempt from taking the Accuplacer. Please contact Jamie Gallegos to schedule a date for the Accuplacer.
- ✓ Once the student has been approved for their courses, Jamie Gallegos will contact the counselor and send an approved letter to the student/parent/guardian. The student will also receive a letter from Aims Community College which will contain their Aims ID#. They will need their Aims ID# to register for their approved class(es). Aims will register students who are enrolling in Career Academy. UNC will enroll students in their courses.
- ✓ Add Concurrent Enrollment or Career Academy to the student's class schedule.
- ✓ If the student changes / add / drops a course, the CE Change Form must be completed to have the change approved PRIOR to the Add/Drop date.  
**AIMS: Classes begin January 19, 2016 ~ Last day to add classes is January 25, 2016 and last day to drop is February 3, 2016.**  
**UNC: Classes begin January 11, 2016 ~ Last day to add classes is January 18, 2016 and last day to drop is January 25, 2016**
- ✓ Send all original completed forms to the Jamie Gallegos by **November 18, 2015**. The forms will be reviewed then forwarded to the Director or designee for approval.
- ✓ An Appeal Form can be completed for any circumstance that falls outside the guidelines for CA or CE. Submit the Appeal Form with the application if it is outside the guidelines. If the student's application is denied for any reason, you will be notified via e-mail and the Appeal Form will be attached with the reason for denial. Please return the form completed and return it to the Jamie Gallegos for review by **December 4, 2015**.

### Things to remember

- Foreign Exchange students are not eligible for the CE Program
- After the add/drop date for the college/university, the counselors will receive a report from the Post-Secondary Administrative Assistant and will be asked to verify students enrollment.
- Weld County School District 6 will **ONLY pay tuition for six (6.0) credit hours each semester**. If student wants to take more than six (6.0) credit hours in a semester, it will be the responsibility of the student/parent to pay for the tuition on the extra credit hours.
- At completion of the class, **ALL students will submit their transcript**, showing their final grade, to their high school counselor **within 4 weeks after the completion of class**. The counselor will need to enter the students' grades for Career Academy and Concurrent Enrollment courses into Infinite Campus.