

An aerial photograph of a baseball field, likely at Utah Valley University, with a large mountain range in the background. The field is green with a brown infield. A green banner is overlaid on the image.

COORDINATOR

HANDBOOK

UVU
CONCURRENT
ENROLLMENT



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WELCOME COORDINATOR

We are so grateful for you and the hard work you put in each and every day to ensure that the wonderful Concurrent Enrollment students are flourishing in their classes and achieving their goals!

This handbook outlines your role and key responsibilities to help you succeed. Of course, if you still need further clarification, you are always welcome to reach out to us.

We are here to assist you!

UTAH VALLEY UNIVERSITY CE
Enrollment Services Team

PURPOSE AND MISSION OF CONCURRENT ENROLLMENT

Concurrent Enrollment's purpose is to empower high school students to take a step forward in their future by providing them with college courses that are accessible, affordable, and high quality.

As Concurrent Enrollment (CE) coordinators, your role is crucial in helping us move forward with this purpose. Your direct support with the teachers and students at your schools makes you an integral part of the Concurrent Enrollment team.



OVERVIEW OF CE STAFF, STRUCTURE, AND ROLES

The Concurrent Enrollment department is made up of four different teams: the Enrollment Services Team, the Academic Success and Partnerships team, the Advising team, and the Program Engagement team. Each of these teams work together to provide the best and most successful Concurrent Enrollment experience for each of our high school students.

Please contact us if you have any additional questions about each of the teams' responsibilities and if you would like to speak with any of the directors.

KEY ROLES AND RESPONSIBILITIES

High School Concurrent Enrollment (HSCE) Coordinators, along with instructors and CE staff, play a critical role in upholding the mandates set forth in USBE R16 to execute the Concurrent Enrollment program. This handbook details the processes essential to a student's success in Concurrent Enrollment to which your contribution is necessary.

ROLE AND EXPECTATIONS OF HIGH SCHOOL CONCURRENT ENROLLMENT COORDINATOR

- Serve as the primary contact on Concurrent Enrollment matters for high school (HS) students, parents, HS instructors, counselors, and administrators.
- Promote Concurrent Enrollment opportunities to students, parents, counselors, and HS staff.
- Collaborate with Enrollment Coordinator (EC) on semester-based course offerings for CE credit.
- Communicate changes to courses, student status, and instructors to the Enrollment Coordinator.
- Guide students to the appropriate contacts to resolve issues, including their CE academic advisor as needed.
- Announce CE courses at the start of each semester and assist instructors with new course applications.
- Promote important dates and deadlines to students, parents, teachers, and high school staff.
- Attend the Virtual Fall Kickoff at the beginning of each school year hosted by the Enrollment Services team.
- After attending the Fall Kickoff, host a fall kickoff meeting at the high school for CE instructors to announce updates, deadlines, and program changes.

ROLE OF UVU ENROLLMENT COORDINATOR

- Serve as the main point of contact for the HSCE Coordinator on matters related to admissions, registration, records, grade changes, drops, withdrawals, course offerings, and academic policy processes and procedures.
- Coordinate with the HSCE coordinator to create requested courses and keep the CE website's course registration page updated with current offerings.
- Assist students and parents on UVU processes and procedures, and support HSCE coordinators and facilitators in promoting CE participation.
- Host a virtual Fall Kickoff to update the HSCE Coordinator on CE program changes, as well as a virtual Fall Admissions Kickoff.
- Organize an in-person End-of-Year event to review the school year and gather feedback on processes and procedures.



COMMUNICATION EXPECTATIONS

A successful partnership between a HSCE Coordinator and a UVU Enrollment Coordinator is highly communicative. Email should be used as the primary communication platform between Enrollment Coordinators and HSCE Coordinators.

Enrollment Coordinators typically respond promptly, but please allow up to two business days for a reply. Please be aware that during peak times Enrollment Coordinators' email inboxes fill quickly and to indicate urgent matters in the subject line.

HSCE COORDINATOR COMMUNICATION RESPONSIBILITY

HSCE Coordinators are responsible for the communication of Concurrent Enrollment information to their high school. This includes distributing marketing materials, visiting Concurrent Enrollment classrooms, providing reminders to teachers, along with any other promotion that needs to be done for the CE program to thrive at their school.



ANNUAL CONCURRENT ENROLLMENT CALENDAR

Annual Cycles for CE Participants

	STUDENTS	HSCE COORDINATORS
AUGUST	- Fall and full-year admission - Fall and full-year registration	- Check CRN page for correct course/instructor offerings for fall and full year CE courses - send updates to Enrollment Coordinator - Attend virtual Fall Kick-off - Hold a kick-off with CE instructors - Assist students with admissions, registration questions and issues - Promote CE courses to students and parents - Be familiar with dates and deadlines concerning fall registration - Attend virtual Q&A sessions - Check ER reports - LI classes begin - Notify students of holds on their accounts - Prerequisite checks, including ACT/AP scores
SEPTEMBER	- Fall and full-year admission deadline - Fall and full-year registration deadline - Late add exceptions registration period	- Assist students with admission and registration questions and challenges - Advertise fall registration dates and deadlines - Check ER reports - Notify students of holds - Admission deadline - Registration deadline - Late add registration - Petitions reopen
OCTOBER	Pay Tuition	- Admissions for Spring semester opens - Update course offerings and submit changes to Enrollment Coordinator for upcoming Spring semester - Deadline for New Instructor/New Course Applications for Spring semester - Strategic lunches - Drop deadline - Check Spring course listing
NOVEMBER	Senior Graduation Workshops	- Registration for Spring courses begins - Promote Spring CE courses to students/parents - Check CRN page for correct course/ instructor class offerings for Spring semester - Deliver apples - Withdraw Fall deadline - New teacher applications due for Spring

	STUDENTS	HSCE COORDINATORS
DECEMBER	- Grades & end Fall classes - Admission for Spring courses - Registration for spring courses - Prerequisite submission for Spring courses	- Grades for Fall semester submitted by CE instructors - Remind instructors to have grades posted by the end of the 2nd term - Withdraw full year deadline - Check ER report for Spring registration
JANUARY	- Deadline for Admission - Deadline for Registration	- Check ER reports - LI classes begin - Admissions - Registration - Notify students of holds on their accounts - Prerequisite checks including ACT/AP scores - Spring courses begin - Visit classrooms and send email reminders to instructors to promote CE course registration - Admission deadline - Registration deadline - Petition portal closes during Spring registration - Check CRN page for correct course/instructor offerings for Spring CE courses and send any updates to CE Enrollment Coordinator
FEBRUARY		- Drop deadline - Attend a virtual Fall admissions kickoff hosted by Enrollment Coordinators - Admissions for Fall semester opens.
MARCH	- Begin UVU admission process for fall - Visit with advisor for fall	SPRING withdraw deadline
APRIL	Visit with advisor for fall courses	- Fall registration begins - Check CRN page for correct course/instructor offerings for Fall and full year CE courses - Send updates to CE Enrollment Coordinator

	STUDENTS	HSCE COORDINATORS
		- Remind instructors to submit new instructor/new course applications for upcoming Fall semester CE courses - Promote UVU CE courses using available marketing materials provided by CE office - End of year celebration - Check Fall course listing/notify CE of school changes
MAY	- Select UVU to receive AP scores - Senior graduation - End of full year and spring courses - Grades submitted for full year and Spring courses - New CE students get admitted to UVU	- Attend an in-person meeting to review the school year and provide feedback to Enrollment Coordinators concerning processes and procedures - Grades for full year and Spring courses are due - Remind instructors to submit their grades before they leave for the summer - Remind students who are registered for a course that requires a prerequisite to send ACT/AP scores - Encourage students to get admitted if they plan to take a CE course the next school year - Check CRN page for correct course/instructor offerings for Fall and full year CE courses - Send updates to CE Enrollment Coordinator before June 1 - Encourage students to select UVU to receive AP score send - Grades: Spring and full year classes
JUNE	New CE students get admitted to UVU	- New Teacher applications due – Fall & Full Year - Complete FALL course listing - Summer Break
JULY	New CE students get admitted to UVU	Summer Break





CONCURRENT ENROLLMENT STUDENT PROCESSES

ADMISSION

Admission is the process through which a student receives a UVID number and becomes a UVU student. Concurrent Enrollment students are admitted to UVU via the USHE Concurrent Enrollment Participation Form. Admission must be completed before a student can register for classes. Admission to UVU and all Utah state colleges is free.

After completing the form, students receive two emails:

- Almost immediately: An email from USHE with a CEAPP number, confirming the student completed the form.
- Within 24-48 hours: An acceptance email from UVU with a UVID number, confirming the student has been admitted to UVU.

It is critical students meet the admission deadline. We strongly encourage students to complete the admission process well in advance of the deadline—and a minimum of 2-3 days before. Exceptions to the admission deadline are rarely granted. If a student misses the deadline, they will be invited to apply for a future semester. Petitions to late register are not granted when missing the admission deadline is cited as the reason.

UTREX/USHE/PARTICIPATION FORM

UTREX: The UTREX/Data Clearinghouse gathers and stores student data throughout the year for exchanging student records and for reporting at the local, state, and national levels.

Many of the student data elements collected through the UTREX data submissions are used in funding formulas for Minimum Schools Program (MSP). The data collected on October 1 are used for the legislative budget estimates each year.

The Utah State Board of Education (USBE) Administrative Rule R277-484: Data Standards requires daily submissions and sets deadlines for Finalized UTREX submissions or data as of October 1, December 1, and Year-End.

The HSCE Coordinator will work closely with the high school Registrar concerning student records and updates to UTREX.

USHE Participation Form: Utah public high school students must complete this form to be eligible to participate in the Utah Concurrent Enrollment (CE) program. Once completed, the UVU Admissions Office will process the information, and the student will be admitted to UVU. Issues concerning the State Participation form can be resolved by contacting the Support Number listed in the top right corner of the form. For additional assistance or information, you can reach out to the UVU Enrollment Coordinator.

Student information in UTREX must match what the student provides on the CE State Participation form. If the information doesn't match, an error will occur, and an email will be sent to the student's high school Registrar. Students/parents can contact the high school Registrar or CE coordinator for assistance with UTREX information.

REGISTRATION

Registration is the process through which students add classes to their accounts and earn credit. To register, students must be admitted and set up their myUVU account.

For detailed instructions, please use the registration tutorial on our website.

To register, students will need a 5-digit Course Registration Number (CRN). CRNs are on our website under [Course Listing](#).

Some classes require a prerequisite to register. The most updated [prerequisite information](#) can be found on our website. Prerequisites, if required, must be on file for a student to register. If a missing prerequisite causes a student to miss a registration deadline, it is unlikely they will be able to add the course via a petition.

Students interested in a course plan, General Education certificate, or Associate Degree should meet with their Concurrent Enrollment Advisor each semester. View advising information here. Coordinators, facilitators, and other high school staff should not make student plans.

MANAGING HOLDS

When the UVU registration system prevents an active student from registering, it is called a hold. Students can have holds placed on their accounts for many reasons. To learn more about different holds and how to resolve them, please visit this page:

https://www.uvu.edu/concurrent/registration_resources/index.html

STUDENT PRIVACY LAWS: FERPA AND SIRA

Once a student is admitted to a university, they have the right to access and manage their educational record. Parents, even if the student is a minor, do not have rights to access their students' university educational record. This means if a parent calls or emails the university on behalf of their student without the correct documents on file, we will be unable to help them.

If the student wishes for a parent to access their educational record or contact the university on the student's behalf, the student must fill out the Student Information Release Authorization (SIRA) form and appoint their parent as a delegate.

Concurrent Enrollment Coordinators, other high school staff and faculty, and university staff can discuss or access the university educational record if they have a legitimate interest and do not need the student to designate them as a delegate.

DEADLINES

The clean-up period is the week immediately following the registration deadline where corrections are made to student records by Enrollment Coordinators.

Students must meet Admission and Registration deadlines. When a student is admitted but is unable to register due to a UVU or high school error, their assigned Enrollment Coordinator may be able to help them get registered during the clean-up period. To help a student during the clean-up period, the HSCE Coordinator must be in contact with the Enrollment Coordinator with information on the unique student situation prior to the deadline.

If a HSCE Coordinator identifies an issue on a student record at any point, such as an incorrect semester or teacher, they should promptly email the Enrollment Coordinator to have the record corrected.

PETITIONS

Petitions let students request changes to their records after deadlines have passed. This process is for exceptional circumstances beyond the student's control, such as a death, accident, or injury.

To submit a petition, students must first be admitted to UVU and will need to provide documentation to support their request. Students will log into their myUVU portal to complete submission. After the petition is completed, it is brought before the petition committee for evaluation.

When the decision on the petition is made, the student is sent the result via email to their myUVU account.

Petitions are not accepted for late fees, or for courses taken for a Pass or Fail (P/F) grade during the 2019 to 2022 pandemic period.

If students have questions while filling out the petition, they should contact the Enrollment Coordinator.

For detailed instructions, please use the tutorial on our website.

Petitions are not evaluated during peak registration periods in August, September, January and February. Please visit the Concurrent Enrollment website for date-specific information.

REQUESTING EXCEPTIONS

Missing deadlines and CE credit opportunities can disappoint students. Because of UVU CE's program size, maintaining deadlines is essential. Whenever possible, students who are seeking exceptions due to non-extenuating circumstances should be directed to enroll in CE in a future semester. Petitions, while helpful for extenuating circumstances, are time consuming for both students and university staff and should not be used without proper justification.

UNIQUE STUDENT SITUATIONS

Students may encounter a variety of unique situations that will require additional support. When students are experiencing homelessness, family circumstances, financial difficulties, or illness, please contact your Enrollment Coordinator and make them aware of the student and their potential needs.

SECTION CHANGES

A section change allows a student to remain registered in a class and change the section. Section changes are available to accommodate student schedule changes at the high school. The most common reason for requesting a section change is when a student changes their schedule and needs to take their CE class with a different instructor.

To request a section change, the HSCE Coordinator needs to email the Enrollment Coordinator with the following information:

- Verification class change is made at the high school.
- Student information including UVID.
- Course information including previous and new CRN.

SECTION CHANGES DUE TO SCHOOL TRANSFERS

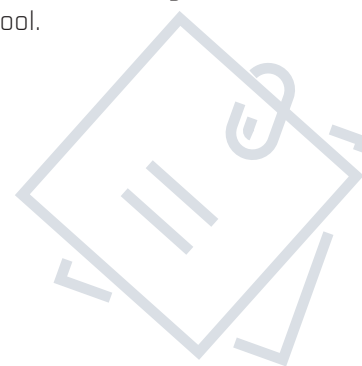
If a student moves from one school offering UVU CE to another, the Enrollment Coordinator can complete a section change to allow that student to continue earning credit at the new high school. To request a section change, the HSCE Coordinator needs to email the Enrollment Coordinator with the following information, cc'ing the student and both instructors:

- Verification the student is moving to the same course at the new high school.
- Student information including UVID.
- Course information including previous and new CRN.
- Verification both instructors have communicated where the student is in the course and what grade the student is receiving at time of transfer.

If you need help facilitating the above steps, please reach out to your Enrollment Coordinator.

If a student is moving to a school that does not offer the same CE course they are currently enrolled in, the student will need to drop the course. Please email the Enrollment Coordinator with the same information as a section change and let them know the student is moving and needs to drop.

It is important students are on the correct instructor's class roster for grading purposes. Please keep EC informed of all section changes that are happening at your school.





EVENTS & MEETINGS

Our program benefits from Concurrent Enrollment staff and HSCE Coordinators meeting throughout the year. Please watch your email for invitations to these events. Most events are held near the beginning and end of the school year.

DATA AND REPORTING

DATA REPORTS

The Concurrent Enrollment Department provides data reports to HSCE Coordinators throughout the year via email. Data reports include two types: Operational reports and Key Metric End of Year reports. These reports contain FERPA-related information. Please ensure reports shared from UVU are only provided to employees at your high school who have a legitimate educational interest and that the reports are securely stored. Additionally, when sharing information about your high school, ensure that information about other high schools is removed.

How to Read the Operational Enrollment Reports

Operational reports help HSCE Coordinators and Facilitators with registration. They are sent weekly during early registration and daily once school starts. The enrollment report contains 4 reports on 4 tabs.

Checking the first 2 tabs – Digital and Face-to-Face Enrollments

Review the first two tabs to compare course rosters with high school rosters. Use the down arrow on the BUILDING column to choose your school.

Notify your Enrollment Coordinator if you observe any of the following:

1. Students listed on the first two tabs who do not attend your school but have registered for classes there.
2. Students who have registered but do not appear on this list (note: it takes 24 hours after registration for students to show up on the report).
3. Classes with no registered students will not appear on this report.

Checking the 3rd Tab – Admitted Not Registered Report

This report identifies students who have been admitted but have not registered for any classes. Contact students you see on this list and help them go through the process to register for classes.

To see your students, use the small arrow on the LATEST HIGH SCHOOL column and choose your high school.

Checking the 4th Tab – Active Holds Report

This report shows students that have a UVU Hold preventing them from registering. Contact these students and help them resolve their holds.

https://www.uvu.edu/concurrent/registration_resources/index.html

To see your students, use the small arrow on the HIGHSCHOOL column and choose your high school.

The Operational Repeat Reports

Students cannot repeat most Concurrent Enrollment classes. In the 2nd and 4th week of registration, your Enrollment Coordinator will notify you if any students are attempting this.

To resolve the issue:

1. Students repeating a class via digital education should see their high school counselor to find an alternative class.
2. Students repeating a face-to-face course can elect to stay in the class but will not receive UVU credit for it.

COURSE MANAGEMENT

Key Metric End of Year reports

Yearly reports based on the key metrics will be finalized by July following the academic year. These public reports are distributed to district directors, school administrators, coordinators, and facilitators. This information may be used to recognize schools that have performed well during the school year according to pre-defined metrics. Preliminary versions of this report are available on request prior to July starting in November of the academic year.

The report contains three parts:

1. Key indicators - Enrollments, Head Count, Credit Hours, Course Count, Instructor Count, Estimated Saved Tuition for high schools within each district.
2. Percent change report from the previous year - this report displays changes in the key indicators of Enrollment, Head Count, Credits, and Course Count.
3. Courses with 10 or fewer registered students - this report identifies classes where the number of registered students is low. It is acknowledged that some courses naturally have fewer than 10 students, which is acceptable, and digital education classes are excluded from this report due to their lower student count being typical.

Data Requests and Access

Any time data is needed by a district or school, you can request that by contacting Wendi Karbakhsh - karbakwe@uvu.edu. Additional data may occasionally be needed by your administration for pilot programs or other projects within your district.

COURSE OFFERINGS AND SCHEDULING

CE course offerings are decided by high school administrators, counselors, and the HSCE coordinator. CE courses need to be approved and aligned with a college course and can be located on the CE State Master List.

Spring Master Schedule

Students will begin planning their high school schedule during the spring. CE course offerings can be determined by the courses students are registering for at the high school for the upcoming school year. HSCE Coordinators will update Enrollment Coordinators concerning changes to CE offerings based off of the high school's master schedule.

Course CRNs (Master Lists)

Course CRNs are a five-digit code located on the Course Registration page of the CE website. Course CRNs are created by the Enrollment Coordinator when a new course or a new instructor has been approved by the UVU departments. Please note that the CRNs can change, and we strongly recommend they are reviewed before printing and making them available to students and parents. The Course Registration page will be updated on a regular basis. It is important to continue to update the CRN page with your Enrollment Coordinator.

Adding New Courses

A new course is created based on the New Instructor/New Course Applications submitted by the high school instructor assigned or requesting to teach for CE credit. Once the course is approved by the department and is determined to align with the State Master List, the Enrollment Coordinator will submit it to UVU Academic Scheduling. After processing, a new CRN will be provided and added to the CRN page of the CE website.

If a course on the CRN page is listed as TBA, it typically means the CRN hasn't been generated yet, or the instructor hasn't completed UVU CE training. For questions about new courses or CRNs, please contact the Enrollment Coordinator.

Please note: if a course isn't listed on the State Master List, a fee of \$20 per credit per student will be charged to the high school at the end of each school year.

State Master List

The State Master List is updated annually with new courses and alignments. To confirm the availability of a college or high school course for CE credit, refer to the State Master List to ensure it has been approved by USHE. The high school Registrar uses CIP codes when reporting courses.



INSTRUCTOR GUIDELINES

NEW INSTRUCTOR/NEW COURSE APPROVALS

When replacing a CE instructor, adding additional instructors, or introducing new courses, a New Instructor/New Course application must be submitted by the high school instructor for approval. The [application](#) can be found on the CE website under the [Instructor tab](#). The application is then reviewed by the UVU department, and the high school instructor will be notified of the decision.

[View application deadlines.](#)

Managing 504 Accommodations

The Utah Concurrent Enrollment Handbook describes how students with 504s or IEPs should navigate applying for accommodations at UVU:

The institution (UVU), upon request of the student, will evaluate the student's request for accommodation in accordance with its disability resource center (DRC) processes. An IEP or Section 504 Plan may be used as supporting documentation for requesting an accommodation in a postsecondary setting. There is no guarantee that a student with an IEP or Section 504 plan will be eligible for an accommodation at a postsecondary institution.

To request accommodation, CE students should contact the CE administrator at the USHE institution in which they are enrolled. The CE administrator will provide contact information for the campus student disability office. The CE student is also free to work directly with the USHE institution's disability services office.

Source: [Utah Concurrent Enrollment Handbook](#), page 14

It is a student's responsibility to request accommodations from UVU if they will be needed to succeed in their UVU Concurrent Enrollment course. To request accommodations, the student will need to work the [UVU Accessibility Services center](#).

Grading

Grade submission is a critical process for Concurrent Enrollment courses. Enrollment Coordinators will provide reminders to HSCE Coordinators as deadlines approach. HSCE Coordinators support instructors by completing the following:

- Notify CE instructors that grades will be due. Instructors will also receive an email from the High School Relations Manager regarding grading deadlines.
- Share the [grading tutorial](#) with Instructors.
- Notify the Enrollment Coordinator immediately if a student is on an instructor's grading roll who is not enrolled at your school.

Concurrent Enrollment grades are due to UVU at the same time high school grades are due. If instructors have outstanding grades, the instructor, HSCE coordinator, and an administrator will be notified.

CE Marketing and Promotional

[Materials](#)

CE Events Team Support

To request a CE event at your high school, please contact the Concurrent Enrollment Events Manager, briawna.simkins@uvu.edu.

USBE Concurrent Enrollment Handbook

The USBE Concurrent Enrollment Handbook details the processes to initiate, improve, and maintain CE programs throughout the state of Utah. It is an additional resource HSCE Coordinators, along with instructors and administrators, can use to operate their program and seek answers to questions.

ADDITIONAL RESOURCES

GVUTM **CONCURRENT ENROLLMENT**

