



UVU



***COUNSELOR
HANDBOOK***

UVUTM
CONCURRENT
ENROLLMENT



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WELCOME COUNSELORS!

We appreciate your partnership and the pivotal role you play in the success of Utah Valley University's Concurrent Enrollment program. The work you do directly impacts students' ability to succeed in earning college credit during high school, helping set them on a strong path toward college and career success.

This handbook is designed to be a practical resource to support you in this important role. It provides the tools, insights, and information you may need to help students thrive academically while taking advantage of Concurrent Enrollment.

Together, we're shaping futures and opening doors to new opportunities. We hope this book will be helpful as we help students move fast and get ahead in their future!



Responsibilities of High School Counselor

- Help students determine if Concurrent Enrollment classes are a good fit for them based on their academic readiness, their goals for the future, and their workload capacity
- Ensure students understand how dual enrollment applies for high school and college credit by taking Concurrent Enrollment courses.
- Assist students in making their high school schedules to include Concurrent Enrollment course choices
- Determine and communicate rules regarding Concurrent Enrollment that are specific to your high school
- Verify that students are aware and have met prerequisites prior to course registration

Responsibilities of Concurrent Enrollment Academic Advisor

- Provide informed guidance and support to students in developing and achieving their academic goals
- Effectively communicate Concurrent Enrollment requirements, policies, and procedures
- Offer timely, relevant, and accurate information to support students while they make academic decisions
- Assist students with appropriate course selection based on their academic plans and goals
- Maintain compliance with FERPA regulations to ensure the confidentiality and security of student information
- Remain accessible to students by providing timely and clear communication



For a high school student to participate in the Concurrent Enrollment program, they must meet the following minimum eligibility requirements for ALL Concurrent Enrollment courses:

3.0 GPA FOR ACADEMIC COURSES

Students are required to maintain a 3.0 cumulative GPA on accredited high school transcripts for academic courses

2.0 GPA FOR CTE COURSES

Students are required to maintain a 2.0 cumulative GPA on accredited high school transcripts for CTE courses

HOMESCHOOL STUDENTS

- If homeschool students want to take a UVU Concurrent Enrollment course, they must be affiliated with a high school and have an accredited high school transcript
- Homeschool students without an accredited transcript may substitute an ACT composite score of 22+ for academic courses and 19+ for CTE courses

Academic advisors do not have access to high school transcripts, so it is the high school counselor's responsibility to monitor and uphold those GPA requirements.

High school counselors should use their discretion in each student's specific situation.



COURSE CLASSIFICATION LIST

The following is a breakdown of all Concurrent Enrollment classes, categorized by Academic and CTE classifications:

COURSE CLASSIFICATION LIST HERE



CONCURRENT ENROLLMENT OPTIONS

Students have multiple pathways while participating in Concurrent Enrollment. These options include: the Get Ahead program, the Opportunity Scholarship, a General Education Certificate, or earning an associate degree in University Studies.

CE OPTIONS FLYER HERE

The Concurrent Enrollment program offers classes that are presented in four different learning options:

FACE-TO-FACE



- 100% in person
- Taught at the high school with a Concurrent Enrollment approved high school instructor
- Follows the high school schedule

LIVE INTERACTIVE



- Class meets at the high school with a UVU instructor that joins virtually
- Follows UVU's schedule
- Preference given to juniors and seniors

LIVESTREAM



- All students and instructors join virtually
- Follows UVU's schedule
- Preference given to juniors and seniors

ONLINE



- 100% online
- Taught by UVU Instructor
- Follows UVU schedule
- Preference given to juniors and seniors

[**ONLINE STUDENT AGREEMENT FORM HERE**](#)



STUDENT SUCCESS STEPS

Students who are interested in Concurrent Enrollment courses should follow the Student Success Steps Guide to get started. The most important step is meeting with their Concurrent Enrollment Academic Advisor.

Students can make an appointment [HERE](#).

[6 STEPS FLYER HERE](#)

[COURSE PREREQUISITES HERE](#)



Students can take placement tests for Math and English if their ACT or AP scores aren't available.

These tests are taken at [UVU STUDENT ASSESSMENT SERVICES](#)

Accuplacer: English Placement Test

- Accuplacer assessment is a platform that evaluates a student's reading and writing knowledge.
- Students may substitute ACT scores with qualifying Accuplacer scores.
- Students must take both English and Writing sections of the Accuplacer, but only need to pass one of the tests with a score of 250+ to place into English 1010.
- The student must reach out to their Concurrent Enrollment Academic Advisor for an override to be placed for the section they did not pass.
- Accuplacer scores cannot be used to be placed into English 2010.
- Accuplacer and ACT scores cannot be combined.

ALEKS: Math Placement Test

- ALEKS Math Placement is a platform that evaluates a student's math knowledge.
- Students may substitute ACT scores with qualifying ALEKS scores of 46+ to be placed into Math 1050 or 61+ to be placed into Math 1060.
- ALEKS and ACT scores cannot be combined.

CONCURRENT ENROLLMENT ENGLISH

Students can participate in Concurrent Enrollment English with completion of 10th and 11th grade Language Arts requirement with a “B” average.

Students are required to take a test to be admitted into English 1010.

English 1010

- Completion of 10th and 11th grade Language Arts requirements with a “B” average or better AND
- Have an ACT score of 19+ in English AND Reading OR
- Have an Accuplacer score of 250+ in Reading OR 250+ in Writing (students must take both tests, but only need to score 250+ in one of those sections)

English 2010

- Completion of English 1010 with C or better OR
- ACT score of 29+ in English AND reading OR
- Earned English 1010 credit by scoring a “3” or higher on the AP English Language Exam (scores must be submitted and recorded at UVU PRIOR to course registration).

CONCURRENT ENROLLMENT MATH

Students can participate in Concurrent Enrollment Math after completing Standard Math 1, 2, and 3 with C average or better.

Math 1050 and Math 1060 have additional requirements.

MATH 1050

- Completion of Math 1010 with C or better OR
- ACT score of 23+ OR
- ALEKS score of 46+

MATH 1060

- Completion of Math 1050 with C or better OR
- ACT score of 25+ OR
- ALEKS score of 61+

Math courses that fulfill the GEC/AS requirement

Math 1030 | Math 1050 | Math 1060 | Statistics 1040

CONCURRENT ENROLLMENT BIOLOGY

BIOLOGY 1010

- High School biology is highly recommended for Biology 1010

BIOLOGY 1610

- High School biology is required for Biology 1610

TRANSCRIPTS

ACT

ACT scores are used at UVU to determine class eligibility or fulfillment. If ACT scores weren't sent to UVU, the student can request that it be sent to UVU by the high school.

- Requests are usually completed by the high school registrar
- High School transcripts with ACT scores are to be sent to concurrentdocs@uvu.edu
 - This email is specifically for high school submissions only. UVU does not accept ACT scores from parents or students.
- Transcripts must include the student's first and last name, UVUID, and DOB. This can be either in the body of the email or added to the transcript.

AP

Students who received AP test scores must request an official AP Grade Report from College Board to be sent to UVU.

- Results will be posted on their UVU student record/transcript.
- UVU will not accept AP scores from the high school.
- Credit is granted according to the policy in effect at the time UVU receives proof of the AP Exam and score. Policies are subject to change.

Sending UVU Transcripts to High Schools

Students taking Concurrent Enrollment classes in summer programs or online through UVU must request credit transfers to their high school for the credits to count toward graduation requirements, if applicable.

Credit Limits

- Students can earn up to 30 semester college credit hours per year through Concurrent Enrollment.
- Students who wish to take more than 20 hours in a semester must receive permission from UVU through their Concurrent Enrollment Academic Advisor.
- Coordinators and facilitators should be aware of students taking large amounts of credit hours at their school.
- It is your responsibility, as the high school counselor, to connect your students with their Concurrent Enrollment Academic Advisor.
- If a student's schedule exceeds the allowed credit limit, please have them contact their high school counselor and Concurrent Enrollment Academic Advisor for direction before the semester/school year begins.
- Students will pay full-price tuition for credits exceeding the 30-credit hour limit.

HELPFUL LINKS FOR YOU AS A HIGH SCHOOL COUNSELOR



[CONCURRENT ENROLLMENT WEBSITE](#)

[ADMISSION AND REGISTRATION](#)

[BOOKING ADVISING APPOINTMENTS](#)

[CLASS LISTING BY SCHOOL](#)

[PREREQUISITE LIST](#)

[GET AHEAD GUIDE](#)

[UVU TESTING SERVICES](#)