Earn College Credit while in High School!

Concurrent Enrollment
Handbook for Students and Parents
What is Concurrent Enrollment?

Concurrent Enrollment programs allow high school students to take college level classes and earn college credit. By taking concurrent enrollment classes, some students have completed a college degree by the time they graduate high school!

The Trinidad State Concurrent Enrollment program:

• Lowers the cost of college by providing college credit at low or no cost to the student
• Prepares students for a seamless transfer to college by providing the experience of being a college student
• Allows high school students to earn college credit that may transfer to a four-year institution

Trinidad State offers Concurrent Enrollment courses to most of the high schools in Trinidad State’s large service area. Some high schools offer Concurrent Enrollment classes on the high school campus, some support students attending college classes on Trinidad State’s campus, and some offer courses through TSJC Online. In all cases, Concurrent Enrollment courses offered through Trinidad State for credit are taught by qualified instructors.

Get Started

STEP 1: Complete the Trinidad State application

You must apply to Trinidad State in order to earn college credit. You can do this online at www.trinidadstate.edu/students/apply-online

Check YES in the COF box (College Opportunity Fund) in the final section of your application. If you do not check YES, complete the COF application separately online at https://cof.college-assist.org

STEP 2: Satisfy testing requirements

Some classes require prerequisite test scores be met. Check with the Trinidad State Testing Center or your high school counselor for information about these courses and testing sessions. You may also submit qualifying ACT or SAT scores to meet this requirement.

STEP 3: Complete the Concurrent Enrollment Agreement & Registration Form

This form will be given to you by your teacher or counselor and requires student and parent signatures. Check with your counselor for deadlines.

Program Requirements

1. Concurrent Enrollment Students must have the maturity to take college level courses. Some material may not be appropriate for students under the age of 18. All TSJC students must complete a
placement test to assess academic readiness for college coursework. Some courses have prerequisites that must be satisfied prior to enrollment.

2. Concurrent Enrollment Students must complete all admission and registration requirements of TSJC and their home school district prior to the census date of the term in which they are enrolled. Registration materials will not be accepted if they are late.

3. All TSJC students must apply for the College Opportunity Fund, (COF), before enrolling in any Concurrent Enrollment course.

If a student does not complete the COF, a bill will be sent to the student or parent/guardian for the amount of COF.

4. Concurrent Enrollment Students must use the COF stipend for all eligible credits while attending TSJC. College-level credits will be deducted from the student’s COF lifetime account. If a Concurrent Enrollment Student does not elect to utilize COF, the student will be responsible for the COF portion of the account.

5. Concurrent Enrollment Students are not eligible for Federal Financial Aid.

6. School districts are responsible for establishing policies regarding satisfactory grades. Failing grades or withdrawing from a course may affect a student’s eligibility to receive financial aid when they become a full-time college student. In addition, all TSJC students are required to meet satisfactory academic progress requirements.

7. Leaving a Course

a. Drop – A drop may be processed prior to completion of 15% of the course. No record of the course will be recorded on the student’s TSJC transcript and there will be no charges to the student’s account.

b. Withdraw – A student may withdraw after the first 15% of the course and before 80% of the course is complete. A W is recorded on their
transcript, but does not factor into the GPA calculation. The student’s account is charged for the course.

c. A student may not withdraw from a course after 80% of the course has been completed. A final grade will be recorded on the student’s TSJC transcript.

8. Students must meet the expectations of each instructor as outlined on the course syllabus. This includes but is not limited to bringing books and assignments to each class and communicating regularly with each instructor.

9. Students will earn college credit for each Concurrent Enrollment course completed with a grade of “C” or better. If a student is not earning a passing grade, it is the student’s responsibility to drop or withdraw from the course in order to avoid a failing grade on their transcript.

10. Blended courses are not allowed. A course is considered to be blended when only a portion of the students in the course are receiving college credit. Students not taking a course for college credit may not participate in the course for high school credit only.

11. Concurrent Enrollment Students will have the opportunity to earn an industry credential or certification when appropriate. TSJC will provide the documentation of technical, academic, and employability skills attained.

12. The number of high school credits earned is determined by the home school district. All grades will be recorded on a TSJC transcript regardless of credit earned.

13. Concurrent Enrollment Students are responsible for adhering to the Trinidad State Junior College Code of Conduct. Violations of the Code of Conduct could result in disciplinary action at TSJC as well as at the high school level.

14. Transportation is not provided for the Concurrent Enrollment program.

15. Developmental courses and other non-credit courses may not apply toward completion of Concurrent Enrollment.

16. Eligible students may take courses offered on the TSJC campus with permission from the sponsoring school district. Alternate course delivery, including on-line coursework and distance learning are permitted upon approval of the sponsoring school district.
17. The Family Education and Privacy Act (FERPA), was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- **a.** Institutions must have written permission from the student in order to release any information from a student’s educational record.

- **b.** Institutions may disclose directory information in the student’s educational record without the student’s consent.

- **c.** It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.

- **d.** Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.

- **e.** Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.

- **f.** Institutions should notify students about their rights under FERPA through annual publications.

**Student Services**

1. All Concurrent Enrollment Students will be provided access to the TSJC Student Handbook.

2. TSJC students with documented disabilities may request appropriate accommodations in accordance with the Americans with Disabilities Act.

3. Concurrent Enrollment Students will have access to a TSJC Advisor to assist with schedule planning and degree/program requirements.

4. Concurrent Enrollment students with an ICAP on file at their high school will be advised through coordinated efforts between high school counselors and TSJC Advisors. This process is to verify that coursework is appropriate and to ensure that students are on track to graduate.

6. All TSJC Students must maintain an overall Grade Point Average established by the sponsoring school district to maintain eligibility for Concurrent Enrollment Students.

- **a.** The Academic Progress Procedure applies to all students who have completed nine (9) or more credits in residence while attending a Colorado Community College System college.

- **b.** During the student’s first eight (8) credit hours of enrollment, TSJC will monitor satisfactory progress through the Academic Alert process.

- **c.** A student is considered in “Good Standing” when the student’s cumulative GPA is at least 2.0 or greater for all courses completed at TSJC.

- **d.** A student is placed on Probation (initial)
when the student’s cumulative GPA is less than 2.0 for all courses completed at TSJC.

e. A student is considered on Probation (continuing) when the student’s cumulative GPA remains less than 2.0 for all courses completed at TSJC and the student’s last term GPA is 2.0 or greater.

f. A student is placed on Suspension (initial) when his/her cumulative GPA is less than 2.0 for all classes completed at the College and the last term GPA is also below 2.0. A student placed on Suspension (initial) is not permitted to register at TSJC or any CCCS college for the next term after the term of suspension (excluding summer term) unless a suspension appeal is approved. A student may appeal for unusual or mitigating circumstances by meeting with an academic advisor and submitting an academic plan to the Vice President of Student Affairs for approval. A student who is approved to register for classes will remain on probation (continuing) and must complete the semester with a semester GPA of 2.0 to continue enrollment. Initial Suspension is for one term.

7. Concurrent Enrollment students can request any of the available student services, including tutoring provided by TSJC.

8. TSJC and the school district shall provide an orientation meeting for students and their parents prior to Concurrent Enrollment entry. This orientation is to ensure that all parties understand the Concurrent Enrollment program and are aware of the program policies and procedures.

9. All Concurrent Enrollment students will be provided due process afforded to any TSJC student.

Instructor Credentialing

Trinidad State Junior College welcomes the participation of high school faculty in the delivery of Concurrent Enrollment courses. High School Faculty interested in becoming volunteer adjunct instructors for TSJC courses must be credentialed by TSJC prior to providing instruction. All applications for credential must be approved by the Chief Academic Officer at TSJC and

For more information about Concurrent Enrollment opportunities, talk to your high school counselor, or visit www.trinidadstate.edu/programs/concurrent-enrollment
verified through official transcripts. TSJC courses delivered by high school faculty must follow the syllabi established by TSJC and maintain the rigor associated with college level work. TSJC offers courses in both the Arts & Science as well as Career & Technical Education.

The requirements for credentialing include:

**Arts & Sciences**

- A Master's Degree in the field of study being taught, OR
- A Master's Degree with 18 credit hours of graduate work in the field of study being taught.
- Ex: Math faculty must have a Master's Degree in math. A Master's Degree in Education does not suffice unless there are a minimum of 18 credit hours in the field of study being taught.

**Career & Technical Education**

- 24 semester hours of coursework from a regionally accredited institution verified on an official transcript.
  - A minimum of three semester hours in four of the areas listed below, OR
  - Applicants who include a valid/current state or national industry license or certification (i.e., AWS Welding, AWS Certified Welding Inspector, NOCTI Certifications Exams, NAM endorsed Manufacturing Skills Certification, MSSC Certified Production Technical Credential, NIMS Certifications, SME Certified Manufacturing Technologist) in the appropriate skill or trade area may have the coursework waived by the Colorado Department of Education.

  - Experience (Credit for student teaching up to 800 hours, in the content area, may be applied to either occupational or teaching experience):
    - Bachelor's degree or higher: 2,000 hours of verified occupational (non-teaching) experience in the content area within the last seven years, OR
    - Less than a Bachelor's degree: 4,000 hours of verified occupational (non-teaching) experience in the content area within the last seven years, OR
    - 3 years full-time teaching experience in the content area within the last seven years (full-time is defined as 51% or more of a teaching schedule dedicated to teaching in the content area).
“By going to Trinidad State first, I was able to save money and apply it to my university expenses.”
— Lea Chavez ’14

- Tuition at Trinidad State is at least 40% less than area four-year colleges and universities
- Unique hands-on programs, including Cosmetology, Diesel Mechanics, Massage Therapy, Nursing, Welding, and more.