



# Getting Started with Concurrent Enrollment

Concurrent enrollment courses are a great way to start Moving Mountains toward your future. Just follow these steps to get started.

## Step 1: Apply to ACC and Authorize College Opportunity Fund (COF)

[Apply to ACC](#) so you can get college credit for your concurrent enrollment courses. After you have applied, you'll get an ACC student ID number (S#).

You'll need a few things when you apply, so have them handy:

- Your Social Security Number
- A personal email address (not your parent's/guardian's)
- Residency information from a parent

You'll also need to check "YES" in the COF box (College Opportunity Fund) in the final section of your ACC application. COF (funded by the State of Colorado) provides a portion of your tuition for the first 145 credits earned towards a bachelor's degree. If you do not apply for COF, ACC will bill you or your parents for the portion that would have been paid by COF. If you don't check YES, you can complete the [COF application](#) separately.

If you have applied for admission to ACC within the last year and already have an S#, you don't need to apply again. If it's been more than a year since you've taken classes with us, you'll need to apply again.

## Step 2: Meet Prerequisite Requirements

Some classes have prerequisites you need to meet before you can take them. Depending on the class, you may need to take an academic assessment or provide an academic transcript. There are 3 ways to meet course prerequisites:

1. Submit qualifying SAT or ACT scores
2. Demonstrate success in certain high school math and English courses
3. Take a college [placement test](#) at an ACC campus

Check with your teacher / counselor for course requirements and deadlines.

## Step 3: Complete the Concurrent Enrollment Agreement and Registration Form

You must complete the [Concurrent Enrollment Agreement Form](#) in order to be enrolled in your course for college credit if your school district is paying a portion or full tuition and fees. See your high school counselor with questions about the form.

Student and parent signatures are required. Incomplete or late forms cannot be accepted. Check with your counselor for deadlines.

Once you've completed these steps, ACC will register you for your Concurrent Enrollment course(s) for college credit.

\*\*\*Self-paying students are not required to complete this step.

## Step 4: Review the Concurrent Enrollment Program Requirements

1. All Concurrent Enrollment courses will be taught at the **college level and adhere to the rigorous academic standards of a college-level course.**
2. **Students must complete all admission and registration requirements of ACC and their home school district.**
3. All grades will be recorded on an ACC transcript regardless of credit earned.

## Additional Steps for Taking Courses at an ACC Campus or Online

If you are taking courses at ACC or online, there are a few additional steps you need to complete.

### Step 5: Logon to your [myACC Student Portal](#)

- Activate your myACC using your S# (ACC Student ID)
- Activate and view your ACC student email through myACC
  - See your admissions acceptance notification in your email for instructions

### Step 6: Complete and Submit an Account Agreement Form

- If you are 18 years old or older, you will accept the account agreement when you register for courses through your [myACC](#) student portal
- If you are under 18 years old...
  - Submit completed [Account Agreement form](#) to the Cashier's Office
  - An Account Agreement form must be submitted to the Cashier's Office every semester that an underage student is taking courses at an ACC campus or online

### Step 7: Register and Attend Student Orientation

- All new CE student MUST attend Student Orientation (SO) upon acceptance to ACC
- At Student Orientation you will learn about being a college student and also learn how to register for your courses you are taking at ACC.
- Visit the [Student Orientation page](#) to sign-up
- Continuing CE students can meet with an Academic Advisor and/or their CE Specialist for registration

### Step 8: Attend and Successfully Complete your ACC Course(s) to Earn College Credit

Check your [myACC](#) and ACC student email daily to stay up-to-date on important dates, deadlines, and campus events.