

## Snow College Concurrent Enrollment Procedures

The Utah Board of Regents Policy R165 (<https://higheredutah.org/policies/policyr165/>) and the Utah Concurrent Enrollment Handbook (<http://www.schools.utah.gov/CURR/earlycollege/Concurrent-Enrollment/UtahHandbook.aspx>) present most of the procedures which guide the operation of concurrent enrollment programs at USHE institutions of higher education. The following procedures are specific to Snow College and are in addition to those documents.

### 1. Eligibility

- a. Only seniors can take ENGL 1010.
- b. Only seniors completing a General Education Certificate or Associate's Degree can take ENGL 2010 and/or PE 1096.
- c. To enroll in a literature class, students must have taken English 1010 or must be taking it concurrently.
  - i. Juniors (and seniors without 1010) may petition to enroll in a literature class by:
    1. having at least a 20 on the English ACT,
    2. submitting a short recommendation from a high school counselor, and
    3. completing a placement exam.
  - ii. Note: petitions may take up to a week to consider.
- d. Students are encouraged to take courses as Face-to-Face (F2F) from a qualified teacher at their high schools whenever possible. If a F2F course does not fit the student's need, then an IVC course is the next best option. Students should consider taking a course as a Hybrid only when another format (F2F or IVC) is not possible. Because sophomores and freshmen will have opportunities to take courses in another format during their last two years of high school, only juniors or seniors will be enrolled in Hybrid classes using the following procedures:
  - i. High school counselors must submit an online Hybrid Request Form to enroll a student in a Hybrid class.
  - ii. The Hybrid Request Form will be viewed as the student's Add Form, but does not guarantee a spot in the class.
  - iii. The counselor and student must have a plan on when and where the student will access recorded lectures on a regular basis. Watching Hybrid recorded lectures must occupy a class period on the student's high school schedule; students cannot plan to watch recorded lectures at a location other than the high school or outside the high school's normal hours.
- e. Counselors must submit an online Sophomore by Exception request form for each sophomore or freshman wishing to enroll in any courses. Sophomores and freshman must have a high school GPA of 3.5 or higher and must be recommended by the counselor as being ready to handle the rigor of a college course.
- f. Due to rigor and/or course content, sophomores and freshman will not be allowed to enroll in the following courses:
  - i. CHEM 1110/1115
  - ii. COMM 1020 (unless there are seats available not filled by juniors or seniors)

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- iii. ENGL 1010
  - iv. ENGL 2010
  - v. FREN 1010/1020
  - vi. HFST 1500
  - vii. Literature courses
  - viii. PE 1096
  - ix. PSY 1010
  - x. SOC 1010
- g. If a student earns an “F” in a Snow College concurrent enrollment course, that student will not be allowed to take any additional concurrent courses from Snow College.

### 2. Enrollment

- a. In accordance with Board of Regents Policy R165-3.9 which states “Snow CE courses are intended to create a pathway for secondary school students, particularly in rural high schools, to earn college credits. . . .” each semester students at rural high schools shall be allowed to enroll in Snow College IVC classes two weeks before general registration is opened to students at non-rural high schools. Rural high schools shall be defined as those in the following counties: Beaver, Carbon, Daggett, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Morgan, Piute, Rich, San Juan, Sanpete, Sevier, Summit, Tooele, Uintah, Wasatch, Washington and Wayne.
- b. Students are encouraged to take courses as Face-to-Face (F2F) from a qualified teacher at their high school whenever possible. If a F2F course does not fit the student’s need, then an IVC course is the next best option. Students should consider taking a course as a Hybrid only when another format (F2F or IVC) is not possible.
- c. Online enrollment will be shut down each semester after the fifth day of class. After that enrollments can only be done with a paper Add Form and the instructor’s approval.
- d. Class rolls for F2F classes will be frozen on October 1 for fall semester and February 1 for spring semester. After those dates, students will not be added to F2F class rolls.

### 3. Miscellaneous

- a. Snow College IVC schedule does not exactly match any individual high school’s bell schedule. IVC students, therefore, must be in their seats at the beginning and ending of each class or every high school would have students entering late or leaving early. Any overlap with other courses not on Snow’s IVC schedule must not cut into the time the student is in the IVC class.
- b. High school facilitators are an extension of the professor and are expected to help maintain a healthy classroom environment. Snow College has online training which high school facilitators must complete each year.
- c. To ensure that students have an academic plan and are taking concurrent enrollment courses in a strategic manner, students taking nine or more concurrent enrollment credit hours in a semester, or who have earned a total of 20 or more concurrent enrollment credits, must meet with a Snow College Academic Advisor to discuss their

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academic goals.

- d. Students, or their high schools, will be responsible for providing required textbooks for courses.
- e. Schools wishing to offer IVC classes with labs (Biology or Chemistry) during the next school year (Fall and/or Spring semester) should nominate a science teacher to conduct the labs by the beginning of April. Snow's instructors will review the nominated lab TA's credentials, and then conduct a mandatory training day at Snow College in Ephraim during the first part of August during which TA's will be trained to perform the lab exercises.