



**Guidelines, Procedures, and Policies for
Concurrent Enrollment at
The Academy**

**The Academy's Minimum Requirements, Guidelines and Policies for attending classes on the
FRCC Campus
(Addendum to FRCC Requirements)**

- The FRCC/Academy Concurrent Enrollment program is open to 9th through 12th grade students.
- Students must have a minimum cumulative grade point average of 2.5, with no current Ds/Fs while applying.
- Students must have reliable transportation.
- **Parents/Guardians must agree to program guidelines including paying for fees and books associated with the college. (The Academy pays for tuition only.)**
- Students must complete all processes: Complete any testing that may be required (dependent on the class), turn in materials, attend advising meeting, and receive counselor approval of courses by the published deadlines.
 - a. These steps must take place each semester prior to enrolling in courses on e-wolf.
- Students typically enroll in two classes offered on the Westminster Front Range Campus, and the classes must fall within the hours of The Academy's school day. Exceptions must be approved by an administrator and a counselor.
 - a. The Academy will pay for FRCC courses on the Westminster campus.(Note: This does not include online courses.)
- Students will earn 0.5 weighted credit at The Academy per every 3 credit class at FRCC and 0.75 weighted credit for every 4 or 5 credit class at FRCC.
- Students must meet all FRCC College Now requirements, and enroll themselves via their e-wolf accounts by the deadline.
- Any grade earned in a Front Range course that is paid for by The Academy will be reflected on The Academy Transcript as well as the Front Range Transcript, and will contribute to the student's GPA.
- Students must earn a C or better at FRCC in order to receive credit at The Academy, and to remain eligible to take FRCC courses in future semesters.
 - a. Students who do not pass FRCC courses (earn a C or higher), must reimburse The Academy for the FRCC tuition. (See Promissory Note.)
 - b. Students who do not pass FRCC courses (earn a C or higher) may be eligible to re-enroll in FRCC courses after a one-semester probationary period.
 - i. Students who failed a FRCC course will remain ineligible to re-enroll until the debt is paid in full.

Registering for FRCC via The Academy: A Checklist for Students

- Attend FRCC Information Session ([Link to Presentation](#))
- Apply to FRCC at www.frontrange.edu (Receive S Number)
- Sign up for the College Opportunity Fund (COF) stipend
- Research potential FRCC courses using [FRCC Course Catalog](#)
- Parents will be emailed a The Academy Promissory Note by way of a Google form (*form is also available below*)
- Complete all forms
 - [FRCC Concurrent Enrollment College Agreement](#)
 - [Fall 2022 Academy Promissory Note](#)
 - Underage Admission Waiver (if applicable - More [information](#))
 - FRCC Course Selection Form (optional)
- Meet with counselor and CE Coordinator to get courses approved
- Log on to eWolf and enroll in courses (See instructions on attached form)
- Provide FRCC schedule to The Academy Counseling Office

Deadlines for FRCC Courses (Check with your counselor for dates)

- Fall class schedule viewable online through [FRCC Website](#)
- Communication with your counselor to approve courses **MUST** occur prior to registering for classes.

****Be aware of Front Range drop deadlines for each class students are enrolled. (This will be indicated on your schedule in your eWolf account, and not all courses have the same drop deadlines.)**

****Please note: Any change in your Front Range schedule must be approved by your counselor. If the class is not approved by your counselor, the student will be responsible for the payment of the course(s).**

Instructions for Course Selection Form

- ❖ Explore required courses for specific degrees/certificates at:

<https://www.frontrange.edu/programs-and-courses/a-z-program-list>

- ❖ Go to Front Range Website: www.frontrange.edu
- ❖ Click on “Programs and Courses” at the top of page.
- ❖ Select the “Class Schedule” option.
- ❖ Under “How to Find Class Information”, there is a link for the Guaranteed Transfer Class List and Online Class Search. Choose classes from the Guaranteed Transfer Class List. [Video on How to Search for Classes](#)
- ❖ Go to Online Class Search link to see what times those classes are offered at the Westminster Front Range Campus for the term you are applying for.
 - Search by Term, then click submit button.
 - In Campus section, select FRCC Westminster Campus in the dropdown menu - scroll down to the very bottom to find this option. You do not have to fill in any of the other categories.
 - You can search by subject or course number. Course number will be listed in the Guaranteed Transfer Class List section. If you don't have a course number, then choose a subject in the top box. If you have a course number, put it in the Course Number section.
 - Click Class Search button at bottom of screen.
 - Classes will be listed by days/times. Pick the class that has the times that fit with your schedule. List the class on your Course Selection Form.
 - Most students will be taking 2 classes, one that meets Mon/Wed and one that meets Tues/Thurs during the same time, Periods 1-3 or Periods 5-7. **9:30 classes are not an option.**
 - You may list several options and different classes. You will discuss your class options with the Front Range Representative during your individual meeting to decide on the specific classes you will take.

Course Selection Form

Student: _____

Current Cumulative GPA: _____

Semester: _____

Current Plan of Study/Program Interest: _____

Selected Courses: Please choose a course that is offered on Mondays and Wednesdays, and one or more backup courses that are offered the same days and times in case of a cancellation.

MONDAY/WEDNESDAY COURSES

Course Number (ex: MAT 121)	Course Name (ex: College Algebra)	CRN (ex: 54560)	Credits (ex: 3)	Time (ex: 8:00am - 9:15am)	Academy Periods (ex. 1-3 or 5-7)
1.					
2.					
3.					
4.					
5.					

Selected Courses: Please choose a course that is offered on Tuesdays and Thursdays, and one or more backup courses that are offered at the same time on the same days in case of a cancellation.

These courses must be offered at the same time as your chosen Monday and Wednesday course.

TUESDAY/THURSDAY COURSES

Course Number (ex: MAT 121)	Course Name (ex: College Algebra)	CRN (ex: 54560)	Credits (ex: 3)	Time (ex: 8:30am - 9:50am)	Academy Periods (ex. 1-3 or 5-7)
1.					
2.					
3.					
4.					
5.					



Process for Underage Admission

Front Range Community College complies with the Colorado Community College and Occupational Education System (CCCOES) State Board Policy to admit students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admissions must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading, and math.
2. Students should meet with an advisor or designated staff member to determine eligibility for admission, appropriateness of course selection, review college expectations and complete the acknowledgement form. Final approval rests with the Dean of Student Services.
3. A responsible parent or guardian must sign the acknowledgement form indicating that the student/parent has been advised regarding the expectations of the college.
4. If approved by the Dean of Student Services, Admissions and Records will remove the hold to allow the student to enroll. Admissions and Records will notify the student by email regarding approval status.



Underage Admission Waiver

Boulder County Campus
2190 Miller Drive
Longmont, CO 80501
303-678-3722
Fax: 303-678-3637
BCCAdmissions@fronrange.edu

Brighton Center
1850 E. Egbert Street
Brighton, CO 80601
303-404-5099
Fax: 303-655-1763
Frcc.brightoncenter@fronrange.edu

Larimer Campus
4616 South Shields
Fort Collins, CO 80526
970-204-8107
Fax: 970-204-8365
LCAdmissions@fronrange.edu

Westminster Campus
3645 West 112th Avenue
Westminster, CO 80031
303-404-5414
Fax: 303-404-5150
WCAdmissions@fronrange.edu

Front Range Community College (FRCC) strives to provide quality instruction and support for all students attending post-secondary classes on the campus. Students who are conditionally admitted based on the underage admissions policy are granted the same rights and have the same responsibilities as any other college student. Therefore, it is required that each underage student and her/his parent review the information listed below and sign the acknowledgement indicating that they understand and accept responsibility for the decision to enroll.

1. I understand that the student must adhere to all college policies and deadlines as outlined in the college catalog and course schedule.
2. I understand that there could be classroom discussion or materials that the student/parent may not consider age appropriate for an underage student. If the student or parent is not comfortable with an assignment or classroom discussion, the faculty member is not required to substitute an alternate activity or grading exercise.
3. I understand that the grade received by the student is part of the student's permanent post-secondary academic record and may affect the student's eligibility for college scholarships or freshman/first-time status at other institutions of higher education.
4. I understand that, while the student will have equal access to any academic support services offered to the student body, no extraordinary academic measures will be granted the student due to underage.
5. I understand that the student's academic record (grades, attendance, progress, etc. in class) cannot be accessed by the parent without a written release, signed by the student in person at the Admissions and Records office.
6. I understand that the faculty member will provide standard updates on academic progress directly to the student. This may include graded homework, graded test papers, etc. In a college environment, attendance is not reported, and faculty members do not provide written or personal/telephone summaries throughout the semester.
7. I understand that the student is expected to comply with the FRCC Student Code of Conduct. Violations of the Code of Conduct will result in disciplinary action as outlined by the FRCC College Discipline Process. Parents are responsible for any student supervision required when the student is on campus but not in class.

I have reviewed the information listed above. I acknowledge the responsibilities and limitations as outlined.

Student Printed Name

Student Identification Number

Student Phone Number

I understand that my student CCCS email is the official means of communication for FRCC. I am responsible for checking my email account through eWOLF for updates.

Courses planned for enrollment: _____

Student Signature

Date

Age as of 1st day of classes

Parent Signature

Date

FRCC Advisor Printed Name

FRCC Advisor Signature

Date

Dean of Student Services Signature

Date

Term of admittance

Office use only

Term: _____ Hold removed? Yes No

Date student notified _____

SOATEST attached

Student is participating in PSEO, GTC, Concurrent Enrollment, or Fast Track

Update by the Office of the Registrar 04-22-2013