



Concurrent Enrollment Timeline

AUGUST:

High Schools submit class schedules to Concurrent Enrollment Coordinator to verify course offerings.

High Schools complete student registration by submitting signed Concurrent Enrollment agreement. Classes listed on agreement form are those in which the school will be responsible.

Instructors submit course syllabi to Concurrent Enrollment Coordinator for approval.

SEPTEMBER:

Instructors verify class roster.

LCC fall census date.

School district superintendents submit estimate number for upcoming ASCENT students to CDE.

OCTOBER:

CE Coordinator completes ASCENT attendance and grade check with instructors, emails to schools.

High Schools submit spring schedule template to LCC Academic Service Coordinator.

NOVEMBER:

High schools confirm any withdrawals ***before fall semester withdrawal date*** to LCC Admissions.

LCC fall withdrawal date.

DECEMBER:

Instructors submit final fall grades in Banner before winter break.

Instructors submit spring course syllabi to CE Coordinator for approval.

CE Coordinator will verify spring schedules with each school.

JANUARY:

High Schools complete student registration by submitting signed Concurrent Enrollment agreement. Classes listed on agreement form are those in which the school will be responsible.

Instructors verify class roster.

LCC spring census date.

FEBRUARY:

CE Coordinator completes ASCENT attendance and grade check with instructors, emails to schools.

MARCH:

New Students taking concurrent enrollment courses next fall, complete on-line admission application.

High schools submit fall schedules to LCC Academic Services Coordinator.

APRIL:

Students take placement tests or submit ACT scores to LCC Admissions.

High Schools confirm any withdrawals ***before spring semester withdrawal date*** to LCC Admissions.

LCC spring withdrawal date.

High Schools confirm ASCENT students for next fall to Concurrent Enrollment Coordinator.

Concurrent Enrollment Coordinator completes fall registration process with ASCENT students.

MAY:

Instructors submit final fall grades in Banner before summer break.

CE Coordinator provides unofficial transcripts for ASCENT students to respective high schools.

Instructors submit fall syllabi for approval to CE Coordinator.

JUNE:

Lamar Community College Administration emails Concurrent Enrollment and ASCENT MOU's to High School Superintendents.

Superintendents and LCC representative sign completed MOU's. LCC mails to Colorado Community College System legal office for final approval.