

Early College Programs 2020/2021 Admissions and Registration Instructions

- ➔ **New Early College Students:** Complete online admissions and paper Registration Request Form.
- ➔ **Continuing Early College Students:** Complete paper Registration Request Form.
- ➔ **All Early College Students:** Evidence of prerequisite (if applicable) should be submitted along with Registration Request Form

PRINT or TYPE All Information CLEARLY, using black or blue ink

STEP 1: Complete the online Early College Programs **Admissions Application**. Please allow 48-72 hours for your application to be processed. *This admissions step is only required **once**, the first time you take an Early College course from CEI.* <http://www.cei.edu/admissions>

Admissions

STEP 2: Submit **Registration Request Form**. Early College students are not allowed to register themselves in the CEI system. You must submit a Registration Request Form each term you want to take a class. If the course you want to take has a prerequisite, you need to submit that information along with the Registration Request Form. Math and English courses are the most likely to have prerequisite requirements. Full prerequisite information is available online.

Registration

STEP 3: If student is eligible for **Fast Forward Funds**, log into the State of Idaho Advanced Opportunity portal. Student may need to wait until the appropriate window opens for the term for which they are enrolling. <https://advancedops.sde.idaho.gov/>

Apply for
Funding



If this step is missed or if the student chooses not to apply for Fast Forward funding, the student will be billed the full amount due. Unpaid balances will result in a hold on the student's account that will prevent future registration or transcript orders.

STEP 4: Pay any applicable fees due upon registration. Fees are not covered by Advanced Opportunities. Fees are non-refundable after the first day of class. (Dual Credit courses at high schools usually do not have fees. Concurrent Enrollment classes on a CEI campus often do.)

Pay Balance

Fees are paid at the CEI Business Office.

Location: CEI Building #3, room 309 **Phone Number:** (208) 535-5352

STEP 5: New students will be required to complete an online or in-person orientation. This will include account set-up for CEI email and the CEI student portal. This set-up gives students full access to their college record including unofficial transcripts, online payment options, and real-time registration status.

Orientation

Our goal is to help you succeed. Please feel free to contact us for additional information or guidance.

More information available online at
www.cei.edu/high-school

2020/2021 Registration Request Form

CEI ID# _____

STUDENT NAME: _____ GRADE: _____ DATE of BIRTH: ___/___/___

CURRENT ADDRESS: _____ CITY: _____ ZIP: _____

Registration Term: (Circle the term when your coursework begins) SUMMER FALL SPRING TRI 1 TRI 2 TRI 3	Year: (Circle One) 2020 / 2021	High School Name or Home School: _____	Will you be applying for Fast Forward Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No
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By signing below both parent and student acknowledge the following:

- Early College Programs offers college level courses. Course content, materials and curriculum are the same for Early College students as all students at CEI. College coursework may contain sensitive content that will not be waived for Early College participants.
- Grades earned will be recorded on permanent college transcript. Students are responsible for the outcome of the coursework.
- Fast Forward Funding is available to most students to pay for tuition. It is the student's responsibility to request funding in the Advanced Opportunities portal. Charges not allowed by Fast Forward funds are the responsibility of the student. If the student neglects to apply for Fast Forward funds, runs out of funds, or has a hold for prior course failure/incompletion, they will be billed.
 - When applicable, additional fees must be paid on or before term fee deadline. (See ECP website for specific deadlines)
- Withdraw options and tuition/fee refund policies are available online. Visit the Early College website for full details.
- Early College students are limited to 10 credit hours or less of college work per semester with CEI.
 - A student may appeal to take a higher credit load after successful completion (C- or higher) of their first semester course(s).
- College of Eastern Idaho is not responsible for how the credits transfer back to the high school. It is recommended that the student consult with their high school counselor to verify how the college credits will transfer back to the high school prior to enrolling for the term.
- Some courses have placement requirements which can be satisfied with ACT, SAT, ALEKS, ACCUPLACER, or prior coursework.
 - CEI must receive proof of pre-requisites along with registration form.
 - CEI Testing Services is available for ALEKS and ACCUPLACER testing (fees apply). Call 208-535-5438 to arrange testing.
- Students must be 16 years old by the first day of class if taking concurrent enrollment courses on campus or CEI online.
- College of Eastern Idaho is required by law, regardless of age, to keep student records confidential. Without express permission, we cannot share student records with anyone but the student. If student wishes to allow CEI to disclose records to a third party, student must submit a separate Release of Information form.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

List details of the courses you wish to enroll in.

Course Code	Section #	Course Title	Day / Time	Location (CEI, High School, IDLA, Online)	Credits
MATH 143	02	College Algebra	M/W 9-10:20	CEI	3
Credit Total (Limit 10)*					

By checking the boxes/signing below, the high school verifies that the student applicant for Early College Programs meets the following qualifications: (Check all that apply.)

- Student is enrolled in his/her high school and (a) is in good standing (b) is meeting the prescribed curriculum (c) and is on-track to complete high school at or before the appropriate graduation time.
- Student is enrolling for 10 hours or less of college work.
- GPA is:** ____ Student is a high school Junior or Senior and meets minimum GPA requirement of 3.0
- GPA is:** ____ Student is a high school sophomore asking for an exception to participate in a **Dual Credit** course at the high school and meets the minimum GPA requirement of 3.0.

 High School Counselor or Administrator Signature

 Date