

How to Apply and Register



CONCURRENTENROLLMENT

TABLE OF CONTENTS



**SLIDE
3-9**

HOW TO APPLY
as a Concurrent Enrollment
Student



**SLIDE
10-16**

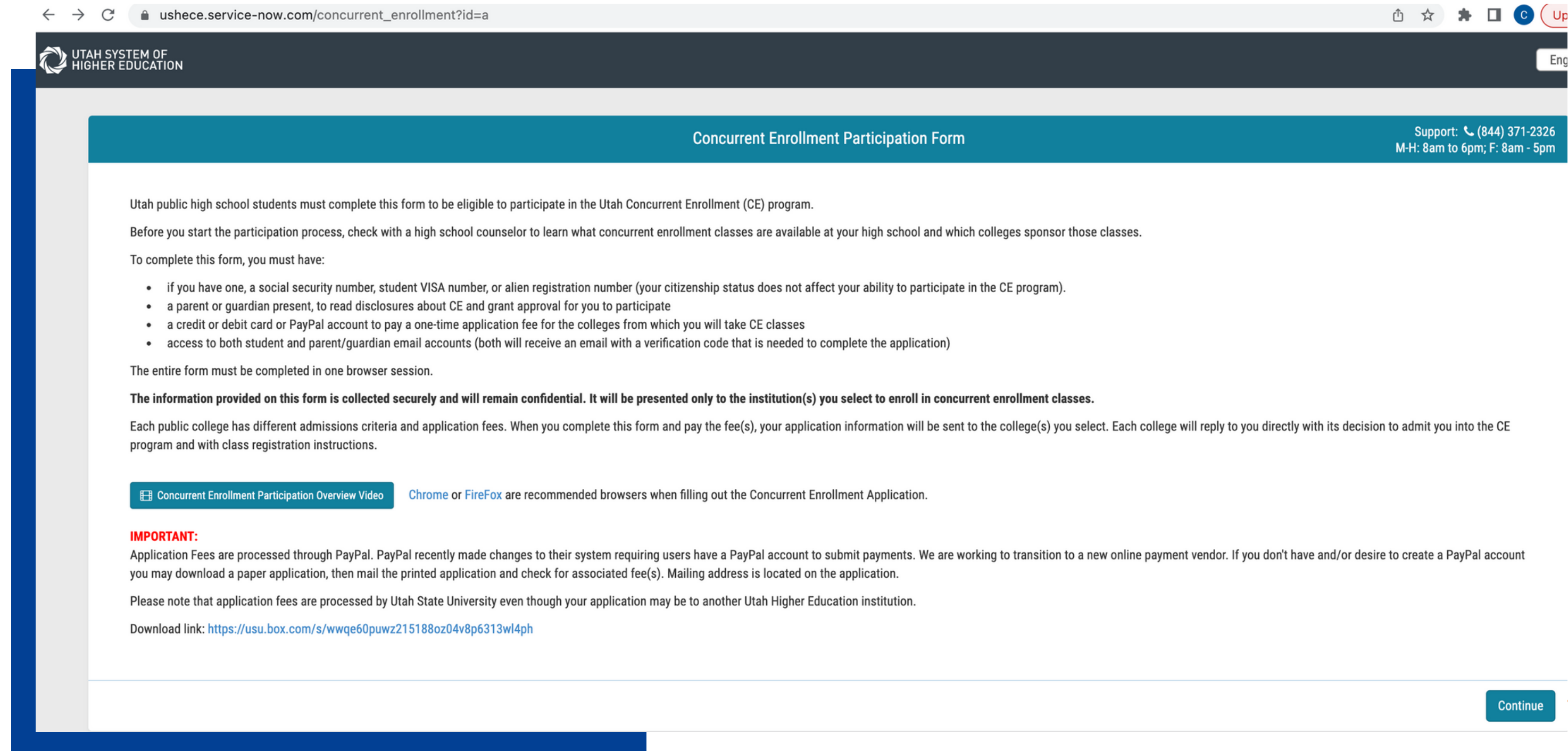
HOW TO REGISTER
for Concurrent Enrollment
courses



Applying to Snow College as a CE Student

STEP 1: GO TO SNOW.EDU/CE

STEP 2: CLICK ON "APPLY NOW"



A screenshot of a web browser displaying the 'Concurrent Enrollment Participation Form' page. The browser's address bar shows 'ushece.service-now.com/concurrent_enrollment?id=a'. The page header includes the Utah System of Higher Education logo and a support phone number: (844) 371-2326, with hours of operation: M-H: 8am to 6pm; F: 8am - 5pm. The main content area contains instructions for students, including a list of requirements such as having a social security number, parental consent, and access to email. A video player is embedded with the title 'Concurrent Enrollment Participation Overview Video'. An 'IMPORTANT:' section discusses application fees and the use of PayPal. At the bottom right, there is a blue 'Continue' button, which is pointed to by a large orange arrow.

Utah public high school students must complete this form to be eligible to participate in the Utah Concurrent Enrollment (CE) program.

Before you start the participation process, check with a high school counselor to learn what concurrent enrollment classes are available at your high school and which colleges sponsor those classes.

To complete this form, you must have:

- if you have one, a social security number, student VISA number, or alien registration number (your citizenship status does not affect your ability to participate in the CE program).
- a parent or guardian present, to read disclosures about CE and grant approval for you to participate
- a credit or debit card or PayPal account to pay a one-time application fee for the colleges from which you will take CE classes
- access to both student and parent/guardian email accounts (both will receive an email with a verification code that is needed to complete the application)

The entire form must be completed in one browser session.

The information provided on this form is collected securely and will remain confidential. It will be presented only to the institution(s) you select to enroll in concurrent enrollment classes.

Each public college has different admissions criteria and application fees. When you complete this form and pay the fee(s), your application information will be sent to the college(s) you select. Each college will reply to you directly with its decision to admit you into the CE program and with class registration instructions.

[Concurrent Enrollment Participation Overview Video](#) Chrome or FireFox are recommended browsers when filling out the Concurrent Enrollment Application.

IMPORTANT:
Application Fees are processed through PayPal. PayPal recently made changes to their system requiring users have a PayPal account to submit payments. We are working to transition to a new online payment vendor. If you don't have and/or desire to create a PayPal account you may download a paper application, then mail the printed application and check for associated fee(s). Mailing address is located on the application.

Please note that application fees are processed by Utah State University even though your application may be to another Utah Higher Education institution.

Download link: <https://usu.box.com/s/wwqe60puwz215188oz04v8p6313wl4ph>

Continue

Step 3: Click on continue or watch the video for further instructions



Step 4: Fill out your information

5

Concurrent Enrollment Participation Form

Support: ☎ (844) 371-2326
M-H: 8am to 6pm; F: 8am - 5pm

Student Information

* Legal First Name

Buster

Legal Middle Name

* Legal Last Name

Badger

Preferred First Name

* Student Email

buster.badger@snow.edu

* Student Phone (or Home Phone) ⓘ

(435) 531-4162

I want text messages sent to this phone.

* Gender

Female

* High School | District

Richfield High | Sevier District

* Birth Month

January

* Birth Day

2

* Birth Year

2002

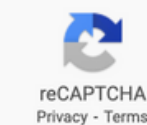
To participate in Concurrent Enrollment (CE), the college(s) from which you elect to take CE courses will receive a copy of your high school transcripts.

* I grant permission to the Utah System of Higher Education to access my high school transcripts.

Yes

* Verification

I'm not a robot



< Back

Continue



Step 5: Verify your email

Concurrent Enrollment Participation Form

Support: ☎ (844) 371-2326
M-H: 8am to 6pm; F: 8am - 5pm

A verification code was sent to christi.orme@snow.edu. Please check the email and enter the verification code. Click back if you see an error in the address you typed.

Note: It could take up to 5 minutes to receive the verification code. If you still haven't received the code after 5 minutes, verify your email address is typed correctly. Some email accounts provided by schools may have a policy in place that rejects our message. If you are using an email address provided by your school you may need to use a different email address.

* Verification Code

[Send New Verification Code](#)

[← Back](#) [Verify](#)

Step 6: Fill out additional information

- Make sure to have your social security number available, the application requires it.
- You'll also need to provide a parent email and then verify the email. Make sure that parent is available to check their email.

Step 7: Verify parent email

Step 8: Read the terms and then sign your name and have your parent sign theirs

STUDENT ACKNOWLEDGEMENTS

I have read and understand the conditions of the CE program and wish to participate.

I certify that all information on this CE application is complete and true to the best of my knowledge. I understand that knowingly falsifying or withholding information may result in a loss of CE credit or removal from the CE program.

I understand that the CE participation fees are not refundable.

This electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the CE application you have filled out is your own work and the information is factually true.

* Student Signature

Date

PARENT/GUARDIAN PERMISSION TO PARTICIPATE

I have read and understand the conditions of the CE program and give permission for my child to participate.

I certify that all information on this CE application is complete and true to the best of my knowledge. I understand that knowingly falsifying or withholding information may result in a loss of CE credit for my child or removal from the CE program.

I understand that the CE participation fees are not refundable.

This electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that you understand the nature of the CE program and that you give your permission for your child to participate for the academic year.

* Parent/Guardian Signature

Date

[< Back](#)

[Continue](#)



Step 9: Select Snow College and the correct term

Select the college(s) from which you intend to take CE courses, then click continue

* College	* First Term to Take CE Courses	Promo Code	CE Application Fee
<input type="text" value="Snow College"/>	<input type="text" value="Fall 2023"/>	<input type="text"/>	\$ 30.00
<input type="checkbox"/> I have already applied to this institution as a concurrent enrollment student or an incoming freshman			

College	First Term to Take CE Courses	Promo Code	CE Application Fee
<input type="text" value="-- None --"/>	<input type="text" value="-- None --"/>	<input type="text"/>	\$
<input type="checkbox"/> I have already applied to this institution as a concurrent enrollment student or an incoming freshman			

* I understand that Concurrent Enrollment Application Fees are non-refundable.

Total Fees: \$30.00
This is a one-time fee per college

[< Back](#) [Continue](#)

Step 10: Pay the \$30 application fee

-It will have you pay through PayPal, but you do not have to have or create a PayPal account

After you submit your application it may take up to 48 hours to be accepted to Snow College. Once you are accepted, you will receive an email with your badger ID and instructions on how to set up a Badger Account. Please follow the instructions in that email.

Registering for CE Courses

**STEP 1: GO TO
SNOW.EDU/BADGERWEB**







**STEP 2: CLICK ON "CLASS
REGISTRATION"**



Step 3: Click on "Register for Classes"¹²


Registration

What would you like to do?

-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#) ←
Search and register for your classes. You can also view and manage your schedule.
-  [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Step 4: Login

This is the same login that you set up when you got your Badger ID

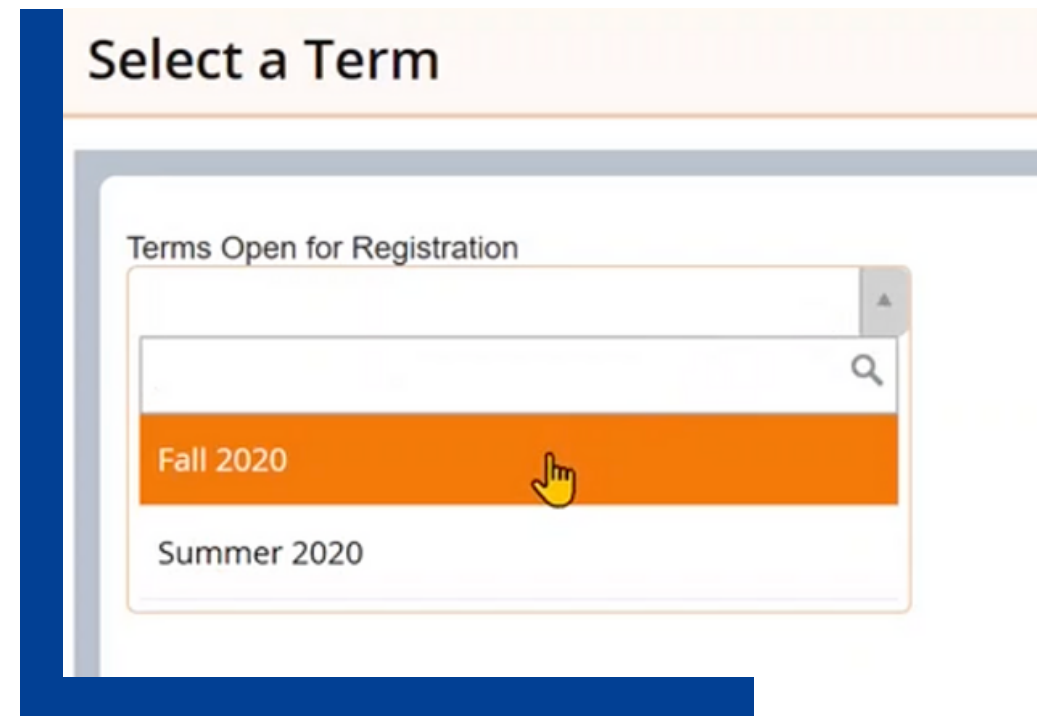


SIGN IN

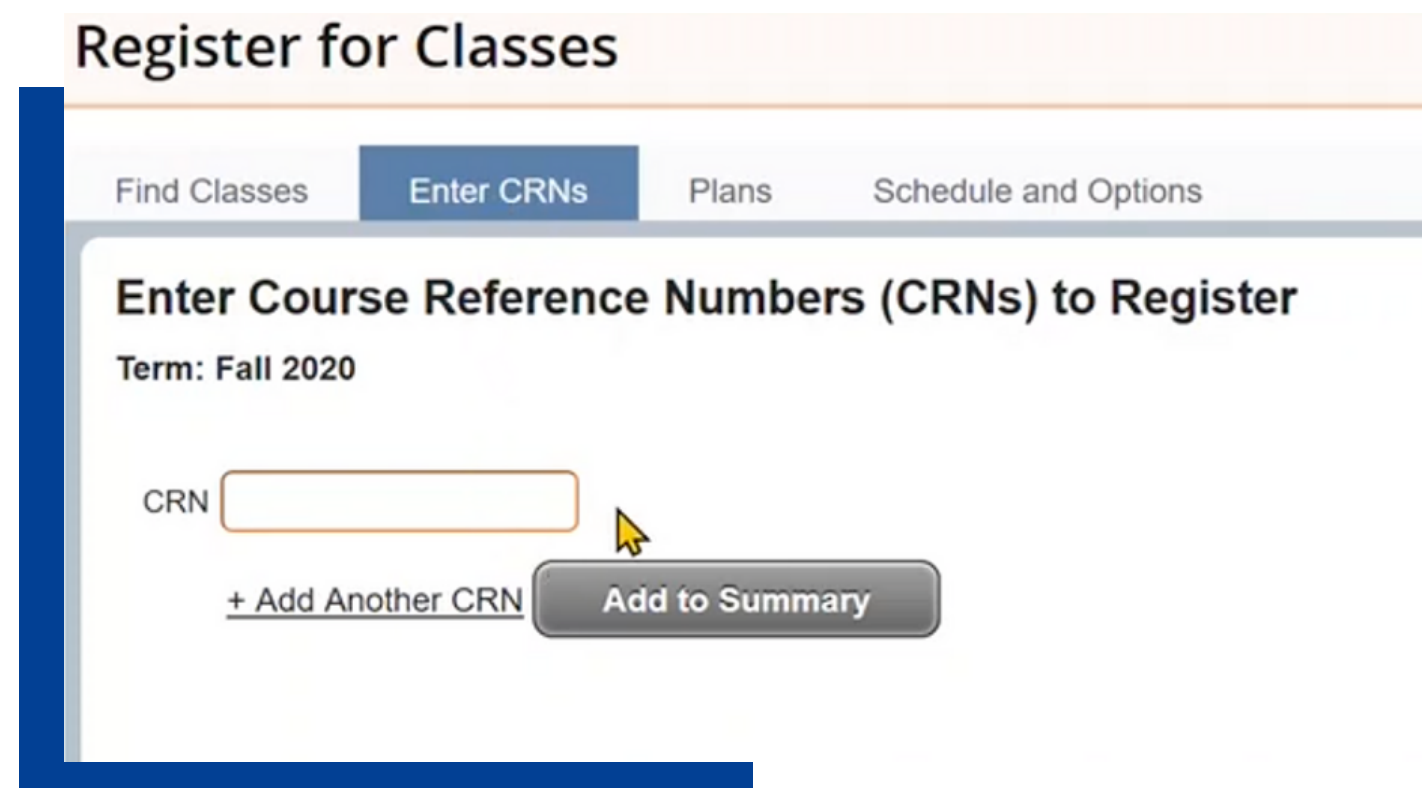
Remember me on this computer

SIGN IN

Step 5: Select the correct term



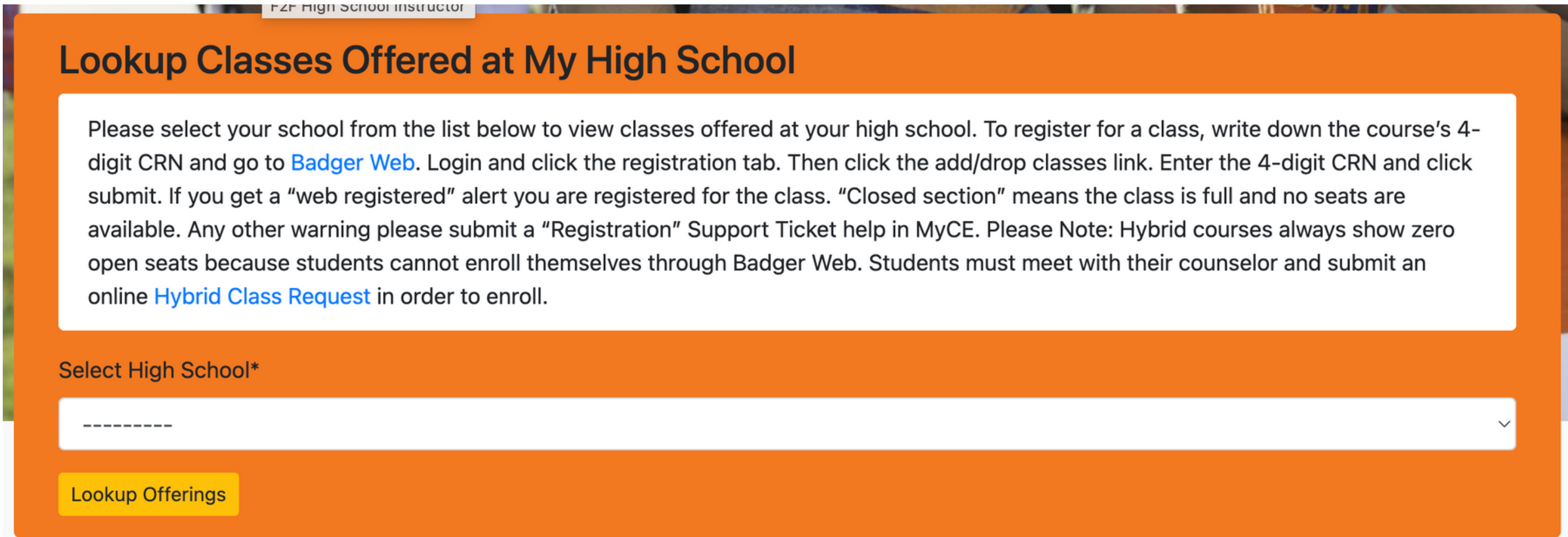
Step 6: Select the tab that says "Enter CRNs"



****Do not "Find Classes" or search for CRNs within BadgerWeb. You will end up finding the on-campus course and you will get an error or be charged FULL tuition****

Step 7: Go to MyCE.snow.edu to find CRNs

You can either login, or scroll down and select your high school



Step 8: Select your High School

If the CRN you are looking for is missing, contact your IVC Facilitator or your CE Advisor

Step 9: Copy and paste the CRN from MyCE to Badgerweb ¹⁵

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

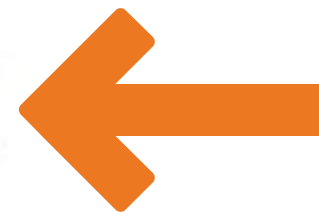
Term: Fall 2020

CRN

4417

[+ Add Another CRN](#)

Add to Summary



Click Add to Summary or Add Another CRN to add multiple courses

Step 10: Click "submit" in the bottom right corner ¹⁶

Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Scientific Foundations ...	HFST 1020, ...	3	5901	Lecture	Registered	None
Intro to the Visual Arts FA	ART 1010, 400	3	4417	Internet ...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Submit



Registration Help

If you got a "prerequisite error" this means that we do not have updated ACT scores for you. Please contact your counselor and have them send your scores to Snow College.

If you need additional help, please contact your Snow College CE Academic Advisor

Bree Daniels: (435) 851-9253, bree.daniels@snow.edu

Christi Orme: (435) 531-4162, christi.orme@snow.edu

Petra Brittner: (512) 525-9285, petra.brittner@snow.edu