SUU CONCURRENT ENROLLMENT INSTRUCTIONS

All students interested in participating in Concurrent Enrollment (CE) will apply for admission and register for classes online, utilizing tools similar to a regular university student. The following is intended to assist students, parents, teachers, high school counselors, and coordinators in understanding this electronic enrollment process.

NOTE: It is important to apply for admission and provide the required transcripts and ACT scores (if applicable) early to take advantage of registration at the earliest possible date. For fall semester, freshmen registration will open mid-April. For spring semester, freshmen registration opens mid-November. We highly encourage students to be registered for fall semester CE courses before they leave school for the summer. We highly encourage students to be registered for spring semester CE courses before they leave for Winter Break. If you didn't do that it is not too late!!

Students must have a minimum high school GPA of 3.0 for admission to CE. Once admitted, students must maintain a 2.0 SUU GPA to remain in good standing.

Please note that getting ready to receive Concurrent Enrollment credit is a 4 step process (it is best if you plan to pay your admission fee at the time of application – otherwise you will have to wait 24-48 hours for the system to recognize you – if you plan to pay your fee at the time of application have a debit/credit with before you start the process):

STEP 1) **apply to the university, pay the one time admission fee ($40), and have the high school submit a transcript – if you are going to take English or Math you will need to also submit evidence of meeting the prerequisites below (please allow two weeks after all is received for the application to be evaluated) – wait two days after submitting your application and proceed to Step 2…if you have already applied to SUU and activated your SUU Portal, please skip to Step 3**

STEP 2) **activate the SUU Portal – once you have activated your portal wait two days and proceed to Step 3**

NOTE: It is highly recommended that you plan to do step 3 and 4 together (have a method of payment ready before doing Step 3)

STEP 3) **register for class/es (it is highly suggested that you immediately proceed to Step 4)**

STEP 4) **immediately following Step 3 pay the course fees ($5 per credit) – if you do not pay immediately you will have to wait two week days for the charges to appear in your portal – you may also mail in payment to the cashier's office (see instructions below)**

OPTIONAL STEP 5) View your unofficial transcript and/or order an official transcript after the course is finished

If you have already applied to SUU and activated your SUU Portal, please skip to Step 3.

STEP 1:   You will need to apply to the university, pay the one time admission fee ($40), and send a transcript to the university as soon as possible (you will not be evaluated for admission until all three steps are completed) – please note that if you are going to be registering for English or Math you must meet the pre-requisites below and submit evidence of meeting them.

Please follow these instructions to apply to SUU:

1. Go to www.suu.edu
2. Select "Apply" in the red bar at the top of the page
3. Select "Undergraduate"
4. In the term you wish to start taking Concurrent Enrollment courses, choose your application year – this will automatically take you to the application.
5. You will see the following tabs (please provide information in each tab as directed on the screen): Personal Information, Application, Education, and Information (read this important information),

6. You will see this message, "Thank you for your application. Your application will be complete and ready for review when we have received your non-refundable application fee and required documents". Requirements for admission are listed on the information page of the application. Please check the status of your application through your SUU portal at www.suu.edu.
 – then select "ok" (please note that you will not be able to check the status of your application until you have completed Step 2, and Step 2 cannot be conducted until 2 week days after you have submitted your application).

7. If you choose to "Pay Online", then go to www.suu.edu, click on "apply", click on "pay application fee", click on High School Concurrent Enrollment", click on "Add to Cart", and fill out student information and click "continue" – you will be taken to the screens to make a payment (it is highly recommended that you print the confirmation screen or copy/paste it in a place for safe keeping)

8. If you choose to "Pay Later", then you can:
>   -send a check to the SUU Enrollment Services Office (351 W. University Blvd. Cedar City, UT 84720)
>   -pay through the SUU Portal with a debit or credit card two week days after submitting your application by going to www.suu.edu and clicking on "Apply Now" then click on "Pay Application Fee"

9. Have your high school fax your transcript to 435/865-8223, or you can have them mail your transcript to 351 W. University Blvd. Cedar City, UT 84720

10. Your application will only be complete and ready for review once the application has been submitted, the admission fee paid, and the transcript received – please allow at least two weeks to process your application after all requirements are received – you will receive an email/mail indicating whether or not you have been admitted

11. Two week days after you submit your application, you will be able to activate your SUU Portal – please proceed to Step 2

Pre-requisites Requirements: You must notify the SUU Enrollment Services Office if you are meeting pre-reqs with an Accuplacer test or high school courses.

Math 1010 – ACT Math score of 18 or SUU Accuplacer test or C or better in Algebra II for the prior year

Math 1050 – ACT Math score of 23 or SUU Accuplacer test or C or better in Pre-Calculus for the prior year

English 1010 – ACT English score of 17 or SUU Accuplacer test indicating eligible for English 1010

English 2010 – ACT English Score of 29, SUU Accuplacer indicating eligible for English 2010, or a C- or better in English 1010

STEP 2: You will need to activate your SUU portal (between Step 1 and Step 2 you must wait 2 week days in order for the system to update and recognize you).

Please follow these instructions to activate your portal:

a) You need to recall what email you used when you applied to the university
b) Go to www.suu.edu
c) Select the box in the left hand corner that says "mySUU portal"
d) Select "Activate your account"
e) It will prompt you to put in the email address that you put into the system when you applied to the university - put in the email address and select "Go"
f) The system will then generate an email to the email you used when you applied to the university
g) Open the email from SUU in your email account that you used when you applied to the university, and then select "Finish Your Account Activation"
h) This will take you to the screen that prompts you to choose a security question (from the pull-down menu) and to type in an answer – choose your question and type in your answer, and then select "continue"
i) Read the "acceptable use policy" statement, select the box under "I Agree", and then select "continue"
j) It will next prompt you to put in a password of your choice, verify your password by putting it in again, and then select "continue"
k)   It will then display a screen that says, "Your account has been successfully activated" (the screen will show you your user name and your Tnumber your password was the one you entered previously through these steps) – print this page for your records
l) The system will send you another email, to the email address you used when you applied to the university, that contains your username and your Tnumber (the password is the one you created)
m) Now you will be able to access the SUU portal – after you have received notification from SUU that you have been admitted please wait 2 days and then proceed to step 3 in order to register for the class – the first time you log in again to SUU it may prompt you to verify your personal information – if it does follow the directions and then proceed to log in.

STEP 3: After receiving notification from SUU that you have been admitted, and you have activated your portal (and it has been 2 days), you will need to register for your classes (which cost $5 per credit) - please consult with your high school counselor who will provide you with the Course Registration Number/s (CRN). It is highly recommended that you do Step 3 register and Step 4 pay together – if you don't you will have to wait 2 days until you can access the online payment system.

Please follow these instructions to register for the class:

a. Access your SUU Portal (the user name and password created when you activated your account will be used) – if this is your first time getting into the portal it may prompt you to verify your personal information – if it does follow the directions and then proceed with logging in to the portal.

b. After accessing the portal, you will see two gray boxes on the left hand side of the screen. In the "Banner" box (the bottom left box) select "Student Menu"

c. Select "Registration"

d. Select "Add, Drop, or Search for Classes"

e. Select the term for which you are going to take courses and select "submit"

f. You will see a screen that is titled, "Agreement to Pay SUU Tuition Charges Fee" – please read this statement

g. Scroll all the way down to the bottom of the screen where it shows "Add Classes Worksheet"

f. Enter the Course Registration Number (CRN) given to you by your counselor in the space/s provided (you will repeat this for every course you would like to take)

g. Select "Submit Changes" – it is highly recommended that you please IMMEDIATELY proceed to step 4 to pay your course fees

STEP 4: You will need to pay your course fees ($5 per credit) online through your SUU Portal. It is highly recommended that you pay immediately after registering. If you exit the portal after registering and don't pay, the fee may not appear in your account for 48 hours. We recommend that you copy and paste your confirmation of payment and keep it in a safe place. Please note that our system can take up to 48 hours for the payment to appear in the portal.

Please follow these instructions to pay for your course fees:

a) Return to the home page of the SUU Portal by selecting "exit" and then select "Return to my SUU"

b) You should see "Pay Now" in the upper right hand corner – select "Pay Now" (if you don't see the "Pay Now" option refresh your screen - if you still don't see the "Pay Now" fees in your account, please return to the SUU Portal in 48 hours and make the payment then)

c) Follow the instructions to pay your balance – it will take the system 48 hours to show your payment in your (don't forget that is highly recommended that you copy and paste your confirmation of payment and keep in a safe place in case there are any problems)

d) If you chose to "Pay Later", then you can:
      -send a check to the SUU Enrollment Services Office (351 W. University Blvd. Cedar City, UT 84720)
      -pay through the SUU Portal with a debit or credit card two week days after submitting your application

– IF YOU WOULD LIKE A TRANSCRIPT PLEASE GO TO STEP 5

STEP 5: You will need to view your unofficial transcript and then order a transcript.

Please follow these steps to view your unofficial transcript (it is highly advisable that you check your SUU portal for your unofficial transcript prior to ordering a transcript - checking off that you would like to make sure that your semester grades are processed is not a guarantee that the transcript will include all grades):

a. Access your SUU Portal
b. After accessing the portal, you will see two gray boxes on the left hand side of the screen. In the "Banner" box (the bottom left box) select "Student Menu".
c. You will then select "Student Records".
d. You will then select "Academic Transcript".
e. You will then select which "Transcript Level" you would like to see ("All Levels" will show you all your credits)
f. You will then select "Submit"
g. This will pull up an unofficial transcript. Make sure your grades for all your courses have been posted before ordering an official transcript

Please follow these steps to order your transcript:

a. Access your SUU Portal
b. After gaining access to the portal, you will see a gray box on the right side of the screen titled, "Resources". Select "Order Transcripts".
c. Follow the instructions on the screen (Steps 1-6)

If you have any questions please contact Dr. Leilani Nautu at 435/865-8081 or leilaninautu@suu.edu.