

## **Early College Programs (ECP) at College of Eastern Idaho Concurrent Enrollment Packet**

Dear Early College Student;

Congratulations on the start of a new semester here at College of Eastern Idaho (CEI). We want you to know we are Glad You're Here!

Please take a moment to make sure you have successfully completed the following steps:

***(PRINT or TYPE All Information CLEARLY. Using Ink Only)***

- Register for your CEI classes by submitting the specified ECP (Concurrent) Enrollment packet pages to the office. If your course requires prerequisites, you will need to provide proof of your ACT/SAT, other placement exam scores, or proof of successful completion of a prerequisite course (with a transcript).  
***(This part is critical if you want to receive credit at both your high school and CEI.)***
  
- Pay any out of pocket fees not covered by Advanced Opportunities Fast Forward Funds  
Phone Number: (208) 535-5352 Location: CEI Business Office Building #3
  
- If you are eligible for Fast Forward Funds  
Log into the State's Advanced Opportunity portal and register for the funds to pay for your classes. Follow the two links for instructions.  
<https://advancedops.sde.idaho.gov/>  
<https://www.youtube.com/watch?v=Pa1BHHkKn-E&feature=youtu.be>  
***(Note: If you miss this step, you will be billed for the full amount of the classes through CEI and there will be a hold on your records and you will not have access to your credits until the full amount is paid.)***
  
- Attend an orientation w/CEI Early College. This will be scheduled when you register.  
***(Note: A hold will be placed on your account if you fail to attend.)***
  
- Purchase/Rent the books for your classes from the CEI Bookstore  
  
**Location:** Building #3 Phone Number: (208) 535-5367  
**Website:** <https://www.bkstr.com/eitcstore/home>
  
- Maps and tours are available to assist students with campus navigation

***Our goal is to help you succeed. Please feel free to contact us should you need any additional information or guidance.***

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**Dual Credit Coordinator**  
**(208) 535-5457**  
**Building #3 – room 377**  
[becca.franco@cei.edu](mailto:becca.franco@cei.edu)

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**Transition Coordinator**  
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## Early College Programs (ECP) at the College of Eastern Idaho Concurrent Enrollment Packet

**Please PRINT All Information CLEARLY, Use Ink**

Student Name \_\_\_\_\_ High School Grade Level \_\_\_\_\_  
 High School \_\_\_\_\_ School Phone Number \_\_\_\_\_  
 Home School Student:  Yes  No

**By signing below both parent and student acknowledge the following:**

1. Early College at CEI (Concurrent) credit courses are college level courses. The curriculum is the same as regular CEI courses. Grades earned at the end of the term will be recorded on the student's college transcript, and will affect their college GPA.
2. Additional fees not covered by Fast Forward funding are the responsibility of the student.
  - a. Additional fees must be paid on or before term fee deadline. (See online catalog for specific deadlines)
3. The student is enrolling for nine credit hours or less of college work.
  - a. A student may petition to take additional credits after successful completion (C- or higher) of their first semester course(s).
  - b. A letter of recommendation from a prior semester CEI instructor will be required along with a General Petition.
4. College of Eastern Idaho is not responsible for how the credits transfer back to the high school. It is recommended that the student verify how the college credits will transfer back to the high school prior to enrolling for the term.
5. Some courses may have placement requirements, which can be satisfied with ACT, SAT, or GAIN.  
(Applicable fees may apply)
  - a. Students may be required to provide their test results to CEI to demonstrate their proficiency.
  - b. Students should consult with their teacher and/or high school counselor before enrolling.
6. College of Eastern Idaho (CEI) is required by law, regardless of age, to keep student records confidential. Without your express permission, we cannot share your student records with anyone but you. If you wish to allow CEI to disclose your student records to your parents or legal guardians while you are an Early College student you must complete a **Student Consent for Release of Non-Directory Information Form**.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**By signing below, the high school verifies that the student applicant for concurrent enrollment meets the following qualifications:**

1. The student has completed a College of Eastern Idaho Non-Degree seeking registration form.
2. The student is enrolled in his/her high school and **(a)** is in good standing, **(b)** is meeting the prescribed curriculum **(c)** and will receive the high school diploma at the appropriate graduation time.
3. The student has at least a **3.0 GPA** on state required subjects.
4. The student is 16 years of age or older.
5. The student is enrolling for nine hours or less of college work.
6. The student has the permission of the high school principal and high school counselor.

Counselor Printed Name First: \_\_\_\_\_ Last: \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**High School: Please keep a copy of this form for student records**

Course/Section #	Credits	HS Counselor Initial	Student Initial	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For CEI use only:

Please **PRINT** All Information **CLEARLY, Use Ink**

ID# \_\_\_\_\_

## Early College Programs Non Degree Registration Form

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #  Cell or  Home \_\_\_\_\_ Gender  Male  Female

SSN \_\_\_\_\_ DOB \_\_\_\_\_ Email \_\_\_\_\_

### General Information

Citizenship USA  Other

*If you are not a US citizen, you will be required to provide proof of lawful presence in the United States in order to qualify for Idaho residency for tuition purposes.*

### Academic Information

Did/Will you graduate from high school?  Yes  No  
(month/year) \_\_\_\_ / \_\_\_\_

High School: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

### Residency

*Section 33-3717B Residency Requirements, Idaho Code  
IDAPA 08.01.04 – Rules Governing Residency Classification*

State of Residency \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If Less than 12 months, previous State \_\_\_\_\_

County of Residence \_\_\_\_\_ From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If less than 12 months previous county \_\_\_\_\_

<b>Ethnicity</b>	Hispanic <input type="checkbox"/>	Non-Hispanic <input type="checkbox"/>			
<b>Race</b>	White <input type="checkbox"/>	Asian <input type="checkbox"/>	American Indian/Alaska Native <input type="checkbox"/>	Native Hawaiian/Pacific Islander <input type="checkbox"/>	Black or African American <input type="checkbox"/>

## Early College Programs Transcript Request Form

- Official transcripts are **\$10 (per transcript requested)**. These can be picked up or mailed.
  - Transcripts are processed within **7-10 business days**
  - A **photo ID** will be required if transcripts are picked up.
- You can also mail the completed request to
  - 1600 S 25<sup>th</sup> E, Idaho Falls, ID 83404
  - or fax to (208) 525-7026
- If you have any questions call
  - 1-800-662-0261 (toll free) or (208) 524-3000

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### Current Information

Full Legal Name \_\_\_\_\_

SSN or CEI Student ID #: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address  
 (Street City, State Zip) \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Previous Names \_\_\_\_\_

Type of Transcript:  CEI- Credit Classes  WFT/CE - Non-Credit Classes  
 Advanced Opportunities (Dual Credit, Technical Competency Credit and Concurrent Enrollment)

Program(s)/Years Attended \_\_\_\_\_

Degree  Yes  No If yes what degree \_\_\_\_\_

**Additional Information**  Pick Up  Mail Now  Wait for grades  
 \_\_\_\_\_ # of Copies ordering **(\$10 per transcript)**

### Mail To

Full Name \_\_\_\_\_

Address  
 (Street City, State Zip) \_\_\_\_\_

Contact Phone \_\_\_\_\_

### Payment Options:

**By Mail:** Check or Money Order Payable to College of Eastern Idaho

**In Person:** Cash / Check / Credit Card / Money Order

**Online:** <http://www.cei.edu/registrar/forms-links>

**Note:** Please do not include Credit Card payments by mail **(No Fax or Email requests allowed)**

Signature \_\_\_\_\_ Date \_\_\_\_\_