



C2C Enrollment Steps and Timeline

1. **January:** Minnesota State College Southeast will inquire about classes planned for the next school year.
 - a. If there are new instructors, there are additional steps:
 - i. High School instructor submits their application to Southeast
 - ii. Credentials are reviewed by Southeast Dean
 - iii. If approved, High School instructor is assigned a College Collaborator
 - iv. High School instructor creates a Workday login
 - v. High School instructor meets with the Director of Secondary Relations to complete a C2C orientation.
 - vi. High School instructor meets with their College Collaborator to complete a discipline-specific orientation.
2. **March (for fall) or October (for spring):** Student rosters are sent to Southeast. Southeast will contact schools to start planning dates/visits to apply.
3. **April:** High School Instructors and College Collaborators attend Spring Symposium a required discipline-specific Professional Development session.
4. **April/May:**
 - a. Contracts for following school year are sent to High Schools.
 - b. Students apply to Southeast for the following year.
5. **May:** High School counselors send student transcripts to Southeast
6. **Summer:**
 - a. Concurrent Enrollment applications are processed.
 - b. Students receive communications about their acceptance status and have the opportunity to take eligibility assessments, if needed.
 - c. Courses are set up in eServices by the Academic Operations Coordinator.

7. First 10 business days of the course:

- a. Instructors submit their syllabi to their College Collaborator
- b. Southeast or High School share Orientation PowerPoint
- c. Students complete electronic Orientation form
- d. Students register for C2C class(es)
- e. College shares class lists with the High School

8. First half of the semester: College Collaborators complete site visits.

9. October (for fall) or February (for spring): Concurrent Enrollment billing is submitted to the Southeast Business Office.

10. November: Concurrent Enrollment Advisory Board meets

11. End of semester:

- a. College Collaborator shares student survey link with High School instructor. High School instructor shares link with students to complete.
- b. High School collaborator submits grades to their College Collaborator.