

Quick Checklist for Students, Parents/Guardians and Counselors:

_____ Obtain approval from high school counselor/liaison or school administrator to participate in the Otero Junior College (OJC) Concurrent Enrollment Program. Your counselor can share information about the new Concurrent Enrollment law that allows students in 9th, 10th, 11th, and 12th grade to enroll in high school courses for college credit.

_____ Visit with your high school counselor and follow your ICAP plan to consider courses that would fulfill your plan of study.

_____ Complete the Otero Junior College online application to obtain a student identification number (S#). You can find the application at www.ojc.edu.

_____ Check YES in the final section of your online application to receive the College Opportunity Fund (COF) stipend. This stipend is applied toward each credit hour of in-state tuition when a student attends a Colorado public institution or a participating private institution. It is a set amount that is automatically deducted from each credit hour—this is not a refund to the student. If you do not check YES, complete the COF application separately online at <https://cof.college-assist.org/>.

_____ Arrange for placement testing (Accuplacer) and submit ACT or SAT scores to the College. Some classes require prerequisite test scores be met; and some school districts have separate reading and math requirements prior to approval. Talk to your counselor and/or OJC Student Services staff to schedule testing, discuss required course pre-requisites, or any accommodation that may be required. High School cumulative GPAs may also satisfy scoring requirements.

Accuplacer/ACT requirements for college-level Concurrent Enrollment classes:

Course	Accuplacer Score	ACT Score
ENG	95+	18+ (English)
MAT	85+	23+ (Math)
REA	80+	17+ (Reading)

_____ Submit additional documentation required by OJC with appropriate signatures.

_____ Immunization Record

_____ Concurrent Enrollment College Agreement (green sheet)

_____ Student Payment Agreement Form (PSEO only)

_____ High School Transcript (GPA may satisfy testing requirement)

High school counselors/liaison and teachers are jointly responsible for gathering all registration materials and submitting them to OJC Students Services by census date each semester. They are also responsible for ensuring that parent/guardian, student and school administrator's signatures are obtained.