

# Steps for SLCC Admission & Creating “My Page Account”

Students must be admitted to Salt Lake Community College in order to take concurrent enrollment classes. If students have never taken concurrent classes through Salt Lake Community College the following steps must be taken to complete the on-line application and pay the one-time \$40.00 application fee.

There will be a \$5.00 per credit hour fee that will be assessed by SLCC at the time of registration.

### To apply, you will need:

- State Student ID (found in Skyward under general information – please note this is NOT your district student ID)
- Debit/Credit Card to pay the \$40 Admission Fee.

Go to [www.slcc.edu/concurrentenrollment/students](http://www.slcc.edu/concurrentenrollment/students) and complete steps 1-3 of “The 5 Steps” for Concurrent Enrollment. Read the information and watch the video provided to Parents/Guardians from the link listed under resources.

**Step 1 – Qualify** – Become familiar with qualifications if you have not already done so.

### Step 2 – Become a SLCC Student

Be sure to read the information and watch the video

#### **After you watch the video a link for admissions will appear at the bottom of the page**

- Click “Yes” that you are currently a High School Student.
- Click “Yes” that you plan to take SLCC Concurrent Enrollment classes.
- Next, if you do not already have an “S” number from SLCC, click “No”.
- Choose your home high school from the dropdown menu.
- You must enter your State Student ID (found in Skyward **under general information**) and complete the personal information. Your Social Security number is not required. Use June and the year of your graduation for Expected Graduation Date. You will begin classes Fall Semester 2017. “Next.”
- Read the “Memorandum of Understanding” and check the box saying you have read it. Click “Print this Page” and bring a copy to Mrs. Poulsen, CTE Coordinator in AD112 at Bingham High School. “Next”.
- Choose your method of payment and enter the required information

### Step 3 – Prepare to take classes

Be sure to read the information and watch the video

- Wait for a reply letter.** The SLCC student number, called your “S” number, will arrive in the mail a few days after you complete the application. Record your number where you won’t lose it and can access it quickly (e.g. your mobile device, etc.). Please bring this number to the CTE Coordinator at your Bingham High School.
- Take the Accuplacer test (CPT).** The Accuplacer is required for Math, English or another similar course. **If you are not sure if you need the Accuplacer please check the concurrent enrollment website at [www.slcc.edu/concurrentenrollment](http://www.slcc.edu/concurrentenrollment).**
- Set up your “MyPage” account.** Please follow the instructions listed under Prepare to take classes, Step 3 <http://www.slcc.edu/concurrentenrollment/students/MyPage.html> on the SLCC Concurrent Enrollment website. You will need your “S” number to do this. When it calls for the last four digits of your Social Security Number, you may also use the last four digits of your “S” number.

Be sure to watch the brief tutorial that will walk you through the steps of setting up your MyPage account.

*MyPage account is an essential step and you will be required to register and pay for concurrent courses in the fall. The password is only good for 90 days so please plan to do this in August. The MyPage account is used to recover your user name or password, register for classes, pay partial tuition, check grades and order transcripts.*

- Register for CE classes online during the first week of school.** You will obtain the class CRN number from your teacher at Bingham on the first day of class. At that time, you will login to MyPage, and click Student tab. Under Registration Tools, click Add or Drop Classes. Insert the CRN information for the class, click Register. Check successful registration by clicking My Courses tab. Your class will show up.
- Pay the Partial Tuition.** The \$5.00 per credit hour tuition may be paid at the time of registration. You can pay the partial tuition online, by phone at 801-957-4868, or in person at a Cashier’s Window at SLCC. To pay online, login to MyPage, click Student tab, in Student Portal, click Tuition Payment Options, click Make a Payment Here, select current semester, enter amount, and follow payment directions. You can pay with a debit or credit card.

Be sure to watch the tutorial and read the information for Step 4 and Step 5 for pathway information and transitioning into college.