

## **STUDENT PROCEDURES CONCURRENT ENROLLMENT SNOW COLLEGE**

These are the steps for a student to **APPLY** to Snow College, **ENROLL** in a concurrent enrollment class, and, if necessary, **WITHDRAW** from a concurrent enrollment class. Also included are steps to MAKE A PAYMENT, obtain a TRANSCRIPT or VIEW GRADES online.

[NOTE: When you are first issued a Badger ID Number, it becomes your User ID Login to get into the Badger Web System and your PIN will be set originally to your Date of Birth in the format MMDDYY. The first time you login, you will be told your PIN has expired and will be asked to enter a new one of your choosing. If you forget your PIN or have trouble logging in, call the Snow College Registration office at 435-283-7141, -7142, -7143, -7145 or -7146 to have your PIN reset to your Date of Birth. For security reasons, only you can request this be done - no one can request it for you.]

### **1. APPLY FOR ADMISSION TO SNOW COLLEGE**

- a. **Applying for admittance to Snow College must be done online. Each student must do this only one time.** Once the student has a Badger ID number he/she has been admitted and does **not** need to reapply each year or each semester. If you do not take any classes from Snow College for two consecutive semesters, you will be asked to reapply so that Snow is sure it has your up-to-date information; however, there is no fee to reapply.
- b. When applying on-line, go to [www.snow.edu](http://www.snow.edu) and click on the orange “APPLY NOW” link.
- c. When you get to the “Apply to Snow” page, hover over “Concurrent Enrollment” and select the term in which you plan to start taking classes on the drop down menu.
- d. You will begin entering your personal information on the next page.
- e. The process should be fairly self-explanatory to complete application information.
- f. If you intend to enroll in MATH 1050 or ENGL 1010, your school will send your ACT scores to Snow College on your behalf. See item 2.c.iii. below.)
- g. There is a \$30 non-refundable fee to apply to be a Snow College student. At the end of the application process you can pay online with a credit card, or you can select “Pay Later.” If you select “Pay Later” you must pay the \$30 application fee, along with any Partial Tuition fees, by the end of the third week of classes or a hold will be placed on your account.

### **2. ENROLLMENT IN A CLASS**

- a. **After you have applied and received your Badger ID Number, you will be able to register for Concurrent Enrollment classes online. (NOTE: To register in**

**Allied Health - Nursing classes, you MUST register with your high school counselor rather than online.)**

- b. Go to the Snow College website Concurrent Enrollment page ([www.snow.edu/ce](http://www.snow.edu/ce)) and select “Register for Classes at Your High School.” This will take you to page which lists the high schools which provide Snow College concurrent enrollment classes for their students. Select your high school to see which classes are available at your school.
  - i. Select your high school from the drop down menu. This will show you the classes available for Concurrent Enrollment. Each high school has a different list of courses available. Write down the Course Registration Number (CRN) in the left-hand column for the course(s) you want to take.
  - ii. Look above the list of high schools and click on “Register Now.”
  - iii. The next page, “Badger Web Login,” asks for your Badger ID number. At this point you should have completed the online application process and received a Badger ID Number meaning you have been admitted to Snow College – no Badger ID means you have **not** been admitted. Check with your counselor if you need help completing the application process.
  - iv. When you are in the Badger Web System, click on the gray tab at the top titled “Student.”
  - v. On the next page, click on “Registration.”
  - vi. On the next page, click on “Add/Drop Classes.” (Do not select “Open Class List.” This would show you classes available to students on campus. If you select a class this way, you will be charged full tuition rather than the partial tuition fee available to concurrent enrollment students.)
  - vii. On the next page, select the term for which you want to register for classes.
  - viii. On the next page, enter the CRN codes you previously wrote down where indicated. When you have entered the CRN’s for your classes, click on the “Complete Registration” link.
  - ix. The next page should show your schedule of classes.
  - x. For Math or ENGL 1010 classes only, your counselor or teacher must send your ACT score to Snow College to complete the registration process for that class. You cannot be registered unless you meet the minimum ACT score requirement. (For MATH, minimum requirement to enroll is Math ACT of 23 or higher. For ENGL 1010, minimum requirement to enroll is English ACT of 17 or higher.)
- c. Online registration shuts down after the fifth day of classes each semester. This is because after the first five days of class, it is up to the instructor to decide whether you can still join the class or if you are too far behind to catch up on the coursework. If an instructor allows you to register for the class after the fifth day,

your counselor or teacher will help you complete a paper Add Form and send it to Snow College.

- d. For EdNet classes you must be registered before the first day of class so that you can be given access to the Canvas online component of the course. Many instructors will have reading assignments posted on Canvas before the first day of class.
- e. For classes taught Face-to-Face at your high school by one of your high school teachers, you must be registered before the end of the third week of classes.
- f. If a class meets for the entire year, registrations should be completed at the beginning of Fall Semester.
- g. There is a \$5 per credit hour partial tuition fee for all Snow College concurrent enrollment courses. This fee is not refundable after the third week of classes, and if not paid by the end of the third week, a transcript hold will be placed on your account meaning you will not be able to view your grades or have a transcript sent anywhere on your behalf.

### 3. MAKING AN ONLINE PAYMENT TO SNOW COLLEGE

- a. You can view any fees you owe and/or make an online payment to Snow College any time after you have received your Badger ID Number.
- b. From the Snow College homepage, [www.snow.edu](http://www.snow.edu), hover your mouse over “Current Student” in the black bar near the top of the page.
- c. Dropping down and right, select “Badger Web.”
- d. On the Badger Web Login page, enter your Badger ID and PIN. Click on “Login.”
- e. On the Badger Web main page, click on “Student Services, Financial Aid & Payments.”
- f. On the “Student Services & Financial Aid” page, click on “Student Records.”
- g. On the “Student Records” page, you can select “Account Summary” or “Pay by Credit/Debit Card or Checking/Savings.”
- h. On the “Message Board” page, click on “View Accounts” or “Make Payment.”
- i. From here you can see your Account Status and make an online payment.

### 4. WITHDRAWING FROM A CLASS

- a. **Withdrawal Deadline:** The withdrawal policy for Concurrent Enrollment students allows a student to withdraw from a course up to four weeks prior to the administration of the final exam at the high school. **Please note that withdrawing from a college course may affect the student’s ability to receive federal financial aid in the future.** If a student withdraws from a class before the end of the third week of classes, the course will not appear on the student’s transcript. If a student withdraws after the third week and prior to four weeks before the final, a “W” will appear on the student’s transcript. [Federal rules

require that students must complete at least 70% of their attempted credits in order to receive financial aid (Federal Student Loans or Pell Grants). If you withdraw from a class before the end of the third week the class will not affect your completion rate. If you withdraw after the third week, it will appear as a “W” on your college transcript and will be used to calculate your completion rate.]

- b. To withdraw, students must complete a Drop Form with instructor signature. (For EdNet classes, have your counselor sign as the instructor and send an email to, or call, your instructor communicating your intent to withdraw from the class.) **Students are responsible for withdrawing from classes they are not attending or do not intend to complete.** Students must understand that withdrawing from the high school class does not complete the withdrawal from the Snow College class. If a student fails to officially withdraw, he/she will receive a failing grade which will be on the student’s permanent college transcript.

## 5. **OBTAINING GRADES**

Snow College does not mail grades to students. Concurrent Enrollment grade records may be challenged up to six months after a student graduates from high school. Colleges are subject to FERPA rules (Family Educational Rights and Privacy Act). FERPA Rights belong to the student at a post-secondary institution regardless of age. This means that the college may not disclose a student’s grades to parents without the student’s prior permission. Also note that if you have a transcript hold because you owe Snow College money, you will not be able to view your grades or have a transcript sent.

**Transcripts:** Students may obtain a copy of their Snow College official transcript by submitting a signed, written request, accompanied by \$5.00 addressed to the Snow College Registrar's Office. Students may access transcript information at [www.snow.edu](http://www.snow.edu). Under the Alumni Heading, select "Request Transcripts" for complete instructions.

**View Grades Online:** Grades may be accessed online by following these instructions:

- a. Access Snow Home Page at [www.snow.edu](http://www.snow.edu).
- b. Hover your mouse over “Current Student” in the black bar near the top of the page.
- c. Dropping down and right, select “Badger Web.”
- d. On the Badger Web Login page, enter your Badger ID and PIN. Click on “Login.”
- e. On the Badger Web main page, click on “Student Services, Financial Aid & Payments.”
- f. On the “Student Services & Financial Aid” page, click on “Student Records.”
- g. Select "Final Grades" to look at only one term, or "Academic Transcript" to view all Snow College work.