



Quick Otero College Concurrent Enrollment Checklist for Students and Parents/Guardians:

_____ Obtain approval from your high school counselor/liaison or school administrator to participate in the Otero College Concurrent Enrollment Program. Visit with your high school counselor and follow your ICAP plan to consider courses that would fulfill your plan of study.

_____ Complete the Otero College online application to obtain a student identification number (S#). You can find the application at www.otero.edu Under the student type question please select the option that says **“concurrent enrollment”**.

_____ 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 SAT or ACT scores to Otero College. Some classes require prerequisite test scores to be met; and some school districts have separate reading and math requirements prior to approval. Talk to your counselor and/or Lisa Monaco to schedule testing, discuss required course prerequisites, or any accommodations that may be required. High School cumulative GPAs may also satisfy scoring requirements.

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

Course	Accuplacer Score	ACT Score	SAT Score
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ENG	246-300 (Writing)	18+ (English)	S11>= 470
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MAT	245-279 (Alg.)	23+ (Math)	S12>= 560
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_____ Submit additional documentation required by Otero College with appropriate signatures.

_____ Immunization Record

_____ High School Transcript (GPA may satisfy testing requirement)

_____ Underage Waiver (if under 18 years of age)

_____ Concurrent Enrollment College Agreement (for your high school)

_____ Student Payment Agreement Form (for your high school)

High school counselors/liaison and teachers are jointly responsible for gathering all registration materials and submitting them to Otero College Student Services by census date each semester. They are also responsible for ensuring that parents/guardians, student and school administrator’s signatures are obtained.

**For questions please contact Lisa Monaco, Otero College, Coordinator of Testing and Dual Enrollment.
719-384-6938**

lisa.monaco@otero.edu

