



Concurrent Enrollment Checklist

For assistance with any of the steps listed below, students, parents, and/or high school counselors may visit Admissions and Advising office located at Redlands Community College or contact email admissions@redlandsc.edu or call 405.422.1417 ext. 5.

STEP 1: Complete the Online Admissions Application as a “High School Concurrent”

- www.redlandsc.edu/admissions/how-enroll/application-admission - (new students only)
- Minimum ACT/Pre-ACT Composite of 19 **OR** SAT/PSAT of 990 **OR** a 3.0 unweighted high school GPA to be **admitted**.

STEP 2: High School Recommendation Form

- Identify the courses you want to enroll in: <https://selfservice.redlandsc.edu/Student/Courses>
- Complete recommendation form: www.redlandsc.edu/hs-concurrent-enrollment-form

STEP 3: Submit the following documents to Admissions and Advising

All documents must be submitted **before** enrollment can be processed

- Concurrent Online Admissions Application (**First Time Concurrent Students ONLY**)
- Updated High School Transcripts beginning of each academic year – See your HS Counselor
- ACT/Pre-ACT Scores OR SAT/PSAT Scores – See your College Board or HS Counselor
- High School Recommendation Form **EACH** semester
- All **official** college transcripts from any other college attended since last enrollment at RCC

STEP 4: Schedule/Complete Accuplacer (If Needed)

- IF ACT/Pre-ACT sub-score is below “19” or SAT/PSAT sections below 510 or subject area high school GPA is below a 3.0
- www.redlandsc.edu/accuplacer-form

STEP 5: Purchase Your Textbooks

- bncvirtual.com/redlandsc
- We offer free books for 20+ courses!

STEP 6: Attend Class(es)

- Please visit www.redlandsc.edu/academics/academic-calendar for important dates related to add/drop/withdrawing from course(s)
- Online courses will be accessed through your Blackboard

Required Documentation to Enroll in Concurrent Classes

Returning/Current Concurrent Students:

1. Updated ACT/Pre-ACT/PSAT/SAT Scores, if you have any
 - a. Schedule accuplacer if scores are not high enough
2. **Official** College Transcripts from any other college you have attended that have not been submitted – without these official transcripts, your tuition waiver will not be applied
3. High School Recommendation Form

New Concurrent Students:

1. Complete Online Application: <https://www.redlandsc.edu/admissions/how-enroll/application-admission>
2. Pay one time \$25 Admission Fee
3. High School Transcript
4. ACT/Pre-ACT/PSAT/SAT Scores, if you have any
 - a. Schedule accuplacer if scores or high school GPA are not high enough
5. **Official** College Transcripts from any other college you have attended that have not been submitted – without these official transcripts, your tuition waiver will not be applied
6. High School Recommendation Form

Difference between a “Drop” and a “Withdraw”

- A “**Drop**” means that a student can drop the class and does NOT have to pay for the course and they do NOT receive a grade. It is as if they never enrolled in the course.
 - The “Drop” date is ALWAYS within the first two weeks of classes and the dates are different for 1st 8-week, 16-week, and 2nd 8-week courses. PAY ATTENTION TO THE ACADEMIC CALENDAR: www.redlandsc.edu/academic-calendar
- A “**Withdraw**” means that a student withdraws from the course and WILL pay for the course and they DO receive a “W” on their transcript, which it will forever be on their transcript. A “W” does not affect a student’s GPA, but it can affect their completion rate when they get to college, which can affect their financial aid that they are eligible for at that point in time.
 - For example, a student enrolls in 2 courses (6 hours) and he/she successfully makes an “A” in one course and decides to withdraw from the other and now has a “W”. He/She now has a 50% completion rate. To maintain financial aid eligibility, students must maintain a 67% completion rate. There is a chance that when students enroll in college as a freshman, they will enter on financial aid warning.
 - The “Withdraw” date is near the end of the semester and the dates are different for 1st 8-week, 16-week, and 2nd 8-week courses. PAY ATTENTION TO THE ACADEMIC CALENDAR: www.redlandsc.edu/academic-calendar