

Concurrent Enrollment Registration Guide for High School Counselors

3 STEPS TO ENROLL



STEP 1 - Apply to COS (New Students) or have an active application (Returning Students)

STEP 2 - Submit a concurrent enrollment permission form

STEP 3 - Enroll through Banner Web

HELPFUL TIPS

Admissions

- [Click here to access the link to apply to COS.](#)
- Returning students do not need to re-apply.
- Returning students who applied to COS before their senior year will need to complete a prerequisite override form to update their placement in math and English.
- If students have not received a welcome email from COS with their Banner ID#, please encourage them to contact the Welcome Center.
- Returning students who have not enrolled in two consecutive semesters will need to re-apply.

Concurrent Permission Form

- [Click here to access the current concurrent enrollment permission form.](#)
- Students are encouraged to send permission forms and other registration documents (e.g., prerequisite override forms, high school transcripts) to concurrentenrollment@cos.edu.
- Check forms for missing information and signatures.
- If the Banner ID# and Social Security Number are missing on permission forms, a birthday is needed to find the student in our system.
- Check to ensure that there are not more classes listed than maximum units permitted by the high school.
- Check the course list to ensure the course prefix and number are listed (i.e., ENGL 001, PSY 001, ASL 001).
- Only include CRNs on the permission form if you want students to enroll in a particular section. A new permission form will need to be submitted to undo CRN-locked permission.
- Students can check their permission on Banner Web.

Registration

- [Click here to access our registration help videos.](#)
- [Click here to access our registration dates and deadlines.](#)
- Students can only register for the courses listed on their permission form. If they receive a permission error, it means they have not been cleared to take that course. Either the permission form is not processed, or the courses were listed.
- Students must register themselves through Banner Web. Encourage students with login issues (e.g., username, password resets) to contact the [Welcome Center](#) or the [Learning Resource Center](#).
- Students can enroll on their priority registration date and add and drop a class until the first day of classes.
- When a class is full, a student can add themselves to the waitlist. Students will be added to the class when students drop based on their order on the waitlist.

Late Registration

- During the late registration period, students will need permission from the instructors to enroll in the class. Permission is given in the form of add codes or a Special Add/Drop Slip. Submit Special Add/Drop Slips to Admissions and Records. [Click here to access the Special Add/Drop Slip.](#)
- On or after the first day of class, students on the waitlist will need an add code or submit a Special Add/Drop slip.
- Late-Add Petitions are needed to enroll after the late registration period, and this form must be signed by the instructor and approved by the academic dean. [Click here to access the Late-Add Petition.](#) Please contact Admissions & Records for the cut-off date for Late-Add Petitions.

Processing

- We encourage high schools and students to submit registration documents by established deadlines to ensure that students are cleared to enroll before priority registration.
- We continuously accept permission forms. But, expect delays during peak times.
- The average processing time during our peak is between 24 to 48 hours.

Prerequisite Overrides

- [Click here to access the Prerequisite Override Form.](#)
- A prerequisite error will occur when students attempt to enroll in a class, and the prerequisite is not met.
- Students must submit a prerequisite override form to Admissions and Records.
- The most common prerequisite error among high school students occurs when students attempt to skip elementary or beginning classes in the languages (e.g., American Sign Language, Spanish) or enroll in transfer-level English and math without co-requisites.