

## Parkland College Concurrent Enrollment

If you are a currently enrolled, degree-seeking University of Illinois student interested in taking courses at Parkland College, you must follow the procedures detailed below for Concurrent Enrollment.

1. **Check course prerequisites:** Prerequisite information is available at <http://www.parkland.edu/academics/catalog> (select the Courses link in the bottom center of the page). Important note: It is ultimately your responsibility to ensure you are fully aware of and have met any and all listed prerequisites.
2. **Contact college office:** Contact your academic advisor or appropriate designee\* *prior* to enrolling at Parkland to discuss how the class(es) impact your total credit hour enrollment for the term and how they fit into your degree program. Important note: It is ultimately your responsibility to ensure the course(s) in which you plan to enroll are applicable towards your current or intended degree program.
3. **Applying for financial aid?** Any student wishing to apply for financial aid towards the course(s) at Parkland MUST also complete the Office of Student Financial Aid Concurrent Enrollment Agreement\*\*, available at <http://www.osfa.illinois.edu/aid/special/concurrent.html>.
4. **Print Academic History:** Log in and print your Academic History from Student Self-Service, <https://apps.uillinois.edu/selfservice/index.html>. Parkland College staff will be checking this for information on course prerequisites and to verify you meet eligibility requirements for concurrent enrollment status. You must bring the Academic History to Parkland for course enrollment.
5. **Complete Parkland College application:** The application is available online at <http://www.parkland.edu/getStarted/apply/applynow.aspx>. You must be admitted to Parkland prior to registration.
6. **Complete this form:** Bring this completed form and your Academic History to Parkland's Admissions and Records front counter (A167). You also can submit this documentation to Jennifer Harbaugh via email at [jharbaugh@parkland.edu](mailto:jharbaugh@parkland.edu) or fax at 217-353-2640. A confirmation email will be sent once your registration is complete.
7. **Tuition information:** All domestic students approved for concurrent enrollment will be charged the in-district tuition rate at Parkland.
8. **Transcripts:** It is your responsibility to have an official transcript sent from Parkland College to the University of Illinois at Urbana-Champaign within two weeks after completion of the term of enrollment. Information on submitting an official transcript to the University of Illinois is available at [http://registrar.illinois.edu/transcripts/transfer\\_credit.html](http://registrar.illinois.edu/transcripts/transfer_credit.html). Parkland transcript requests can be submitted online at <http://www.parkland.edu/admissions/transcripts.aspx>. There is a \$3 charge per transcript order.

*\*Consult your college office for information on the appropriate point of contact. This contact may be your academic advisor, admissions and records officer, or an assistant dean depending on your college.*

*\*\*Note that if you are applying for financial aid, the OSFA Concurrent Enrollment Agreement requires an advisor's/ARO's/assistant dean's signature, so you should bring this form with you for your meeting with your college's designated appropriate point of contact.*

Semester and year I plan to enroll at Parkland College:

Check only one semester.

Semester			Year
_____ Fall	_____ Spring	_____ Summer	20 _____

Please list the course name, number, and section you would like to register for (e.g., SOC 101-W002).  
**Registration will not be completed unless a section number is provided.**

	Course Name, Number, Section	Semester Hours	UIUC Course Equivalent
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**I have read and completed these steps. I understand and agree it is my responsibility to ensure I satisfy the appropriate prerequisites for the course(s) in which I plan to enroll and to ensure the course(s) transfer to the University of Illinois at Urbana-Champaign towards my degree as I intend. Once enrolled at Parkland, I agree to abide by Parkland College's admission and registration rules and procedures, including adherence to course drop and refund deadlines, noting that these dates and deadlines may differ from University of Illinois academic dates and deadlines. I understand that requests to drop classes after the deadline will not be approved.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name (First, Middle, Last)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address