

# Winter/Spring 2015

## CORE Butte Charter Butte College Concurrent Enrollment Process

Butte Concurrent Enrollment website:

[http://www.butte.edu/highschool/offer\\_me/concurrent\\_enrollment.html](http://www.butte.edu/highschool/offer_me/concurrent_enrollment.html)

- Class schedules are only available online [www.butte.edu/schedule](http://www.butte.edu/schedule)

• **PLT APPROVAL IS REQUIRED– Permission Form attached – Spring only**

- Butte BSA Assessment required if student is taking English/Math courses
- Butte BSA Assessment required if student is taking MORE than 2 classes

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### Winter 2015

November 20	Concurrent Enrollment Forms for WINTER 2015 due to Welcome Center/Main Campus
December 11 @ 3:00 p.m.	Concurrent Enrollment Web Registration for Winter 2015
January 5	Winter Classes Begin – Last day to submit a concurrent form for Winter <b>CORE does NOT purchase texts for Winter Session</b>

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### Spring 2015

January 8	<b>Priority Deadline:</b> Concurrent Enrollment Forms for Spring 2015 due to Welcome Center/Main Campus. Priority Deadline means Butte Guarantees the form will be processed and returned prior to K12 registration. <b>Forms received after this date will be processed ASAP</b>
January 20 @ 3:00 p.m.	Concurrent Enrollment Web Registration for Spring 2015
January 26, 2015	Spring Classes Begin – Last day to submit a concurrent form for Spring

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### Winter/Spring Fees

Winter Health Fee:	N/A	Spring health Fee:	\$19.00
Winter Technology Fee:	\$20.00	Spring Technology Fee:	\$20.00

**CORE BUTTE STUDENTS ARE RESPONSIBLE FOR PAYING HEALTH/TECHNOLOGY FEES – NO PO'S/EU'S**

#### Butte College Fee Policy – 7 Days to Pay

Students will have 7 days from the time of registration to pay fees or they may be dropped from one or More classes. Fees may be paid online via the student's Butte College Portal.

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#### Additional Information:

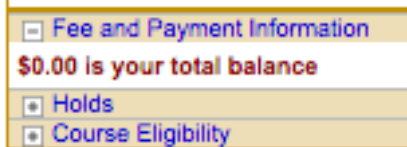
- Forms dropped off at **Chico Center of Butte College** are due one week prior to due date
- PLT approval must be submitted at the time the counselor signature is requested
- The only **acceptable signatures for the principal** are Jonelle Pena, Marlene Brenden, Mary Cox.
- The **acceptable signatures for high school counselor** are Patti, Karen, Mary or Marlene.
- **AFTER STUDENT IS REGISTERED IN CLASS SUBMIT REQUIRED TEXT BOOK ISBN #'S TO YOUR PLT. A PO WILL BE CREATED FOR YOU TO PICK UP YOUR TEXTS AT THE BUTTE COLLEGE BOOKS STORE.**

**STUDENT** If you **HAVE NOT ATTENDED** before, start here:

- Apply on-line at: [www.butte.edu](http://www.butte.edu)- Click on: **Apply Now/Get Started** CORE Butte high school code is 054171.
- Get your ID number - if not emailed then call Admissions and Records, 895-2361, a few days later.
- Set up your Student Portal log in on the Butte College website. Go to [www.butte.edu](http://www.butte.edu) - click **MyBC/Blackboard**

Your username and password is emailed to address you provided. If you do not receive it call the number listed when you click on - **MyBC/Blackboard**

- Set-up your Butte emails to be forwarded to your personal email so you don't miss important emails from Butte – In your Student Portal click on: “Connect to “new” student email, sign-in again, click on wheel in upper right corner , click on “options”, click on “forward email”, enter personal email and check “keep copy in Butte email” and click SAVE.
- Send your User Name and Password information to your teacher.
- Complete BSA assessments (math, reading and English or taking more than 2 classes) Go to: [www.butte.edu/assessment/](http://www.butte.edu/assessment/) for assessment schedule and study guides. You will need Photo ID and Butte College Student ID Number – online study guide at: <http://ung.edu/learning-support/compass-practice-exams.php>
- Get assessment results (Course Eligibility) and fees owed by logging into your Student Portal.



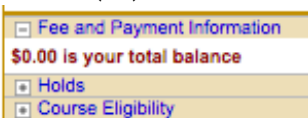
- Continue to the following steps.

**STUDENT** If you **HAVE ATTENDED** before, start here (review NEW info above):

- Complete concurrent enrollment form: List multiple courses to increase chances of enrollment: EX: MATH 124, ENGL 118, LM 40 (no section numbers are needed)
- The only acceptable signatures for the principal are Jonelle Pena, Marlene Brenden, Mary Cox.
- The acceptable signatures for high school counselor are Patti, Karen, Mary or Marlene.
- KEEP IN MIND OUR SCHOOL HOLIDAYS.
- Turn in the concurrent enrollment form to the Welcome Center/Main Campus of Butte College. You may turn in the form to the Butte College Chico Center, but keep in mind it may take one week to get to the main campus.
- When officially registered in a class go to your Butte Student Portal and click on the Book Icon to the right of the class(es) you are registered in. Give the Text Required Information to your teacher so s/he can purchase your books – include ISBN # and exact title of text.



- Check the start date of your classes. Butte College has a different academic calendar than CORE Butte Charter School.
- Pay your fees – log into your Student Portal – remember 7 days to pay or you lose your class(es)!



- Bring ID and the textbook purchase order (Educational Materials Agreement Form). You may want to call the bookstore (895-2331) to see if your books are ready to be picked up.
- Return your textbooks and print a transcript and give them both to your CORE Butte Charter School teacher immediately after classes end.