



Multi-Step Concurrent Enrollment Process

STEP 1 - In order to take a class from any college you must first be admitted to that college.

1. Go to www.snow.edu/ce
2. From the right sidebar select "Apply to be a Snow Student."
3. **CAUTION!** Be sure to select the "**Concurrent Enrollment**" application option.
5. Complete the application.
6. Pay the **one-time** admission fee of \$30.00. (This is **NOT** the \$5-per-credit tuition fee.)

STEP 2

1. Snow College will send you two emails. One is a welcome letter. The **second** email contains your log-in information – your username, Badger ID number, and a link to the password creation page.
2. Once you have created your password you are ready to proceed.

STEP 3 - Before registering for classes, clear your choices with KHS Counselor, Mr. Castagno.

1. Obtain the CRN # of the course(s) you want to take from Mrs Clayson.
2. Go to www.snow.edu
3. Click on "BadgerWeb Login" in the upper right-hand corner of the page.
4. Log-in using your new username and password.
5. Select the "Student" tab at the top of the page.
6. Select "Registration," and the correct semester.
7. Select "ADD/DROP"
8. Enter the CRN number(s) for your class choice(s) in the very faint boxes near the page bottom and hit "Submit Changes"
9. You have successfully registered **only** if a thin band appears across the middle of the page that says, "Web-Registered," a date, and the name of the class.
10. If you are registering for one of the new hybrid courses, Mrs. Clayson must complete a form indicating which hour in your KHS schedule you will be attending this class.
11. Return to "Registration."
12. Select "Registration Fee Assessment" to pay the \$5/credit tuition. (Most classes are 3 credits, so you pay \$15 for the same class that would cost \$569 if taken on campus.)

STEP 4 - Before classes begin you must purchase your textbook .

1. Go to www.snow.edu/ce
2. From the right sidebar select "Textbooks for IVC Classes."
3. Locate your class and the corresponding textbook. Purchase wisely by using the ISBN number, not the book title. You may use the link at the top of this booklist to access the Snow Bookstore, or buy from Amazon.com, or any other book seller of your choice.

NEED HELP? TEXT OR CALL MRS CLAYSON @ (435) 616-1237