



# **vhcentral**

## **Concurrent Enrollments**

# **Educator Guide**

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# Instructor Guide | Concurrent Enrollment FAQs

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## What is concurrent enrollment?

Concurrent enrollment enables students to access their Vista Higher Learning content while working with multiple instructors. By allowing students to simultaneously enroll in multiple sections that use the same program, concurrent enrollment gives students more flexibility by eliminating the need for separate accounts or licenses to access their work.

To use the concurrent enrollment feature, your institution must have a site license for supported programs instead of using printed codes.

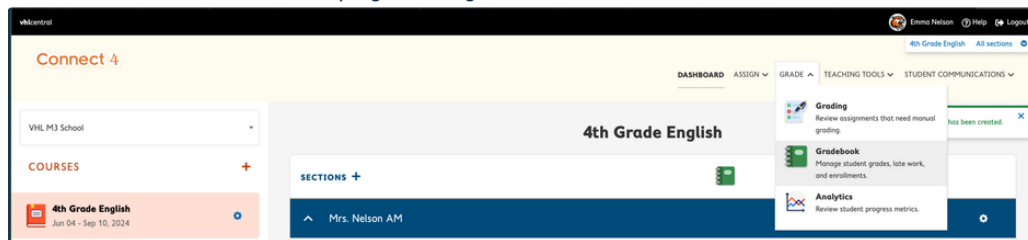
## Which programs support concurrent enrollment?

Most English K12 programs support concurrent enrollment.

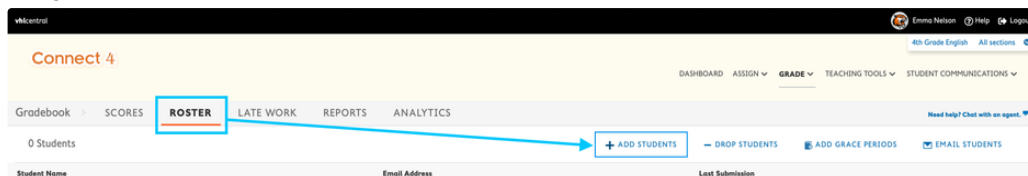
## How does concurrent enrollment work?

Simply enroll the student in the additional section via the instructor rostering tools:

1. Select Grades > Gradebook in the program navigation.



2. Navigate to the Roster and click Add Student.



3. Search for the Student, check the box next to their name, and click Add Students.

Add Students

Course: **4th Grade English**  
 Section: **Mrs. Nelson AM**

Search by name, username, or email

SEARCH

[Return to Unenrolled Students](#)

Search Results						
Student Name	Email	Enrolled Courses				
<input checked="" type="checkbox"/> [Redacted] Emma	[Redacted]	Actively enrolled in the following courses:				
		Program	School	Course	Section	Instructor
		Journeys I: Simplified	VHL M3 School	Test	101	Emma Nelson
		Connect 4, ©2022	VHL M3 School	4th Grade English	Mrs. Nelson AM	Emma Nelson

**i** Any selected student with an active enrollment in this program will be added to Mrs. Nelson AM. No student work will transfer. [Need to transfer a student?](#)

CANCEL

ADD STUDENTS

4. Once enrolled in an additional section, the student can do their work for each section independently as usual.

### What if my institution has a Rostering Integration?

At institutions with a rostering integration, concurrent enrollment will be handled automatically based on the rosters provided by the institution.

### How can I tell if a student will be concurrently enrolled when setting up my roster?

You can see all existing enrollments when enrolling students from the **vhl**central rostering tools. All current courses will be listed, even those from other programs.

In the example below, Emma is enrolled in a course in Journeys I and Connect 4. She will be concurrently enrolled if Mrs. Nelson chooses to add her to the course.

vhlcentral Emma Nelson ? Help ↗ Logout

## Connect 4

Add Students

Course: **4th Grade English**  
Section: **Mrs. Nelson AM**

Search by name, username, or email

[Return to Unenrolled Students](#)

**Search Results**

Student Name	Email	Enrolled Courses															
<input checked="" type="checkbox"/> [REDACTED] Emma	[REDACTED]	Actively enrolled in the following courses:															
		<table border="1"> <thead> <tr> <th>Program</th> <th>School</th> <th>Course</th> <th>Section</th> <th>Instructor</th> </tr> </thead> <tbody> <tr> <td>Journeys I: Simplified</td> <td>VHL M3 School</td> <td>Test</td> <td>101</td> <td>Emma Nelson</td> </tr> <tr> <td>Connect 4, ©2022</td> <td>VHL M3 School</td> <td>4th Grade English</td> <td>Mrs. Nelson AM</td> <td>Emma Nelson</td> </tr> </tbody> </table>	Program	School	Course	Section	Instructor	Journeys I: Simplified	VHL M3 School	Test	101	Emma Nelson	Connect 4, ©2022	VHL M3 School	4th Grade English	Mrs. Nelson AM	Emma Nelson
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However, if Mrs. Nelson is using Journeys I, a program that does not support Concurrent Enrollment, Emma will be transferred to the new course.

**Please Note:** The info box directly above the “Add Students” will always clarify expected behavior for any given program.

### What if I need to transfer instead of adding a concurrent enrollment?

1. Confirm whether the student is currently enrolled in another section using the same program. See “How can I tell if a student will be concurrently enrolled when setting up my roster?” for help.
2. **If the student is currently enrolled:**
  - a. Reach out to the teacher of the section in which the student is incorrectly enrolled and ask them drop the student.
  - b. Return to Gradebook > Roster > Add Student to search for and add the student.
3. **If the student is not currently enrolled:**
  - a. Add the student to your section as you normally would.

**i** As long as the student was dropped first and the course dates overlap, any work completed by the student in the original section will automatically transfer to the new section.

### Can students enroll themselves in additional sections?

No, students cannot enroll themselves in additional sections to prevent mistaken concurrent enrollment. Students will be transferred between sections if they try to enroll in an additional section. Only teachers and rostering integrations can enroll a student in multiple sections in the same program simultaneously.

If a student is already enrolled in more than one section, they will not be able to enroll in or transfer to other sections using the same program. They will be directed to contact their teacher to resolve enrollment issues.