

BRIDGE PROGRAM

for Advanced Language Learning



University of Utah - Language Bridge Program Administrative Duties

April 1-May 31, 2026

Early Enrollment for Returning Bridge Students

To Do:



High School CE Coordinator:

Support AP "Free Score Send"

- CE Coordinators send UofU AP Score Send Flyer to all feeder AP & DLI5 teachers - instruct teachers to support students to complete this process IN class.
- District Coordinators follow up with AP and DLI5 teacher communication.



High School CE Coordinator:

Email all Bridge Program students enrolled in the 2026-27 course (3117)

Model Email Message to students:

"Hello Returning Bridge Students!

Please REGISTER NOW to be ready for next year's Language Bridge Course with the University of Utah (for 2026-27).

To register, click here [Bridge Program Enrollment website](#) or use this QR code.

Then, complete STEP 1 & 2 now.

This should take around 15 minutes to complete.

Enrolling now will allow you to have access to your Bridge Canvas course the first day of school.

Congratulations on nearly completing this year's Bridge course! Best wishes for a wonderful summer!!

Sincerely, [High School Name / CE Coordinator Name]



July 13-31

High Schools receive AP Score Report

To Do:



Principal / HS Administrator:

Cross-check AP roster with enrolled students. Be sure that only students with AP score of 3+ remain on the course roster for the Bridge Language Course (3116, 3117, or 3118).



Principal / HS Administrator:

Send email/letter to DLI5 and AP students and parents to confirm placement into the next language course (Please take and modify as needed: Student Letter Templates available [HERE](#).)

- Move students into the next language course according to AP Test score result (AP 1 or 2 = AP Language or DLI6 course; AP 3+ = 3117 Language Bridge course.)

1 Week Before First Day of School

CE or Enrollment Coordinators:

To Do:



Send email reminder to all students who qualify to enroll in the Language Bridge Course (3116, 3117, 3118). Send the “Enrollment Checklist” document as an attachment.

Congratulations on challenging yourself to take the AP Language & Culture test. Learning a language is a lifetime pursuit, and you should feel proud of pushing yourself to see how far you have come!

- *Your score of 3+ indicates that you qualify to enroll in the early college Language Bridge Program course next year. This email confirms that you have met the course prerequisite and you need to enroll right away.*
- *Be sure to enroll with the University of Utah before day 1 class.*
- *Open the [Enrollment Checklist document](#) (attached to this email) with steps for the UofU ENROLLMENT LINK. By enrolling, you commit to prepare yourself for college and career skills through language course work. Taking a college class means that you:*
 - *Commit to attending class everyday*
 - *Commit to speak only the course language (no English)*
 - *Commit to share your unique perspectives to solve problems, work in groups, and expand and express your understanding of people, language and cultures.*

We look forward to seeing you in August! Congratulations on your accomplishment.

1 Week Before First Day of School

CE or Enrollment Coordinators:

To Do:



DUE BEFORE DAY 1 OF CLASS: Every UofU high school must submit their [2026 PREREQUISITE ROSTER](#) to the Bridge Program Enrollment Coordinator (raquel.nixon@utah.edu).

- Download this form and save to create your copy.
- It is the responsibility of the school to check/confirm AP SCORE of 3+ for EVERY STUDENT on the roster and find an alternative language class for students with a score of 1 or 2. Students who enroll and do not have an Official AP Score with the UofU will be removed from the course.

Check ENROLLMENT PROGRESS REPORT emails from the University of Utah - Enrollment Coordinator (raquel.nixon@utah.edu)

- **Enrollment must be completed by August 28, 2026. After this date, students pay a \$15 late fee to complete enrollment.**
- **By Friday, Aug. 21, 2026** - Identify and call students down who have any missing enrollment step. Please sit with students in person to ensure that enrollment is complete. Students who are new to CE enrollment or who are still developing college/career academic behavioral skills may face barriers to enrollment completion and need help from an adult.
- Trouble shooting barriers to enrollment: [UofU BRIDGE ENROLLMENT TROUBLE SHOOTING](#)

Common barriers to completing the USHE form include: how legal name appears on school records (double first or last names, middle name, use of hyphen), knowing their SSID, gender from birth, correct partner university, how to register with no social security number.