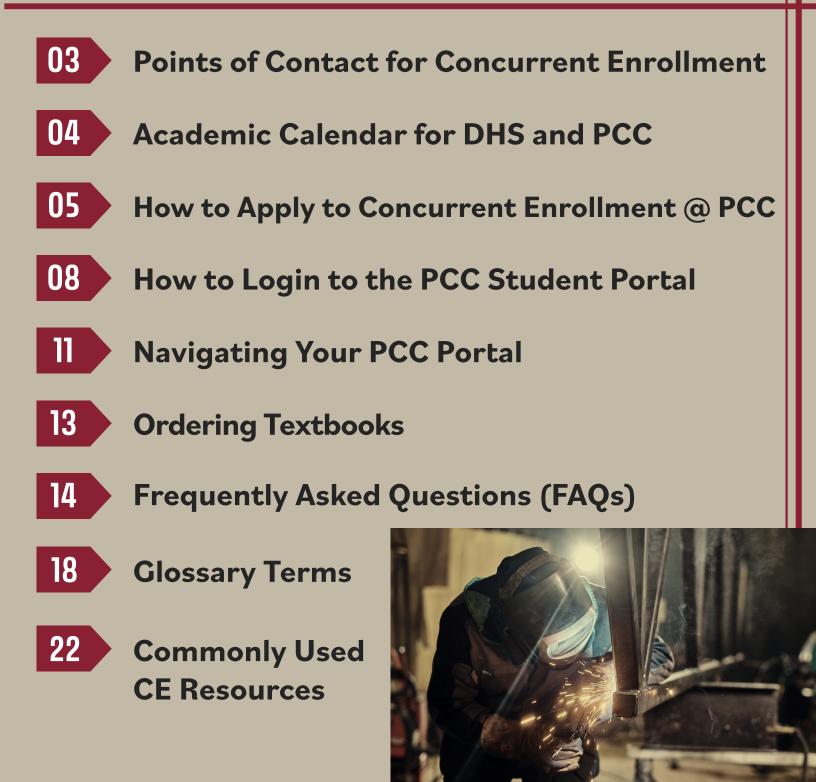


PCC Southwest Concurrent Enrollment

Student & Family Handbook



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2024-2025 PCCSW CONCURRENT ENROLLMENT POINTS OF CONTACT

Southwest Campus Concurrent Enrollment Co	ntacts
Alyse Spencer, Assistant Director of Student Support & Outreach, Southwest <u>Alyse.spencer@pueblocc.edu</u> 970.564.6205	Discussing options for CE classes with PCC Admission paperwork assistance Registration for PCC classes Classroom Visits Academic Advising and Support
Lisa Molina, Director of Student Services, Southwest Lisa.molina@pueblocc.edu 970.564.6228	Senior College Transition Specialist (planning for PCC or for transferring credits from PCC to other schools) Senior Financial Aid Planning for College
Your High School Counselor (contact varies by school, please refer to your high school website for more info)	High school graduation requirements Understanding what the school will pay for Requesting copy of high school transcript Approves CE classes for all students

PCCSW CAMPUS LOCATIONS

PCC Southwest	701 S. Camino Del Rio Suite #319
Durango Campus	Durango, CO 81301
Durungo cumpus	970-759-3022
PCC Southwest 33057 Highway 160	
Mancos Campus	Mancos, CO 81328
mances campus	970-564-6201



2024-2025 PCCSW Concurrent Enrollment **ACADEMIC CALENDAR** PUEBLO COMMUNITY COLLEGE SOUTHWEST

Date	Event
August 19, 2024	First day of classes at PCC (if you are taking a
	class at the PCC campus or online)
October 22, 2024	Last Day for Schedule Changes for Fall Classes at
	PCC (includes classes taken at PCC campuses,
	online, or at your high school)
November 25-29, 2024	Thanksgiving Break at PCC Campus
December 13, 2024	Last Day of PCC Classes (this is only for classes at
	the PCC campus or online)
December 23, 2024- January 3, 2025	Winter Break for PCC Campuses
Spring Semester Dates	Spring Semester Events
January 21, 2025	First day of classes at PCC (if you are taking a
	class at the PCC campus or online)
March 25, 2025	Last Day for Schedule Changes for Spring Onsite
	Classes (classes taught at PCC campuses or online
	have their own unique date called census <u>date</u>)
March 24-29, 2025	Spring Break at PCC Campuses
May 17, 2025	Last Day of PCC Classes (this is only for classes at
	the PCC campus or online)



How to Apply for Concurrent Enrollment w/ PCC

There are two applications required for participation in concurrent enrollment with Pueblo Community College Southwest.

- PCC Application- this only needs to be completed one time.
- Concurrent Enrollment Form- this needs to be completed once per academic year.

Go to https://pueblocc.edu

Click on Apply from the menu options on the right. Next, click on Create a New Account

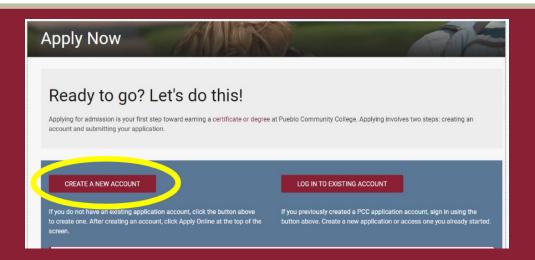
My Applications:

You do not currently have any applications.

Create a New Application

After creating your account, you will need to create your application by clicking on Create a New Application and selecting the appropriate semester.

(Fall 2024 or Spring 2025)



Notes to Help With Your Application

- It is free to apply to PCC.
- You will need your full Social Security Number to complete your application.
- Please use your personal email for your application, not your school email.
- You only have to fill in the spaces that have an asterisk or star next to the item; otherwise, you can leave it blank.
- When it asks what semester you will be starting college, that is the next semester that is coming up, not the semester after you graduate from high school. You will be a college student concurrently with being a high school student, so you are starting college NOW!
- When it asks you to select a major, you should choose:
 - Area of Interest- All Academic Programs
 - <u>Select a Degree or Certificate</u>- Undeclared
 - <u>Which campus do you attend-</u> this will be whichever SW campus is closest to you: PCC Mancos Campus or PCC Durango Site
- When it asks about COF, you want to authorize it on your behalf (COF is your friend!)
- You will know your application has sucessfully been completed when it takes you back to your account home page and shows the application status of Submitted.

What Happens After Applying?

You should receive an email acceptance within a few hours of submitting your application. The acceptance email will have your S# in it and a link to set up a permanent password for your PCC portal (this is different than the application account you created earlier in the application process).



Application Process: Part 2 (Online CE Form)

Go to <u>https://bit.ly/ECPCC</u>

Select where you will be taking concurrent classes with PCC I am taking concurrent enrollment classes: *

- Only at my high school (Example: A PCC Class taught by my high school teacher)
- O Only at a PCC Campus Location or ONLINE
- O I am not really sure (Could be at my high school or a PCC Campus or Online)

Notes to Avoid Resubmission

- When you enter your parent information in the form, please put contact details for a parent/guardian who has access to their email and will check it. This email address will be used to get parent/guardian consent for you to take classes with PCC as a minor.
- FERPA- this is asking if you, the student, want to give permission to anyone to know about your secure student records. It is optional if you want to share this with your parent/guardian or not. If you select yes, you need to enter the information for whomever you are granting access to. If you select no, your parent/guardian will not be able to communicate with the college about any of your secure info.
- You will know you successfully submitted your form when you see a message with your name that says something like, "Thank you for submitting your concurrent enrollment registration form!..."

After completing this form, please email Alyse Spencer at alyse.spencer@pueblocc.edu to schedule a time for you to register for classes.

HOW TO LOG IN TO YOUR PCC STUDENT PORTAL

Your PCC Portal is the hub for access to all the tools you may need as a student taking concurrent enrollment classes with Pueblo Community College Southwest. This includes updating your contact information, requesting transcripts, accessing online classes, checking final grades, etc.

To log in to your PCC Portal, go to <u>https://myportal.cccs.edu/PCC</u>. Your username is your student number, which you should have received in an email from PCC. If you can't remember your S#, follow the directions below to recover your S#. Your password is something you would have set up and it has to follow these rules:

- Must be at least 14 characters long.
- It cannot be an old password.
- It cannot contain your first or last name.
- You must have a capital letter, a lower-case letter, and either a number or special character.

If you can't remember your password or need to set one up for the first time, follow the directions on the following pages to recover your password.



Example of Student Portal View



How to Retrieve Your Student Number (S#) and Reset Your Password

To request your S# or reset your Password, click below the fields in the sign in screen where it says, "Need help with your login?"

. e	ex: S########		
ass	word		
A	assword		
		SIGN IN	



Select which item you need help with your S# or Password from the Need Help menu.

When retrieving your S#, you will see this screen. Select Pueblo Community College as your school and fill in your personal information before clicking submit.

School:	Pueblo Community Colleg	e			~
Legal First Name:					
Last Name:					
Last Four Digits of SSN:	#####				
Date of Birth:	Month	Day		Year	
		~	~		~



If you need to recover your password, you will see this screen and should select "Via Email/Text Message" from the Students menu on the left.

Students	Faculty and Staff
VIA EMAIL / TEXT MESSAGE	VIA EMAIL / TEXT MESSAGE
VIA IDENTITY VERIFICATION	VIA DUO VERIFICATION

You will then see this screen where you will choose Pueblo Community College for the school and enter your personal information.

	bassword.			
This tool can be used by	students, faculty and staff.			
Alternatively students car	n reset password via student identity	verification and facutly/staff can reset pa	assword via Duo.	
Please enter your infor	mation below and then click sub	mit. All information is required .		
School:	Pueblo Community College			*
S Number:	S#####################################	I don't know my S Number		
Legal First Name:				
Last Name:				
Birth Date:	Month	Day	Year	
		~	~	~

It will then have you select the email or phone number to send an email to with a temporary password. You will then go back to the main login screen and log in with your temporary password, and it will then ask you to create a permanent password.



NAVIGATING AND UNDERSTANDING YOUR PCC STUDENT PORTAL

Once you're able to login to your portal, you will want to be aware of a few key items that are shown on your home screen, as seen in this example.



- <u>Navigate- Appointments & To-Dos:</u> online tool to schedule Concurrent Enrollment Advising appointments (you can also email Alyse directly to request this).
- Course Planning & Add/Drop/Withdrawthis won't work for you as concurrent students. If you need to change your schedule, contact Alyse and/or your high school counselor.
- <u>My Schedule-</u> this shows you all the classes you are currently registered for. If your class doesn't show up here, you are not going to get college credit with PCC, even if you attend the PCC class at your high school. Contact Alyse with any concerns related to your schedule here.
- <u>My Courses (D2L)</u>- This is where you access your online classes. They will be grouped by semester, and you should see your class the day before it starts, if not sooner. It is recommended that you attend orientation with Alyse at your high school at the beginning of the semester to make sure you know how to access your online class and navigate it to find due dates, assignments, etc.
- <u>Final Grades</u> this is where you can see the grade that your teacher posted as the "final" grade that will show up on your transcript. You should check your grade at the end of the semester to ensure it looks right, and no errors were made since you only have a short window to fix anything that might be incorrect. It is your responsibility to ensure the grade you expected for your class is what shows in your final grades, and to contact Alyse if you see any discrepancies.

NAVIGATING AND UNDERSTANDING YOUR PCC STUDENT PORTAL

- **<u>Financial Aid Requirements-</u>** this isn't used for most concurrent enrollment students still in high school.
- <u>Financial Aid Award-</u> this isn't used by most concurrent enrollment students still in high school.
- **Pay/View My Bill-** until your high school has paid your tuition bill, you will see the full amount here, but won't be expected to pay it. Each school covers certain things, but not all. It is your responsibility to talk with your counselor to know if you will be expected to pay for any additional fees or books for the class. Any amount you may owe after the high school submits payment would be shown here.
- **Bank Mobile-** this isn't used by most concurrent enrollment students.
- <u>**COF-</u>** this is where you can approve your College Opportunity Funds. Most of the time you don't need to do this because COF authorization is built into the online CE form you complete each year.</u>
- <u>Update Personal Information-</u>this is where you can update your address, phone number, email, etc.
- <u>Transcripts-</u> this is where you can view and order transcripts. There are two types of transcripts available: unofficial and official. If you are applying for college or a job and they ask for a transcript, they likely want an official transcript. An official transcript is sent electronically so that it cannot be tampered with. You will follow the directions online to tell the system who you are sending the transcript to, and you will have to pay a small fee for each transcript sent on your behalf.
- <u>Degree Check-</u> this isn't usually used by our concurrent enrollment students. This tool checks student credits against PCC certificate and degree requirements and shows what is completed and what is still needed. If you'd like to explore this for your credits, please contact Alyse to schedule an advising appointment.



Ordering Your Textbooks

Textbook requirements and costs vary greatly for each class. Here are a few important notes to keep in mind:

- Onsite classes that count for PCC credit but are taught by a certified teacher at the high school campus typically don't require an extra book from the PCC Bookstore. Each onsite instructor can choose which book to use if it meets the course's learning objectives.
- Classes taken at PCC campuses or online through PCC may or may not require a book. Each instructor chooses this and puts these details into our bookstore website if there are any required materials.
- If you do have to get a book for your class, you can often save money by renting or finding a used copy of the book. You can purchase the book through the PCC Bookstore website, or by using another online resource such as Amazon.
- Each school and school district chooses what costs they will cover for concurrent enrollment classes. Many schools DO NOT cover the cost of books, so this is something you should discuss with your counselor to avoid any financial surprises.

To look up what books are needed for classes taken at PCC campuses or online with PCC, follow these directions:

- 1. Go to the bookstore website search page found at this link: <u>https://pueblocc.bncollege.com/course-material/course-finder</u>
- 2. Enter the Term (semester) and the course details for each class you are taking online or at a PCC campus. To find these details, you can use the My Schedule tool in your PCC Portal to see the class details that are needed to look up books.
 - If a book is required, it will be listed with the title, ISBN, and a link to purchase.
 - If there is no required book, it will state that.
 - If the instructor hasn't put these details into the system yet, it will say that and ask for your email address to alert you when they do enter that info.

Unsure if you need to buy a textbook for your class? Contact Alyse Spencer and she can help you investigate these details.



Is Concurrent Enrollment free?

Taking classes with PCC while you are still in high school will save you A LOT of money, but it isn't 100% free for everyone. Each school district signs an agreement with PCC that outlines what they will and won't pay for. All schools pay the basic tuition cost that includes the COF stipend from the state; however, each school varies on if they pay for any additional fees a course may have or for textbooks and materials. It is your responsibility to discuss with the high school counselor what your high school pays for so that you are aware of any costs that may fall on you. To read more about the additional fees that can apply to classes, go to this link: <u>https://pueblocc.edu/tuition</u>.

When is the last day to sign up for PCC classes?

Technically, the Census Date is the last day to add/drop a class each semester. However, if you try to join a class late and the instructor feels you have missed too much material to be successful, they can refuse to let you join the class. Because of these variables with each class, it is best to register for your CE classes in the first week of school. For the upcoming fall and spring semesters, please see the academic calendar for the last day for Concurrent Enrollment students to make schedule changes.

What do I need to do to ensure that I'm going to get credit for the PCC class I'm attending at my high school?

Just attending the class at your high school DOES NOT guarantee that you are going to get credit for your class. The best way to know you are registered for the class is to go to your PCC Portal and click on My Schedule. If you don't see the class listed there, you are not currently registered and are not guaranteed to get credit. You also must pass the class with a C- or higher to get credit and have those credits transferred to other colleges.





I took a class with PCC in the past through my high school and it isn't showing up in my transcript, what do I do?

You can contact Alyse to have her investigate further, but it is important to know that if you didn't complete the needed applications and get registered for the class in the computer system, we cannot go back and award that credit later. This is why it is so important for you to check your schedule in your PCC Portal each semester to make sure your classes show up as expected.

The class(es) I want to take with PCC have prerequisites listed. Do these apply to me as a high school student taking CE classes?

This depends on the class and should be discussed further with Alyse. If the prerequisite is for a placement score for college readiness in Math or English, we usually refer to the high school counselor to ensure they feel the student is ready for a college-level course in these areas. If a prerequisite is a specific course such as ACC 1011 being required to take ACC 1035, those usually need to be followed since the department purposefully sequenced the courses that way to set students up for success.

How will my credits transfer to my high school?

This can vary based on your high school. Generally, the state of CO has set graduation requirements, but each school district can determine how those are met in their schools. Because of this, we always recommend that you talk with your high school counselor before registering for classes at PCC so you are sure that you take classes that will count for your high school graduation requirements per your district and the state. For example, PCC Math classes usually count as high school math, but some schools require a specific math depending on your grade-level (ie: all juniors take statistics). English requirements are usually met at PCC by taking ENG 1021 or ENC 1022 but can also often be met by taking LIT 1015.





My grade in the PCC system is different than at my high school. What do I do?

This could be because your high school uses a different grading scale than PCC. But it's always best to contact Alyse so that she can verify this with your high school and have changes made if necessary.

How will my credits transfer to other colleges?

This also varies depending on what school you want to transfer credits to and what program you are focusing on at that school. Because of this, it's always good to tell Alyse and your high school counselor what your goals are after high school and if you have any top choices for colleges in mind. For example, if you take BUS 1015 with us, it could count as a specific business class at another college counting towards a requirement for a Business Management degree but would count as an elective for a student at the same school who is majoring in English.

What is the difference between a certificate and a degree?

Whether you pursue a certificate, or a degree, might depend on your education and career goals. A degree can often provide you with more opportunities and higher salaries than a certificate. You might also earn a certificate to give you the foundation and prerequisites needed to get a degree. In fact, most programs at PCC are set up so that students earn certificates on their way to earning an associate degree. You can see the various certificates and degree options for each area of study by using this link: <u>https://pueblocc.edu/programs</u> Want help mapping out your options for a certificate or degree and seeing how it would fit in your high school years? Contact Alyse at <u>alyse.spencer@pueblocc.edu</u> to make an appointment.





What is required to get an associate degree?

The basic credit count for associate degrees is generally 60 credit hours, but some programs may require more than that. Each associate degree has a list of different classes that are required. Usually, there are general education requirements such as English, Math, Science, Arts and Humanities, Social Science, History, etc; along with a list of classes from the degree path that must also be completed, all that add up to the 60 overall credits. To see specific requirements for the various associate degrees we offer at PCC, you can refer to this website and search by program: <u>https://pueblocc.edu/programs</u>

What should I do if I'm struggling in one of my PCC classes?

As soon as you start to fall behind or struggle in a class, please contact Alyse at <u>alyse.spencer@pueblocc.edu</u> so you can come up with a plan to help you get back on track. The sooner you tell her you're having trouble, the more likely she will have time to help you before the term ends. If needed, we can discuss withdrawing from a class with your high school counselor to avoid you failing something, if needed.

What if I fail my PCC class?

Failing a class will result in a failing grade on your transcript at your high school and your college transcript. This means you will have a penalized CPA (this can also impact financial aid eligibility later in your college career) and that your class will show up on your college transcript as an F, but the credits will not transfer to another school since none were earned. You/Your high school will be charged for your class even if you fail it. If your high school CE policies allow, we can discuss withdrawing from a class before the withdrawal deadline to try and salvage your CPA and college transcript. If you find yourself failing a class, please reach out to your high school counselor and Alyse ASAP.



- <u>Syllabus-</u>this is a breakdown of the expectations, due dates, and any policies relating to how your instructor will be teaching your class. This should be in your My Classes (D2L) courses. If not, contact your instructor in the first week of classes to request one.
- <u>Census Date-</u> this date varies depending on the class and is the last date that a student can add or drop the class for regular registration for the semester. Classes dropped after this date will still charge prorated tuition for the class(es).
- <u>Withdrawing from a Class-</u> this is used after the census date, but before the withdrawal deadline for the term. This is used to avoid a poor grade impacting your GPA. In the case of withdrawing, the class still shows on your transcript, but the grade will show a W and will not be calculated in your college GPA.
- **Dropping a Class-** this must be done before the census date for your course, or you must apply for a late drop if you have extenuating circumstances if it is after the drop deadline and a withdrawal is not being used. When you drop a class, it is removed from your transcript and there is no record of you ever taking it.
- <u>Credit Hours-</u> a credit hour measures how much credit a student receives for attending a course, which corresponds to the hours per week spent on that course. It is said that 1 credit hour is equivalent to 15 hours of classroom contact, plus 30 hours of outside work for preparation and homework. This would mean that a student taking one concurrent enrollment class for 3 credits should expect to spend 135 hours of worktime for that class.
- **Onsite Class-** this is when a class is taught at the high school campus by a certified instructor to count for PCC credit.
- Online Class- this is when a student is taking a class fully online and is not required to meet in person or at a specific day/time and is instead responsible for making time to complete the course requirements within the given deadlines.

- <u>PCC Site Class-</u> this is when a student takes a PCC class at one of our local campuses (Durango Site or Mancos Site).
- <u>Transcript-</u> this is your record with the college that will transfer with you to other colleges for your entire higher education career. There are two types of transcripts- unofficial and official. Official transcripts must be ordered online and paid for and are sent electronically without ever being seen or handled by the student. Use the Transcripts section of the PCC Student Portal to access both types of transcripts.
 - It is recommended you wait to order an official transcript until you know all your grades for the most recent transcript have been entered in the system. If not, you may have to pay for multiple copies to be sent out.
- <u>PCC Portal-</u> this is the main hub of access for all student-related things at PCC. This is where you access your email, your classes, pay bills, update personal information, etc.
- <u>Catalog</u> this outlines the degree pathways, college policies, and course descriptions for the current Academic Year. Each year, the catalog can change, and you are usually tied to the catalog year in which you started your program, but you can request to use a different catalog if it would be beneficial to you.
- <u>Certificate-</u> this is a list of class requirements that will grant you a certificate to show you focused your studies in one area but didn't take the full program to receive an associate degree. This is a certificate from PCC, any industry-awarded certificates are handled by the industry itself and often differ from those at the college.
- <u>Associate degree-</u> this is a list of required classes within a specified field that will grant a student an associate degree, typically this is a two-year degree program that comes before a student pursues a bachelor's degree but is not required for you to pursue a bachelor's degree.



- <u>Tuition-</u> this is the basic cost of attendance for classes based on your state residency and if you are taking classes in person or online. There are often fees that can be added to this basic tuition cost. Most concurrent enrollment high schools pay for tuition but may not pay for any added fees. You can see the current tuition and fees at this website: https://pueblocc.edu/tuition
- <u>Fees-</u> these are additional costs that can be added to your bill for things like parking, registration fees, online material fees, etc. These vary by class and campus location. It is your responsibility to discuss tuition and fees with your high school counselor to know if they will pay for any of the added fees, or just tuition. To read more about the possible fees, go to this link: <u>https://pueblocc.edu/tuition</u>
- <u>GPA-</u> this is your grade point average for the college, which is separate from your GPA at your high school. Your college GPA will be on your transcript and reported to anyone who receives a copy of said transcript. Your GPA impacts your academic standing and can impact your eligibility to receive financial aid if you decide to take college classes after graduating from high school. To be in good standing academically and financially, you need a minimum of a 2.0 cumulative GPA.
- <u>GT Pathways Course-</u> any class identified as a GT Pathways course in the catalog is guaranteed to transfer to other Colorado institutions. For example, if you take PSY 1001- Intro to Psychology, it is guaranteed to transfer to other CO schools as a general education class in the Social Science area of requirements. However, this doesn't mean it will transfer as PSY 1001, and it will instead transfer as one of the courses the accepting school offers (ie: this may transfer to another school as their PSYC 157- Intro to Psychology).
- <u>Elective-</u> classes that are counting for elective credits mean that the class is counting towards your overall credit count (generally an associate degree is a minimum of 60 credits and a bachelor's degree is a minimum of 120) and is not counting as a class requirement for your degree pathway or for your general education requirements. This means that a BUS 1015 class could count as a major requirement for a student majoring in Business Management but would count as an elective for a student majoring in Early Childhood Education.

- <u>Major Requirement-</u> this is a class that is being taken because it is on the list of required classes for your major or area of study. For example, ECE 1011- Intro to Early Childhood Education would count as a major requirement for a student majoring in Early Childhood Ed. but would count as an elective for a student majoring in Welding.
- <u>General Education Requirements-</u> these are a list of requirements that are generally mandated in coordination with the state of Colorado and must be taken regardless of a student's major or area of interest. Generally, in Colorado, these include classes like English (ENG 1021- English Composition I and ENG 1022- English Composition II), Math (MATH 1340- College Algebra), a history class, several classes from Arts and Humanities and Social Science areas, etc. Often these are taken while a student figures out their desired major or while a student works on prerequisites for their program before they can take major-specific courses. Students often have a choice of classes for each category within the general education requirements.
- <u>**Prerequisite-**</u> This is a class or test score placement required before you can take the attached class. For example, you must take BIO 1111- General College Biology before you are eligible to take BIO 2101- Anatomy and Physiology I.
- <u>Corequisite-</u> this means you must already have completed the class, or you must take it at the same time as the class it is attached to. For example, to take ACC 1035, you need to have already completed or be also taking ACC 1011 and CIS 1018 at the same time.
- <u>Accuplacer Exam-</u> this is an online test that is used by many colleges in the U.S. to determine the knowledge level a student must be prepared for college-level English and Math courses. You can take this at either of our SW campuses if desired or required.
- **<u>Friday Academy-</u>** these are classes built with high school students in mind whose high school doesn't have classes on Fridays. This allows students to come to the Mancos campus to participate in-person and be in a classroom with other high school students who may be from various high schools in SW Colorado. These offerings vary each semester. Please contact Alyse for the most recent semester. Friday Academy schedule.

Commonly Used CE/PCC Resources

PCC Bookstore https://pueblocc.bncollege.com/

2024-2025 Course Catalog https://catalog.pueblocc.edu/

PCC Academic Calendar https://pueblocc.edu/calendar

Tuition and Fees <u>https://pueblocc.edu/tuition</u>

COF Information <u>https://pueblocc.edu/cof</u>

PCC Library (including online research options): <u>https://pbcc.agverso.com/home?cid=pbcc&lid=pbcc</u>

PCC Testing Centers (used if you need to schedule an Accuplacer Exam): https://pueblocc.edu/Testing-Center

> PCC Certificates and Degree Pathways: https://pueblocc.edu/programs

PCC Academic Regulations/ Academic Policies/ Grading Scale: https://catalog.pueblocc.edu/content.php?catoid=9&navoid=606

Still have questiosn about Concurrent Enrollment? Contact Alyse Spencer at <u>alyse.spencer@pueblocc.edu</u>