

# Student-Parent Guidebook

## For Concurrent Enrollment



Revised 05/24/22

## SCHOOL YEAR 2022-2023

---

### Overview

D49 provides free college-level courses to high school students with the academic and personal readiness to be in a college setting. Course selections are guided by students' career or academic pathways and are offered on both high school and college campuses. Students receive college credit and weighted high school grades towards D49 graduation requirements. And most college courses earn two semesters of high school credit.

D49 pays tuition and fees for courses based on the Colorado Community College System regular in-seat tuition rate. Our goal is always to keep a **balanced course load** with other time commitments so students can be successful in college courses. Scholarship texts are available for families with financial hardships, and D49 is now providing morning transportation to the Pikes Peak Community College [Centennial Campus](#).

# TABLE OF CONTENTS

---

Campus Locations	3
Savings & Costs	4
Getting Started	5
Courses: Guaranteed Transfer Career Start Online	6
FERPA (Family Educational Rights & Privacy Act)	7
College Content	7
Transportation	7
Calendar & Attendance	7
Support	8
Dropping, Withdrawing, or Repeating Classes	8
Student Holds or Concerns	9
Transcripts, Grades, & Credits	9
More Tuition Free College ASCENT (12+1) TREP (12+2)	10
After Graduation	10

# CAMPUS LOCATIONS

## On-Campus (High School Campus)

On-campus college courses are offered at the D49 high school campuses below, based on student demand. Textbooks are provided for all on-campus courses.

College Course (Credits)	FHS	VRHS	SCHS	PPEC
ANT1001 Cultural Anthropology				
BIO1111 General College Biology w/Lab (5)				
COM1150 Public Speaking (3)				
ENG1021 English Composition I (3)				
ENG1022 English Composition I (3)				
EMS1015/1021/1022/1023/1024 Emergency Medical Response				
HIS2145 US History (3)				
HIS1210 US History to Reconstruction (3)				
HUM1015 World Mythology (3)				
LIT1015 Intro to Literature (3)				
MAT1140 Career Math (3)				
MAT1240 Math For Liberal Arts (4)				
MAT1340 College Algebra (4)				
MAT1440 Pre-Calculus (5)				
NUA1001/1070/1071 Nursing Aide (6)				
PHI1012 Ethics (3)				
POS1011 American Government (3)				
PSY1001 Intro to Psychology (3)				
PSY1002 General Psychology II (3)				

\*additional courses will be added as the demand increases\*

**Off-Campus (College Campus)** In addition to courses offered on high school campuses, students may take classes on any Pikes Peak Community College (PPCC) campus: Rampart Range, Centennial, and Downtown Studio. Per D49 Board Policy students should exhaust any on-campus options that are part of their pathway plan before signing up for classes on a PPCC campus. CE students attend off-campus classes with adult learners. Free morning transportation is provided to PPCC Centennial Campus. Please review the Textbooks section under Savings/Costs as well.

## **Intra-Campus Enrollment (between D49 High Schools)**

Once high schools have finished on-campus college registration, they may open their remaining seats to students from other D49 schools. Students attending CE courses on another high school campus are expected to arrive 10-15 minutes before class and to exit the school premises immediately following class.

## **Live-Remote Learning**

Select courses on-campus courses may be offered in a live-remote format. This option involves a class physically meeting at one high school location with some students accessing the course remotely via Zoom or other services in real-time. This allows greater course access to those who are unable to travel between high schools. The expectation is that remote students will login and participate live for each class meeting as though they were physically in the room with the rest of the class.

# **SAVINGS/COSTS**

---

## **Tuition Savings**

For students planning to attend state universities, families can save from \$10,000 to \$15,000 in tuition costs for each college year offset through Concurrent Enrollment. Room and board savings (dormitory and meal plans) can total an additional \$10,000-\$15,000 per year.

## **Textbooks**

D49 loans college textbooks to students at no cost for on-campus courses and textbooks are provided by PPCC for Career Start program courses. Textbooks must be returned in good condition at the end of each semester to avoid fees from either party. Scholarship textbooks are available for families who qualify through the Free and Reduced Lunch Program. (If your school does not provide meals on your campus, please apply through the Family Economic Data Survey. See your counselor for the step-by-step application for this textbook scholarship program). If a course is taken on a PPCC campus, textbook purchases are the responsibility of the family. Textbooks may be purchased new or used, or rented from online textbook websites or from the college bookstore. College textbooks typically cost between \$50-300 each and some courses require multiple books. \*\*CE families should be aware that some textbooks contain mature subject matter, and colleges do not offer alternative readings\*\*

## **Remedial or Summer Courses**

CE state statute permits school districts to fund select remedial courses for seniors only, such as developmental courses like MAT300 and the combination of ENG1021 with the developmental course ENG94. D49 does not authorize summer concurrent enrollment courses and parents are financially responsible for college tuition for summer courses or remedial/developmental courses taken prior to the senior year. These college courses can be added to high school transcripts by bringing a copy of the college transcript to the high school registrar. Remedial/developmental course grades are not weighted on the high school transcript.

## **Course Materials & Supplies**

D49 will pay for course access portal logins for classes on high school campuses; however, D49 does not cover materials and supplies, such as art supplies, lab aprons or uniforms, goggles, computer applications/licenses, consumables, etc.

## **College Opportunity Fund (COF)**

COF is a stipend from the state of Colorado that funds a portion of the college tuition for students receiving Colorado resident tuition rates. All students must apply for the COF stipend to participate in Concurrent Enrollment or parents will receive an invoice for the amount of the COF stipend, currently \$94 per college credit. For more COF details, go to: [College Opportunity Fund](#).

## **Financial Aid**

Students are not eligible for federal financial aid while participating in Concurrent Enrollment, ASCENT 12+1, or TREP 12+2.

# GETTING STARTED

**College readiness** is a combination of **academic readiness** (current grades of A, B, and C) and **personal readiness**, including self-advocacy, self-management, time management, communication, study skills, and work ethic. Rising 9th and 10th graders must request a College Readiness Assessment which will be completed by core teachers who confirm personal readiness as part of the CE application.

Students demonstrate reading, writing, and math college readiness through the NextGen Accuplacer, EdReady, PSAT/SAT/ACT college entrance exams, or AP/IB exam scores. To apply for D49 CE or Career Start Program, all students must provide placement scores through one of the previously mentioned exams, including students taking courses without prerequisites (courses that must be completed before another course is taken). These scores are used for placement, remediation, and other planning towards students' specific career or college pathways. NextGen Accuplacer exams will be offered on some high school campuses. If student scores are just under the stated score below, counselor may use multiple measures to qualify a student for some classes.

Subject	NextGen Accuplacer	PSAT/SAT	ACT	EdReady
English	Writing 246+	470	18	90
Reading	N/A	470	17	N/A
<b>MAT1140/1160 Career/Fin Math</b>	AR 265+	500	19	90
<b>MAT1240/1260 Lib Arts, Statistics</b>	QAS 240+	500	19	90
<b>MAT1340 College Algebra</b>	AAF 245-279	590	23	90
<b>MAT1440 Pre-Calculus</b>	AAF 280+	610	24	N/A

## Apply for Concurrent Enrollment

Once you determine if Concurrent Enrollment is a good fit for you, navigate to the D49 Concurrent Enrollment webpage <http://d49.org/CE> and follow these step-by-step instructions with your parent/guardian:

1. **Complete your Pathway Plan or ICAP** (contact your counselor)
2. Apply Online to Pikes Peak Community College - Obtain your PPCC login and Student ID ("S" number)
3. Apply for College Opportunity Fund
4. **Take NextGen Accuplacer Exam or Ed Ready Exam** – Review NextGen Accuplacer Practice Tests and/or Create an account with EdReady. If you have qualifying SAT/PSAT scores instead, ensure you have an official score report in your possession.
5. **Submit the Online Application Form and Test Scores** to your high school counselor by the deadline (online forms for each student's specific high school are available online at <http://d49.org/CE>). Scores are uploaded within that application. A screenshot is not sufficient.
6. When your acceptance is confirmed, **schedule a college advising appointment** with your high school counselor and parent/guardian. *Both the student and a parent/guardian must attend career and college planning and sign CE documents.*

## Register for Courses

Concurrent Enrollment begins with a combination of high school and college courses, moving to heavier college course loads as you become more comfortable with college classes. On-campus (at high school) course registration is managed by high school counselors and off-campus (at the college campus) course registration is online and managed by students. Counselors will show you how to register and **will require a copy of your college schedule to confirm courses before tuition payment is authorized.**

# COURSES

## Guaranteed Transfer (GTPathways) College Courses

GTPathways courses are transferable to many degree plans in all public Colorado colleges and universities. Many courses also transfer out of state, based on the transfer policies of the receiving schools.\* GTPathways courses include core, general education courses such as English, Math, Sciences, Arts & Humanities, Social & Behavioral Sciences, and World Languages. A complete list of GTPathways courses can be found on our CE webpage at [www.D49.org/CE](http://www.D49.org/CE).

\*Confirm that the CE courses transfer to your schools of choice before registering each semester.

## Career Start - (Career & Technical Education)

The Career Start Program, located primarily at the **PPCC Centennial Campus**, offers career and technical skills to qualified juniors and seniors to earn professional certificates and progress towards an associate degree in these career fields:

Auto Collision Technology*	Early Childhood Education
Auto Service Technology*	Fire Science Technology
Broadcasting & Electronic Media	Health Career Exploration
Construction*	Health Science Technology
Criminal Justice*	Multimedia Graphic Design*
Culinary Arts*	Welding*
Cyber Security*	Veterinary Assistant
Diesel Power Technology*	Zoo Keeping*
	<i>*2<sup>nd</sup> year of program available but not required</i>

D49 pays program tuition and fees and provides free transportation to Career Start classes at Centennial Campus five mornings a week, returning students to their high schools for afternoon classes and extracurricular activities. Career Start students take the NextGen Accuplacer exam as part of the application. High school counselors can provide more details on [how to apply for Career Start](#). In D49, the application deadline is typically right before Winter Break for the next school year.

Note: Career and technical courses may not transfer to other universities or technical programs. Please confirm course transfer before enrolling for CTE college courses.

## Online Courses

Students are encouraged to take traditional, in-class college courses to experience college life and develop self-advocacy, time management, and communication skills before taking online college courses. **Students must exhaust all college course options that apply to their post-secondary plan offered on the high school campus, before taking courses on the college campus. Online courses should be the exception and only taken if a student is unable to attend a live class due to extenuating circumstances.** Any exceptions need to be approved by the Concurrent Enrollment designee prior to registration. Online courses require additional tuition and fees, currently an additional \$110 per college credit at PPCC, approximately \$330 more for a 3-credit course. Parents/students are responsible for textbooks, digital texts or access codes, lab kits, and other associated costs if taking online classes or classes on a college campus.

# FERPA

---

Due to FERPA (Family Education Rights and Privacy Act), in-progress college grades are recorded and reported in the college information management system and are not available in the D49 system until final course grades are reported on the high school transcript. Students are encouraged to self-advocate as much as possible and are encouraged to be transparent with their parent/guardian and share grades and attendance information. To allow a parent/guardian access to speak to the college instructor or staff member, the CE student must complete a FERPA waiver which can be accessed in the student portal under Forms. Once completed, the CE student submits the form to the Registrar's Office of the institution of higher education (i.e. Pikes Peak Community College). The instructor will verify FERPA completion before meeting with the student and parent/guardian. Conferencing cannot infringe on class contact time and should be scheduled in advance. For more information about FERPA, go to the [PPCC FERPA webpage](#).

# COLLEGE COURSE CONTENT

---

Neither students nor their parent/guardians can ask for adjustments to the content or delivery of college curriculum. Students may, however, preview textbooks and ask a professor for a copy of the syllabus before the semester begins, to determine if the class is appropriate for them. It is not appropriate for students to request extra credit or exemption from final exams or other assessments and assignments.

# TRANSPORTATION

---

**PPCC Centennial Campus (CC)** - D49 provides morning transportation to PPCC Centennial Campus, Mon-Fri, for Career Start and other college students wishing to attend morning classes at CC. Students are delivered to the PPCC Centennial Campus by 9:00 a.m. and the buses depart at 11:47 a.m., returning to D49 campuses for afternoon high school classes.

# CALENDAR AND ATTENDANCE

---

## Calendar

- **On-Campus Courses** typically start quickly after D49 classes begin and end prior to our final class dates. This happens due to grade reporting and contact time requirements at the college. On-campus classes follow the same holidays and breaks as D49 high schools. On-campus courses also follow D49 snow delays and weather cancellations.
- **Off-Campus Courses (college campus locations)** follow the [college](#) calendar start/end dates, holidays, and breaks. The syllabus typically defines these dates and a calendar can be found on PPCC's website when searching for Instructional Calendar.
- **Career Start Courses** follow the PPCC Career Start calendar start/end dates, holiday, and breaks. There are times that students will attend PPCC even though the high school is closed. However, students will follow D49 snow delays and weather cancellations.

## College Attendance

Typical college expectation for attendance: Students are responsible to ensure that they meet the scheduled course meeting times throughout the semester as specified in the PPCC schedule, the course syllabus, and by the instructor. As emergency situations arise, students have the obligation to contact their instructor within forty-eight hours. Course grade and/or tuition appeals stemming from a lack of attendance, repeated tardiness, and/or failure to comply with withdrawal deadlines are not disputable. Learn the specific, important dates from your course syllabus, the college calendar or website, your professor, or your high school counselor/advisor.

# SUPPORT

---

## PPCC Support

- Learning Commons for the following services at the Centennial, Rampart, and Downtown campuses:
  - Library Services, such as reference and resource assistance
  - Tutoring Services in math, writing, science, and other academic disciplines
  - Technology Assistance with D2L, personal, and borrowed devices
  - Academic Coaching
  - Pre-Placement Test Assistance and Online Academic Support
  - Learning Strategy Workshops such as Reading Efficiency, Time Management, Note-taking, and Test-Taking.
- Counseling Center for crisis counseling
- Campus Police for lost and found, escorts to vehicles after dark, or other campus safety support. **PPCC Campus Police, 719-502-2900 and PPCC Dispatch 719-502-2911.**
- **PPCC Academic Concern** - *After* addressing an issue with your college campus professor, if you feel your concern has not been appropriately addressed, please immediately talk to your CE counselor/advisor and complete a **PPCC Academic Concern**

## D49 Support

- **HS counselors and CE advisors** provide support in the areas of time management, test taking, study skills, and career and college planning.
- **End-of-Year Parent Survey** - At the end of each academic year, CE parents are asked to complete a survey to help us improve the CE program based on customer feedback.

## Accommodative Services

Students with accommodative needs may be eligible for accommodations through the college's Office of Accessibility Services.

- **PPCC ACCESSibility Services** - To apply for accommodative services, contact your high school counselor and schedule an intake appointment at PPCC by calling 719-502-3333 or emailing [ppcc.access@ppcc.edu](mailto:ppcc.access@ppcc.edu). Students and parent/guardian must submit documentation and request an intake appointment ***a minimum of 6 weeks prior to classes beginning to ensure services are coordinated for the semester college courses are taken.*** Students must report to the PPCC ACCESSibility office ***every*** semester to ensure that services will be authorized each semester, based on the courses registered for. Call the PPCC ACCESSibility Services Office at 719-502-3333 or fill out the online form at <https://www.ppcc.edu/student-support/accessibility-services/notification-of-accommodations.php> (link for established students ONLY).

# DROPPING, WITHDRAWING, OR REPEATING CLASSES

---

- Students may **drop** CE classes by the official drop date noted in the syllabus (approximately two weeks into the semester) without grade penalties. Contact your counselor for drop dates or review your detailed student schedule at PPCC.
- Students **withdrawing** from CE classes (approximately 3/4 into the semester and also noted in the syllabus) will have a withdrawal "W" recorded on both the college and high school transcript, but will not affect the GPA. However, withdrawing from multiple classes can negatively impact completion rates at the college which have broader implications. Always discuss this option with your advisor first.

- College courses may be **repeated once** (only if the course was not successfully completed the first time) and the principal and counselor may recommend reducing or discontinuing college courses if needed. Both the original and repeated courses will be reflected on the college and high school transcripts, and the highest grade will be calculated into the GPA on the college transcript only. On the high school transcript both grades will be calculated in the GPA.
- CE students may continue to take CE college courses upon successful completion (A, B, or C) of both high school and college-level courses. If successful completion of HS or college courses is not attained each semester, including excessive withdrawals, the college course load may be reduced or terminated to minimize the negative impact on the college record. Students will be provided alternative HS course options to meet graduation requirements as needed.
- The college may place students on academic probation or suspension based on the college GPA and college academic performance.

## STUDENT HOLDS AND CONCERNS

---

- Holds on student college accounts may prevent students from registering for courses. Holds may include selective service, COE, financial, or incorrect personal information. Contact your counselor/advisor as soon as possible for assistance.
- For final grade or other concerns, please contact your high school counselor or advisor immediately and go to the PPCC Concern/Incident Webpage for specific procedures and forms.

## TRANSCRIPTS, GRADES, AND CREDITS

---

### Final Grades

College courses are recorded on both the college and high school transcripts. If a student does not successfully complete a college course or withdraws, the final grade of D, F, or W are recorded on both transcripts. A final grade of D often does *not* earn college credit. A college course can be repeated once, if not successfully completed the first time.

### CHSAA Eligibility

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) will be observed by all college students. Concurrent Enrollment students are responsible for reporting in-progress college grades directly to the school athletic director or designee to retain eligibility. For specific course applicability, please see your counselor or advisor.

### Weighted Grades

Most college-level CE courses will receive weighted grading on a 5.0 scale (on the high school transcript), including academic and career and technical courses, and are included in the high school GPA calculation. Exceptions include remedial/developmental courses such as ENG94, MAT100/300, academic achievement (AAA1009), physical ed (PED), and outdoor studies (OUT) courses.

### Credits Earned

- For college courses of **3 to 5 college credits**, students receive **1.0 high school credit**. (equaling two semesters of high school credit).
- For college courses of **0.5 to 2 college credits**, students receive **0.5 high school credits** (equaling one semester of high school credit).

# MORE TUITION-FREE COLLEGE

---

## ASCENT 12+1 (Accelerating Students through Concurrent ENrollment)

ASCENT 12+1 is Concurrent Enrollment free college courses extended into a 5<sup>th</sup> year for qualified seniors prepared for graduation. ASCENT 12+1 students may participate in graduation services with their class and will receive their high school diplomas at the end of the ASCENT 12+1 year. *Contact your CE counselor for ASCENT 12+1 applications and deadlines.*

***ASCENT is a highly competitive program, so acceptance is not guaranteed. Available at PPCC but not available at UCCS or any other 4-year university.***

Eligibility requirements:

- Must be on track to graduate at the end of 12<sup>th</sup>-grade year
- Must have nine transcribed college level credits by expected graduation (1000 level+, AP national exam scores of 3+ may also be used)
- Selected by HS Principal, Counselor, or Advisor based on points earned on an application rubric or lottery system
- Must have an updated Pathway Plan or ICAP (Individual Career & Academic Plan)
- Be accepted into a certification program or select a college degree
- ***Must not be in need of remediation coursework for selected pathway***
- No remediation courses permitted
- May apply for full-time (12 credits/sem) or part-time (3-11 credits/sem) status
- Satisfy college course prerequisites for ASCENT courses
- No prior ASCENT 12+1 participation (1-year participation limit)

## TREP (Teacher Recruitment Education and Preparation) Program

TREP info coming soon.... 12+2

Eligibility requirements: (pending, these are listed for space estimation)

- Must be on track to graduate at the end of 12<sup>th</sup>-grade year
- Must have a college course during the senior year from a specific listing of allowable pathway courses
- Selected by HS Principal, Counselor, or Advisor based on points earned on an application rubric or lottery system
- Must have an updated Pathway Plan or ICAP (Individual Career & Academic Plan)
- Be accepted into a certification program or select a college degree
- ***Must not be in need of remediation coursework for selected pathway***
- No remediation courses permitted
- May apply for full-time (12 credits/sem) or part-time (3-11 credits/sem) status
- Satisfy college course prerequisites for TREP pathway courses

# AFTER GRADUATION

---

Concurrent Enrollment, ASCENT 12+1, and PPEC students should apply to 4-year universities as first-time freshmen, not as transfer students, to qualify for freshman financial aid and housing. This is also true for most scholarship providers; however, students are encouraged to contact scholarship administrators to understand specific scholarship requirements.

