



Concurrent Enrollment  
**Student-Parent Guidebook**

**2019-2020**

12/20/18

## Table of Contents

Overview	3
Campus Locations	3
Savings/Costs	4
Getting Started	5
Courses	6
Guaranteed Transfer	
Career Start (AVP)	
Online	
Textbooks & Scholarship Texts	6
FERPA (Family Education Rights and Privacy Act)	7
College Content	7
Transportation	7
Calendar & Attendance	7
Support	8
Dropping, Withdrawing, or Repeating a Class	8
Student Holds & Concerns	9
Transcripts, Grades, and Credits	9
More Free College	10
ASCENT 12+1	
PPEC (Pikes Peak Early College)	
PTEC (Power Technical Early College)	
After Graduation	10

*Greetings, Students, Parents, and Guardians,*

*Welcome to D49 Concurrent Enrollment (CE) where high school students can take free college courses towards professional certifications, 2-year associate degrees, or transfer credits to four-year colleges and universities. Concurrent Enrollment saves our families tuition costs for academic courses like English, math, history, or science, and also career and technical courses such as automotive/diesel, CAD, construction, criminal justice, culinary arts, cyber security, graphic and interior design, welding, and many other career pathways.*

*Our vision is to promote and ensure **affordable and equitable access to successful college learning**. We are here to help you create a personalized plan to fit your individual career or college goals with ongoing support from your high school counselor. We look forward to developing your customized plan and reduce tuition costs for your family, and remember to ask about extended free college through the ASCENT 12+1 program and Pikes Peak Early College.*

*Let us know how we can answer your questions and help you shape your future!*

Mary Perez, CE Director  
[mperez@d49.org](mailto:mperez@d49.org)  
719.495.5533

Paul Finch, CE Coordinator  
[pfinch@d49.org](mailto:pfinch@d49.org)  
719.494.8923

## 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 tuition rate and parents pay for *online* fees. Tuition repayment is required for final grades of D, F, or withdrawal, so 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.

## 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.

	FHS	VRHS	SCHS	PPEC
<b>ENG121 English Composition I (3)</b>	■	■	■	■
<b>ENG122 English Composition I (3)</b>	■	■		■
<b>LIT115 Intro to Literature (3)</b>	■	■	■	■
<b>PSY101 Intro to Psychology (3)</b>		■		■
<b>HIS121 US History (3)</b>	■			
<b>HIS236 US History (3)</b>				■
<b>PHI112 Ethics (3)</b>	■	■	■	■
<b>COM115 Public Speaking (3)</b>			■	
<b>MAT107 Career Math (3)</b>		■		
<b>MAT121 College Algebra (4)</b>		■		
<b>EMS115 Emergency Medical Responder EMS121/122/123/124</b>	■ ■			
<b>NUA101 CNA Certificate</b>	■			

*\*As Concurrent Enrollment expands, courses will be added.*

### 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](#). Students may also take courses at the [University of Colorado, Colorado Springs \(UCCS\)](#) and *parents pay the cost difference above tuition and fees at the community college rate*. CE students attend off-campus classes with adult learners. Free morning transportation is provided to PPCC Centennial Campus. For college-campus courses, parents pay for college texts, and scholarship texts are available for families experiencing financial hardships.

### **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.

## **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.

### **Tuition Repayment**

Parents and students sign a **Tuition Repayment Agreement** during the first CE advising meeting with their CE counselor or advisor. Parents reimburse tuition costs (approximately **\$165/credit**) for college courses with final grades of D, F, or withdrawal (W) after the official drop date. *Subsequent courses may be limited or terminated if tuition reimbursement payments have not been received by the high school for previous semesters.*

### **Texts**

D49 loans free college texts to students *for on-campus courses (on high school campus)* and for PPCC Career Start program courses. Texts must be returned in good condition at the end of each semester to avoid fees. **Scholarship texts** 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 Family Economic Data Survey. See your counselor for the step-by-step application for scholarship texts) If you must purchase texts for classes on the college campus, texts may be purchased new or used, or rented from online textbook websites or from the college bookstore. College texts generally cost between \$50-300 each.

### **Online Fees**

For online courses, parents are responsible for online fees (approximately **\$115** per credit at PPCC), as well as digital texts, access codes, lab kits, or other costs. *Based on actual student success rates in online college courses, we recommend that students first experience traditional, face-to-face classes before taking online courses.*

### **Remedial or Summer Courses**

CE state statute permits school districts to fund remedial courses *for seniors only*, such as zero-level remedial courses like MAT055 and CCR094. D49 does not authorize summer concurrent enrollment courses and parents are financially responsible for college tuition for summer courses or remedial 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 courses are not weighted.*

### **Course Materials & Supplies**

D49 will pay for course access portal logins; 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 apply for COF to participate in Concurrent Enrollment or parents will receive an invoice for the amount of the COF stipend, currently **\$85** 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 and ASCENT 12+1 (p.10).

## 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 from NextGen Accuplacer, SAT/ACT college entrance exams, or AP/IB exam scores. To apply for D49 CE or Career Start Program, all students must take the NextGen Accuplacer (or ACT/SAT), 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	SAT	ACT
English	246+ Writing	470	18
Reading	--	470	17
Math	AR 265+ Career/Fin Math QAS 240+ Lib Arts, Statistics AFF 245-279 College Algebra AFF 280+ Pre-Calculus	500 500 590 610	19 Career Math 19 Intro to Statistics 23 College Algebra 24 Pre-Calculus

### Apply for Concurrent Enrollment

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

1. [Apply Online to Pikes Peak Community College](#) - Obtain your PPCC login and Student ID ("S" number)
2. Apply for [College Opportunity Fund](#)
3. **Take NextGen Accuplacer Exam** – [Review NextGen Accuplacer Practice Tests](#)
4. **Complete your Pathway Plan or ICAP** (contact your counselor)
5. **Submit CE Student Request Form** and test scores to your high school counselor by the deadline (forms are available online at <http://d49.org/CE>)
6. When your acceptance is confirmed, **schedule a college advising appointment** with your 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 college) 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 course alignment with your pathway before tuition payment is authorized.**

## Courses

### Guaranteed Transfer (GTPathways) College Courses

GTPathways courses are transferable to many degrees 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 your CE courses transfer to your schools of choice before registering each semester.*

### Career Start - (Career & Technical Education)

The Career Start Program, located on the [PPCC Centennial Campus](#), offers career and technical skills to qualified juniors and seniors to earn professional certificates and associate degrees in these career fields:

Auto Collision Technology*	Health Careers
Auto Service Technology*	Health Science Technology
Construction	Interior Design*
Criminal Justice*	Multimedia Graphic Design*
Culinary Arts*	Radio & Television*
Cyber Security	Welding*
Diesel Power Technology*	Zoo Keeping*
Early Childhood Education	
Fire Science Technology	<i>*2-year program is available</i>

D49 pays program tuition and fees and provides free transportation to Career Start classes 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](#). 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, so 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. Parents pay online fees, currently an additional **\$115 per college credit at PPCC, approximately \$345** for a 3-credit course. Parents are also responsible for digital texts or access codes, lab kits, and other associated costs.

## Textbooks & Scholarship Texts

- D49 lends texts for college courses taught on high school campuses. Texts are returned at the end of the semester.
- For courses on college campuses, students and their parent/guardians are responsible for purchasing college textbooks. Texts generally cost between \$50-\$300 each.
- For families needing assistance, complete the Meal Assistance Application at the [D49 Nutrition Services Webpage](#). If your school does not offer a Free and Reduced Lunch Program, need can be demonstrated by completing the Family Economic Data Survey form. See your counselor for details.
- CE families should be aware that some textbooks contain mature subject matter, and colleges do not offer alternative readings.

## FERPA

Due to FERPA (Family Education Rights and Privacy Act), college in-progress 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, the CE student must complete a [FERPA form](#). Once completed, the CE student submits the form to the Registrar's Office of the institution of higher education (Pikes Peak Community College or UCCS). 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 Content

Neither students nor their parent/guardians can ask for adjustments to the content or delivery of college curriculum. They 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 when D49 classes begin and follow the college calendar for end dates, due to grade reporting deadlines. On-campus classes follow the same holidays and breaks as D49 high schools.
- **College-Campus Courses** follow the college calendar start/end dates, holidays, and breaks.

### **Mandatory Attendance Form for Off-Campus Students**

Students taking courses exclusively on the college campus (no courses on the high school campus), are required to complete one D49 CE Attendance Form for one class each semester. Attendance is necessary to be compliant with state funding audit guidelines and further concurrent enrollment may be postponed or denied if this attendance form is not provided to your CE counselor/advisor. D49 must repay 100% of student funding to CDE if attendance forms are not complete and submitted.

### **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
- [Public Safety](#) for lost and found, escorts to vehicles after dark, or other campus security support. **PPCC Public Safety, 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 Form](#).

### 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.
- [PPCC Academic Concern](#) - After addressing an issue with your high school campus CE 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 Form](#).

### 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 complete the online PPCC [Accommodation Request Form](#). Students and parent/guardians must submit documentation and request an intake appointment ***the semester before classes begin 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 continue each semester. Call the PPCC ACCESSibility Services Office at 719-502-3333.
- [UCCS Disability Services](#) - Please contact the UCCS Disability Services Office at 719-255-3354 or email at <https://www.uccs.edu/~disability/>.

## Dropping, Withdrawing, or Repeating a Class

- Students may **drop** CE classes by the official college drop date (approximately two weeks into the semester) without repayment or grade penalties. Contact your counselor for dates.

- Students **withdrawing** from CE classes (approximately 3/4 into the semester; see [www.ppcc.edu](http://www.ppcc.edu)) must repay tuition and fees. The withdrawal “W” will be recorded on both the college and high school transcript, but will not affect the GPA.
- College courses may be **repeated** once (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.
- 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 additional risk of tuition repayments. 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](#), [COF](#), 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 earns high school credit but typically 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, including academic and career and technical courses, and are included in the high school GPA calculation. Exceptions include remedial courses (zero-level courses such as CCR092/094, MAT050/055), academic achievement (AAA and GPS), 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**. (two semesters of high school credit).
- For college courses of **0.5 to 2 college credits**, students receive **0.5 high school credits** (one semester of high school credit).

## More 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 graduating seniors. 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.*

Eligibility requirements:

- Must be on track to graduate at end of 12<sup>th</sup>-grade year
- Must have twelve transcripted college credits by graduation (100 level+, AP national exam scores of 3+ may also be used)
- Selected by HS Principal, Counselor, or Advisor
- 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 (zero-level courses)
- 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)

### D49 Pikes Peak Early College (PPEC)

PPEC is a D49 blended-online high school that provides a college preparatory experience with college and career choices. Students may transfer to PPEC before the start of their senior year to take advantage of free college coursework until completion of 60 college credits or an associate's degree.

Visit <http://www.d49.org/ppec> for more information.

### D49 Power Technical Early College (PTEC)

D49's early college trade school, Power Technical Early College (PTEC), in partnership with James Irwin Charter Schools, is designed with hands-on shop safety and project-based learning. PTEC high school students will earn multiple industrial certifications on campus and also have free options for completing associate degrees, certifications, or college transfer at Pikes Peak Community College. Many construction, manufacturing, and computer systems companies partner with PTEC and want to hire PTEC graduates. Visit the [PTEC website](#) to learn more.

## After Graduation

Concurrent Enrollment, ASCENT 12+1, PPEC, and PTEC students should apply to 4-year universities as first-time freshmen, *not as transfer students*, to qualify for freshmen 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.