

Pueblo City Schools
Concurrent Enrollment
Handbook
2019-2020

Introduction

Pueblo City Schools offers a dual-enrollment program through our community partnerships with Pueblo Community College and Colorado State University-Pueblo. This concurrent enrollment opportunity allows for students to take college/university course work while earning their high school diploma. By creating pathways between high schools and institutions of higher education, PCS is fulfilling the Colorado Promise of doubling the number of postsecondary degrees earned by Coloradans and reducing the number of drop-out students in the state.

In May 2009, Colorado passed legislation (HB-1319 and SB09-285) the “Concurrent Enrollment Programs Act” or C.R.S. 22-35-101. The intent of the legislation is to broaden access to and improve the quality of concurrent enrollment programs, improve coordination between institutions of secondary education and institutions of higher education, and ensure financial transparency and accountability. The bill also creates the “5th year” ASCENT program for students retained by the high school instruction beyond the senior year. For information about ASCENT, please contact your high school counselor. A link to the entire HB09-1319 and SB09- 285 Fact Sheet regarding the Concurrent Enrollment Programs Act of 2009 can be found at the bottom of this page.

Contact Information

Concurrent Enrollment

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School Counseling Departments

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Central High School 719-549-7302

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<http://www.cde.state.co.us/postsecondary/concurrentenrollment>

CONCURRENT ENROLLMENT PROGRAM

Benefits to Participants:

- Receive college credits at minimal cost, while earning a high school diploma.
- Provides postsecondary opportunities for students intending on transferring credits to baccalaureate programs or career/technical education programs.
- Prepares students to enter high-skill, high-wage occupations earlier in their career.
- Expands and provides learning opportunities for secondary students beyond the traditional classroom.
- Helps motivate students to seek a career pathway with relevant, real world experience that links to course work.

General Information:

- Through the Concurrent Enrollment Program, qualifying high school students earn college credits while completing high school. Concurrent Enrollment participants earn credits applicable toward high school graduation and college degree/certificate requirements at minimal cost to the student.
- There are four different Concurrent Enrollment Programs provided by Pueblo City Schools: Concurrent Enrollment- Guarantee Transfer (CE-GT), Concurrent Enrollment- Career and Technical Education (CE-CTE), Pueblo Early College Education Program (PECEP) and Accelerating Students through Concurrent Enrollment (ASCENT).
- Concurrent Enrollment opportunities are only available through Pueblo Community College (CE-CTE, CE-GT, PECEP, and ASCENT) and Colorado State University-Pueblo (CE- GT and ASCENT)
- A limited number of students are accepted into the Concurrent Enrollment Programs. Acceptance is based on an application process. If more applications are received than spaces available, then acceptance into the program will be based on a lottery for new students.
- Students are eligible to participate in all activities at their home high school.
- Students are eligible for concurrent enrollment in the fall of their junior year. For students applying to the PECEP, students may be eligible on a limited basis, for concurrent enrollment during the spring of their sophomore year (part-time; 1-2 courses) if slots are available. Because the goal of PECEP is to graduate high school with an earned associates degree, incoming Junior's will be given 1st consideration in the lottery if PCS receives more application then slots available for PECEP incoming
- Applications for new Concurrent Enrollment students are only accepted in the spring for entry into the program the following school year. Unless the program is only taught in the spring

semester, then new students will be accepted.

- Concurrent Enrollment participation will be reviewed bi-annually (fall and spring semesters) for continued program involvement. Participation in Concurrent Enrollment is at the discretion of the school district.
- The student must receive written approval of their parent/guardians, an Academic Advisor, their High School Counselor, their High School Principal, and the District Coordinator prior to enrolling for any college courses. Students must be registered prior to the date required by the college/university. (Please see your high school counselor for the specific dates).
- Students must submit a Concurrent Enrollment Agreement each semester (fall and spring) for approval of intended coursework.
- Students will be required to meet all requirements for graduation as indicated by Pueblo City Schools while participating in the concurrent enrollment program.
- The full array of student services offered by the college or university including tutoring shall be available to Concurrent Enrollment participants.
- If the student seeks to add, drop, or withdraw from a college course, he or she must meet with the high school counselor and notify the PCC or CSU-Pueblo Concurrent Enrollment staff.
- Grades earned for dual credit will be included in the computation of the grade point average, determination of eligibility, and computation of class rank. The following college semester credit hours will be awarded accordingly:

1 or 2-credit college course equals 0.5 high school credit

3-, 4-, or 5-credit college course equals 1.0 high school credit

6-, 7-, or 8-credit college course equals 1.5 high school credits

9-credit college course equals 2.0 high school credits

- Course earning 3 college credits/1 high school credit will be weighted or qualify for a Laude point.
- **Only** courses on the approved guarantee transfer course list, or at CTE approved pathway will be approved.

Cost:

- Tuition will be paid by Pueblo City Schools from the per-pupil operating revenue. Each Concurrent Enrollment Program has separate requirements for the payment of books and fees. Students accepted into the concurrent enrollment program are expected to earn an “A”, “B”, or “C” in the course to earn college/university credit. Students earning a “D”, “F” or “W” in the course will be responsible for the repayment of the full tuition and fees if applicable.
- Students are not eligible to receive financial aid for concurrent enrollment courses. The student

must apply for the College Opportunity Fund (COF) before enrolling in a Concurrent Enrollment Course. If a student does not complete the COF, he or she or their parent/guardian will receive a bill for the amount of the stipend.

- Students are responsible for the payment of fees for part-time Concurrent Enrollment- Guarantee Transfer (CE-GT). Pueblo City School pays for most books and fees for approved courses for Concurrent Enrollment- Career and Technical Education (CE-CTE), Pueblo Early College Education Program (PECEP) and Accelerating Students through Concurrent Enrollment (ASCENT). Specialty fees and equipment are not included.

Attendance and Transportation:

- Students are responsible for providing their own transportation.
- Concurrent Enrollment participants shall attend courses according to the college schedule.
- Attendance is the responsibility of the student. Pueblo City Schools does not keep daily attendance records for concurrent enrollment classes.
- Concurrent enrollment students are **required** to fill out Course Attendance Sheets in October. Failure to do so will result in repayment of full tuition and fees and dismissal from the program.

Records Reporting:

- Students must maintain an overall G.P.A. as established by their sponsoring program to maintain eligibility for concurrent enrollment courses.
- The respective college/university will provide grade reports for transcription to the district administrator responsible for concurrent enrollment before the add/drop period the following semester.
- If the student withdraws from a course after drop deadline, PCC or CSU-Pueblo will record a “W” or “F” on his or her college transcript.
- The grade received in each course will appear on the student’s official high school and college transcripts
- In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, the student gives PCC or CSU-Pueblo permission to report absences and disciplinary issues, and to release grades, transcripts, in-progress grades, class schedules, and billing information, as available to the school district for the courses covered under the Concurrent Enrollment Program.

Due Process:

- Students will be provided all due process afforded to any postsecondary student.
- Concurrent Enrollment students who fail one or more courses will be dismissed from the program as per the guidance of the school district.

- Students may appeal decisions regarding acceptance to or dismissal from Concurrent Enrollment program with the Office of Secondary Education.
- The school district may intervene on behalf of a student to the appropriate departmental dean.

Minimum Criteria for Program Applicants and Approval Process and Conditions:

- Students' applications for the Concurrent Enrollment program are evaluated based on criteria established by the College President and the Superintendent of Pueblo City Schools or their designees.
- The student may not enroll in a course under the Concurrent Enrollment Program unless it is approved by the school district. Only guaranteed transfer courses or courses on an CTE program approval will be allowed by the district.
- Applications will be submitted to the respective school counselor. No applications will be accepted for submission at the district administration building.
- Incomplete applications will not be reviewed by the district.
- Participation in Concurrent Enrollment is based on the application, eligibility requirement, and allowable space from Pueblo City Schools.
- If more applications are received than spaces available for each concurrent enrollment program, then acceptance into the program will be based on a lottery for new students.
- All students shall have an Individualized Career and Academic Plan (ICAP) on file at their home high school developed through coordinated efforts between secondary and postsecondary counselors to ensure that coursework is appropriate at all levels and that students are on track to graduate.
- Concurrent Enrollment students shall receive detailed academic advisement and counseling at the college to ensure that they are making acceptable progress in Concurrent Enrollment with particular emphasis on progress toward high school graduation.
- Concurrent Enrollment students with disabilities are eligible to receive appropriate accommodations. The college and the school district shall make the necessary coordination to ensure the accommodations are made through the Office of Disability Resources at the College or University.
- The college shall provide an orientation meeting for students and their parent/guardians prior to Concurrent Enrollment entry. This orientation is to ensure that all parties understand the Concurrent Enrollment program and are aware of the program policies and procedures.
- Only courses taken during the regular school year calendar will be eligible for concurrent enrollment.
- Accuplacer scores are good for 5 years. Students are allowed to take the accuplacer test 2 times a

semester.

- Qualifying tests must be administered during high school.

Program Specific Requirements:

Program	CE-CTE PCC	CE-GT (part time) PCC - CSU-P	PECEP (full time) PCC	ASCENT PCC - CSUP
Definition	Part-time course work in an approved sequenced program(college and high school coursework combine to make a full time student)	Part-time program (2 college courses, with any associated labs with 3 courses taken at home high school, PCC or CSUP)	Full-time program (Minimum 12 college credits maximum 15 college credits,)	Full-time program (Minimum 12 credits)
Grade Eligibility	11th and 12th grade at the college 10th, 11th & 12th grade class in the high school	11th and 12th grade at the college 10th, 11th & 12th grade class in the high school	11th and 12th grade 10th grade 2nd semester if slots available	Qualifying 5th year senior
Minimum Accuplacer Score	NA	Next Gen Math (AF)235 Next Gen Writing 246	Next Gen Math (AF) 235 Next Gen Writing 246	NA
Minimum ACT Scores	NA	Math 23 English 18	Math 23 English 18	NA
Minimum SAT Scores	NA	Reading/Writing 470 Math 570	Reading/Writing 470 Math 570	NA
Non-Weighte	2.0	2.5	3.0	2.5

d GPA				
Body of Evidence/ Application	Yes	optional	optional	Yes

Program	CE-CTE PCC	CE-GT (part time) PCC - CSU-P	PECEP (full time) PCC	ASCENT PCC - CSUP
Tuition	Pueblo City Schools	Pueblo City Schools	Pueblo City Schools	Pueblo City Schools up to \$3,000 per semester
Fees	Pueblo City Schools with the exception of specialized equipment (i.e. Nail Kit)	Student	Pueblo City Schools	Pueblo City Schools with the exception of special equipment (i.e. Nail Kit)
Textbooks	Pueblo City Schools	Student	PCC voucher	Student
Special Fees/Supplies	Student	Student	Student	Student
Transportation	Student	Student	Student	Student
Where to return application	High School Counselor	High School Counselor	High School Counselor	High School Counselor
Body of Evidence/ Application	Yes	optional	optional	Yes