



**College Start
Handbook
2016-2017**

Area High Schools participating in Pratt Community College, College Start Program:

- Attica High School
- Bucklin High School
- Chaparral High School
- Cheney High School
- Cunningham High School
- Kingman High School
- Kiowa County High School
- Macksville High School
- Medicine Lodge High School
- Norwich High School
- Pratt High School
- Skyline High School
- South Barber High School
- Stafford High School

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Welcome to the Pratt Community College College Start Program!

This is an opportunity for high school Sophomores, Juniors and Seniors to earn college credit while still in High School. This handbook is designed to answer your questions about the requirements, expectations, processes, and services available to you as a college student through dual credit.

We are delighted that you have chosen to get a head start on your college education by participating in the College Start Program at Pratt Community College.

We wish you the best for an excellent semester. We are sure you will not only learn a great deal, but that you will enjoy your courses as well.

HS/CTE and College Start Programs
Pratt Community College
620-450-2222



Parent Information

We know a parent wants the best for their student. As a parent, you are helping make decisions about their future. Like most parents, you are probably concerned with the rising costs of higher education. College Start allows student to earn college credit while still attending high school. In fact, when they get their high school diploma, they could be graduating with up to 24 hours of college credit or even more, in some circumstances.

Consider other reasons to get a head start on college!

1. *Your student is an official college student*, having access to the full range of services offered at PCC. These include use of the library and computer labs as well as access to Microsoft Office 365.
2. *Convenience*. Courses are taught at the high school campus, at the college, or online depending on the arrangements with the high school.
3. *Close to home*. Helps you to help them transition to college life.
4. *Low Cost*. Taking dual credit courses **costs less** than regular college courses. Tuition and fees at PCC are a fraction of the cost of a four year university. If the class is **CTE Certified** you can take the class **tuition free**.
5. *Student Success*. Completion of college-level courses helps your student be successful later on in making the transition to a college campus.
6. *Degree*. If desired, students have the opportunity to complete a two year degree, two year technical program. Transfer to a university or graduate with training to enter the workforce.

Some high schools will have an enrollment night where the Coordinator of HS/CTE and College Start Programs will be on hand to answer questions, help enroll students, and collect the necessary paperwork. Also, twice an academic year, the coordinator will be at your student's school, giving a presentation for college readiness and to answer any questions. Speak with the high school counselor for more info such as dates and times.

Important Things to Know:

College learning is much different from high school. College courses can be both challenging and interesting. Here are a few things to keep in mind before to take college classes and while you are in them.

1. *College Standards.* The student will learn a great deal while taking college classes, but you will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three credit hour class should set aside a minimum of six hours per week to study. Some students should schedule extra time when exams are planned or projects are due
2. *College Grades.* Pay careful attention to an instructor's system for assigning grades, as indicated in the course syllabus. If a student does poorly on a test or assignment, most college instructors will not allow the student to repeat the work in order to improve the grade.
3. *Transcripts.* The grades a student earns in a dual credit course will become a part of their permanent college record and/or transcript. We hope that a student's grade is a good one, but if a class begins to be too much or the grade is slipping dropping the course may be a good option. By dropping course a student will end up with a "W" on your transcript instead of a letter grade. If a student drops too late the grade they have will be the grade on the transcript. Please see the high school counselor before dropping a class for their drop policy.
4. *College Subjects.* College courses sometimes deal with controversial subjects or issues the high school courses would ordinarily avoid. An instructor will teach the same course he or she teaches at PCC.
5. *College Attendance Policies:* Be sure to understand and follow the instructor's attendance policy. PCC policy states an instructor may drop a student if the student incurs excessive absences. In contrast to high school, PCC does not distinguish between excused and unexcused absences. If a class is missed because of illness or attend a school function those absences will count against the student. The instructor may have a tardy policy. Stay in communication with the instructor to avoid any problems regarding attendance.
6. *Don't be Afraid to Ask Questions.* The instructor is available to answer questions about course materials or class policies. If there are any concerns about a student's performance in the course or they are having trouble understanding an assignment, please don't hesitate to schedule a conference with the instructor. Everyone at PCC is dedicated to helping students achieve their goals.

General Program Info and Requirements

Students enrolled in local high schools may be eligible to be awarded credit toward high school graduation for completing certain college-level courses. This process is called Concurrent Credit, when college credit and high school credit is granted.

Qualified students may also enroll in college courses other than those held on the high school campus. Online Concurrent Classes and classes held on PCC campus during the day, evening, or weekends also need to meet prerequisites and requirements.

Eligibility Requirements

Students wishing to take advantage of concurrent enrollment opportunities must meet all of the following eligibility requirements:

1. Be classified as a high school Sophomore, Junior or Senior.
2. Meet established admissions requirements at PCC, as well as appropriate prerequisites.
3. Take the applicable PCC placement tests or ACT prior to enrolling.
4. Have Enrollment Form filled out and signed by your high school counselor, parent, yourself, and returned to the Coordinator of HS/CTE and College Start Programs.
5. Enroll one of three ways:
 - A. Through your high school counselor.
 - B. Through the Coordinator of HS/CTE and College Start Programs.
 - C. Enrollment days at your High School
7. Pay the **reduced costs** associated with taking College Start classes.
8. Take college courses **online**, at your **high school** or at **Pratt Community College**.

Admissions Process

The admissions process into the College Start Program is very simple. In order for the enrollment process to become completed, the following must be submitted:

1. *Complete a College Start Application.* This application can be found on the Pratt CC website at: <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-application>
2. *Submit up to date placement test scores or ACT scores.* See the high school counselor for the scores.
3. *Complete an Enrollment Form.* This form verifies that your school is allowing the student to take classes through PCC. This form can be found on the PCC website at: <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms>

Enrollment Policies and Processes

Once decided on what classes to take, there are a few things that need to be done. Up until the first full week of classes is the grace period to decide whether or not to take a class for concurrent college credit. Unless there are extenuating circumstances a student will not be permitted to take a class for dual credit after the date has passed. An appeal form for late enrollment can be obtained from the Coordinator of HS/CTE and College Start Programs. The appeal must be made before the 20th day of class.

1. Fill out the Add/Drop Enrollment form. This form tells what classes a student wishes to take for college credit. The high school counselor, a parent, and the student must sign and date the bottom before you may be allowed to enroll.
2. Enroll with your high school counselor or by contacting the Coordinator directly. The enrollment in courses must be completed before the end of the first full week of class.

To drop a class after it has started you must first contact your high school counselor. Each school has different policies on dropping a class. Once approval is given from the counselor, the student will need to fill out an add/drop form. These can be found on the College Start homepage or from your counselor. Make sure you have all the appropriate signatures before you send it on to the Coordinator.

If the student drops on or before the certification date the class will be dropped and will not be reflected on the student's transcript.

If the student drops the class after the certification date and during the withdrawal window, the student is guaranteed a "W" and is recorded on the student's transcript.

If a student drops the class after the guaranteed withdrawal window it is up to the instructor whether to give the student a "W" or an "F". Either of which will be recorded on the student's transcript.

Once the class is 75% completed or more, a student must have the approval of the Vice President of Instruction to drop the class

Students who do not officially drop or withdraw from a class will receive an "F" for the class.

Expectations and Requirements

College Start Students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. The individual professors detailing individual class requirements distribute class policies and syllabi during the first week of class.

The College Catalog and Student Handbook are valuable resources for assisting students in getting the most out of what Pratt Community College has to offer. There is a list of student rights and responsibilities, all rules and regulations for general student behavior, grievances, and complaints, and discipline policies and procedures that all students are expected to follow as outlined in this and the PCC student handbook.

CONDUCT: College level conduct is expected of every student enrolled in the College Start Program sponsored by PCC. Respect for other classmates and faculty is expected. Poor conduct will be reported to the Principal and Counselor of the high school. Disciplinary actions may also be taken by a college office.

ITV: A student may be taking College Start classes through ITV. This medium of delivery is convenient and gives you access to college level course work with campus instructors. The ITV classroom at your school is equipped identically with the ITV classroom on campus. It is to be assumed that the television cameras are **ON** at all times and that microphones are active at all times. When entering an ITV classroom, assume that anything that happens is subject to being broadcast to multiple high schools, as well as to the college.

CHEATING: The College Handbook states, in the Academic Services Section: “Students at Pratt Community College are expected to demonstrate honesty and integrity as they work to complete their academic requirements. Students must refrain from cheating, plagiarizing, misrepresentation, or other acts of academic dishonesty.”

Students Engaged in academic dishonesty may be disciplined by their instructor. The discipline may involve the follow action:

1. Recording a zero for the paper and/or test.
2. Deducting points or letter grades.
3. Requiring a new paper and/or test.
4. Failing the course.

Instructors are required to file an Incident Report for each incident of academic dishonesty that identifies al students involved and the actions taken. Additional disciplinary sanction including academic probation, suspension, or expulsion from the college may be imposed by administration.

Tuition, Fees, Books, and Payments

The tuition for College Start courses are as follows:

For academic and online classes the student pays per credit hour, based on the current fee schedule set each fall semester. For fall and spring semesters College Start students get a benefit of a reduced rate. During the summers you will be charged the full tuition rate.

For Career and Technical Education classes (CTE) the student takes the classes tuition free thanks to the CTE Initiative started by Governor Brownback. There are some fees still associated with those classes, but they are minimal.

TEXTBOOKS: Textbooks must be purchased before the first day of class. Textbooks can be ordered from the PCC bookstore at 800-794-3091 ex 176. You are not required to buy your books through the bookstore. You may choose any vendor of your liking.

PAYMENTS: Students who wish to pay by installment must do so on the PCC website with the Official Payments program using your Self Service account. Students may also pay by check or cash at the PCC business office. For questions about your account, please call 620-254-2143

**** If a student has not set up a payment plan or paid for classes they will receive a letter in September from the Director of Finance stating that they either need to pay or drop the class. The student will have two weeks to do so. If it is chosen to drop the class the student will still be required to pay for the class. During that time a hold will be placed on the account and the student will not be allowed to take any other classes through PCC or have grades transferred elsewhere until the balance is zero.****

Earn as You Learn Scholarship

The Earn as You Learn Scholarship (EYLS) is awarded to each student that earns an A or B in a college start class. Up to nine (9) scholarship credits may be earned per semester. Each credit hour of scholarship earned will be credited to the students account at Pratt CC. Here are a few rules to keep in mind about the EYLS.

1. You must receive an **A** or **B** to qualify for the credits. No other grades qualify.
2. This scholarship can **only** be used once you graduate high school. Per federal law, a person may not receive any scholarships as a high school student.
3. The scholarship may not be used for summer or evening classes before the student's graduation from high school. This scholarship cannot be applied to online classes.
4. The tuition credits will expire two (2) years after the high school graduation date.
5. This earned scholarship may be used at any PCC site for any type of class. The EYLS credits must be applied before any other scholarships can be.
6. The EYLS Program awards are not transferable. These are only good through Pratt Community College only.
7. Students are responsible for all College Start costs and for all summer and or full time enrollment costs that are not covered by the scholarship.

The Earn as You Learn Scholarship Program was established to help provide a way for students to earn a substantial portion of their own college education costs, to serve as an incentive to encourage students to achieve their best academic performance, and to provide a financial incentive to encourage students to complete their associate's degree at Pratt Community College.

For questions or more information please contact the Pratt Community College financial aid office at 620-672-5641 ext. 248

Requesting a Transcript

A transcript is a certified, official copy of a student's permanent academic record. It contains confidential information that can be sent to another institution or place of work. To request a transcript from Pratt Community College you must go through the National Clearing House. Each transcript is \$12. Make sure when ordering a transcript you have a credit card ready. To do so, follow these easy steps.

1. Go to the PCC webpage at www.prattcc.edu. On the right hand side you will see the "Quick Links" tabs.
2. From the "Quick Links" choose "Transcript Request"
3. Click the blue "Order Transcripts" button. This will take you to the National Clearing House website.
4. Fill out the information requested and pay for your transcript.

It could take a few days to receive a transcript so please be patient. If you have any questions or problems, please contact the PCC registrar's office at 620-450-2218.

Questions and Answers

Question: What do I do if I move or change high schools?

Answer: Immediately contact 620-450-2222 and notify your high school counselor. The college will drop you from your College Start Classes. If you do not notify us, your grade could be an automatic *F* at the end of the semester and will be posted to your Pratt Community College transcript. You will also still be required to pay for your class. Until the class is paid for you will have a hold on your account and will not be able to take any other classes from PCC. Along with that, the hold will keep you from getting your grades transferred to any other college or university.

Question: Why is it important to have a degree from Pratt Community College?

Answer: Pratt Community College has articulation agreements with all the state universities. Articulations are seamless course sequences started in a Kansas accredited community college and then continued at the state university level. Any student who graduates with a degree from a community college in Kansas can be admitted to a state university at the junior level with a maximum of 48 general study credits without losing any credits in the transfer.

PCC Contact Information

College Switchboard	620-450-5641
Admissions/Tours	Jackie Mundt: 620-450-2112
Advising/Testing	Amy Jackson: 620-450-2135
Bookstore	Krystal Atterberry: 620-450-2176
Self Service Helpdesk	Mary Sullivan: 620-450-2221
College Start	620-450-2222
Financial Aid	Nikki Powell: 620-450-2248
Library	Sandra Wagnor: 620-450-2172
Business Office	Cher Gruver: 620-450-2143
Transcripts	Erin Lacio: 620-450-2218
College Start Fax	620-450-2282
Webpage	http://www.prattcc.edu/departments/college-start-college-credit-high-school-students

Self Service

New College Start students need to complete and submit a College Start Application. The College Start application can be located on the Pratt Community College website at: <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-application> . After submission of the application, it will take 1-3 business days to process. The student will then receive an e-mail containing their student ID, College Start enrollment form, and College Start Handbook. At this point, the student will be eligible to receive access to Self-Service

Self Service Instructions:

1. After completing the College Start Application and Receiving their College Start Acceptance email, an account will be created for the student.
2. The student will receive two emails from Pratt Community College. This mailing is automated and the student should not respond to these emails. One email will contain a username and the other will contain a password.
3. The student should login to Self-Service using this information. A login link can be located under the “Login” tab on the main page or at the following link, <https://selfservice.prattcc.edu/selfservice/Home.aspx>.
4. After logging in, the student should navigate to <https://ssrpmweb.prattcc.edu/>.
5. Select the “Enroll in SSPRM” option
6. Enter your login credentials and follow the instructions to update your password
7. The student will now have access to Self-Service. They can use Self-Service to check grades, their unofficial transcript, etc.

Online Concurrent Courses

Online concurrent courses are located in Canvas. Below are the steps to getting logged into an online concurrent class.

1. Students will receive their login credentials within 24-48 hours of submitting their online College Start Application. (The email you provided on your college start application will be the email used to send your log-in information).
2. If you do have lost your login credentials, please email the Office of Admissions or the College Start Coordinator to request that information. Please be aware that during times of high-volume enrollment, it may take 24-48 hours to process your request.
3. Go to www.prattcc.edu, click on “Login”, then click on the Canvas link. From there, you can use the log-in and password provided in the email to log-in to Canvas, where your class will be held.
4. You will not be able to access your class until the day that it starts.
5. To get your book ordered, please call the PCC bookstore at 620-450-2176.

eduKan Online Courses

Students are responsible for completing enrollment on EduKan and completing the necessary enrollment forms. Enrollment documents are available on the College Start Website

Please contact the Coordinator of HS/CTE College Start Programs for assistance at (620) 450-2222 or chriss@prattcc.edu

Enrollment steps:

- 1 .Go to www.edukan.org
2. Click "Online Application" under Admissions on the top left side of the page.
3. Fill out the requested information on the Application Form and click "continue."
4. Select Pratt Community College under School of Interest and click "continue."
5. Look at what session you might want to enroll in by clicking "Course Info", then click on the corresponding semesters "click here" you are wanting to enroll in.
6. Login to your account. Your login will be the first four letters of your last name combined with the last four digits of your social security number. Use the password you created during the application process.
7. Click "GO."
8. Click "Add" in the top left corner.
9. Update your personal information if needed and click "update with new values."
10. Select Pratt Community College.
11. Please select the semester for which you would like to enroll and click "continue."
12. Select the course(s) you would like to registrar and click "continue."
13. Read the Payment Options screen and click "continue."
14. Read the Registrar Confirmation of Enrollment letter and Status Information page.
15. Submit an enrollment form to the Coordinator of HS/CTE College Start Programs. Enrollment forms are available under the "College Start Forms" link.

eduKan Online Courses Cont.

Drop steps:

1. Go to www.edukan.org
2. Login and click "GO."
3. Click "drop" in the top left corner. If dropping your classes is not possible the drop button will not be there, in that case please email the Online Administrator at online@prattcc.edu. to withdraw from the class.
4. Select Pratt Community College.
5. Select the semester for which you would like to drop a course and click "continue."
6. Select the course you would like to drop and click "continue."
7. Please complete the eduKan survey and click "continue."
8. If you click you want to be contacted you will receive a confirmation letter from the Online Administrator stating that you have dropped the class.