

PCC College Start Handbook 2024-25

College Start is an opportunity for high school sophomores, juniors and seniors (and HS freshmen on a gifted IEP) 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 the College Start enrollment.

We are delighted you have chosen to get a head start on your college education by participating in the College Start Program at Pratt Community College, and we wish you the best for an excellent school year.

HS College Start Program

Pratt Community College

Coordinator of Enrollment Services and High School/College Start, Kim Lee

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PCC Contact Information

College Start Coordinator, Kim Lee	620.450.2171 (Office) kimberlyl@prattcc.edu
Admissions Office Email	PCCAdmissions@prattcc.edu
Business Office	620.450.2134
Placement Testing - Accuplacer	620.450.2156
Bookstore	620.450.2176
Admissions/Campus Visits	620.450.2217
Learning Resource Center (Library)	620.450.2172
Transcripts - Outgoing	620.450.2219
Financial Aid	620.450.2247
Student IT Help/Account Access	620.450.2128
Director of Admissions, Renee Elpers	620.450.2171

PCC College Start Quick Start Q & A

Who is eligible to take classes while in HS?

Sophomores, juniors and seniors currently in HS and freshman with a Gifted IEP can take College Start classes.

How do I get started?

You begin by applying to Pratt Community College "HS/College Start" on the prattcc.edu website.

Do I have to apply multiple times?

You only apply once as a HS/College Start student, but once you graduate HS, you must apply again before taking classes as a traditional student, even to take just one class. This starts with the summer semester following your graduation.

What happens after I apply?

After you apply, you will be sent a "Welcome" email followed by two emails, one containing your username/PCC email and the other containing your password.

How do I log in for the first time?

To log into your account, ALWAYS begin at the prattcc.edu website, then go to the login tab and choose the "STUDENTS" login. There you will be asked for your **PCC email address** and your password that was sent to you. Make sure the email address has the format BBeaver12345@ prattcc.edu.

How do I log in to enroll in classes or add or drop classes?

Always log in the same way as above! Once you are logged in there, you have access to all PCC Apps including Self-Service, Canvas, Etrieve, your PCC (Outlook) email, the entire Microsoft Suite, etc.

What is Self-Service used for?

Self-Service is where you choose classes under the registration tab just like online shopping, but you also check your grades and pay your bill there.

What is Canvas used for?

Canvas is the app that you will access for online coursework. This is also sometimes used with in-person classes.

What is Etrieve used for?

Etrieve is the app where all forms and documents are stored. For HS students, this app is used to add, drop or withdraw from a class including add to the waitlist. That form is found under "Forms... Registrar... Change of Enrollment Form." The FERPA Information and Waiver form as well as the TB Screening form are also found in Etrieve and are required of all HS students beginning with the 2024-2025 school year.

Are some classes free to HS students?

Any course listed on the "Excel in CTE" list is free to anyone still in HS and that includes EduKan courses. That is no longer the case as of the date of high school graduation.

How do I pay for my classes?

All payments are handled through the PCC Business Office and can be paid online through your Self-Service app. Call the PCC Business Office at 620-450-2134 with any questions.

What courses need placement test scores?

Some math and English classes as well as General Chemistry require qualifying scores before being placed into the class. Changes have been made beginning with the '24-'25 school year and do include a GPA option for 2nd semester seniors. The Office of Student Success offers Accuplacer testing and manages placement scores.

Admissions

Step 1: Am I eligible? How do I make this happen?

College Start is a program that provides an opportunity for students to jumpstart their college education through enrollment in college-level courses. These courses are offered through multiple channels, including instruction at the high school itself, via the Pratt Online platform, the EduKan platform, or at the PCC campus, all under the guidance of approved college instructors.

CTE (Career and Technical Education) refers to courses within the College Start program that are of a technical nature. These courses are available to all Kansas high school students at no cost anywhere in the state of Kansas until students complete their high school education.

Dual credit courses allow students to receive both high school and college credit for the same course. High schools make the decision what PCC classes can count as high school credit.

Concurrent enrollment refers to the participation of high school students in dual credit courses, specifically when these courses are taught by high school teachers during the regular high school day by high school teachers who are fully qualified to teach a college level class. By successfully completing these courses, students earn credit towards both their high school requirements and college credits.

Eligibility Requirements

Students wishing to take advantage of College Start enrollment opportunities must be in grades 10, 11 or 12. A student in grade 9 who has been designated as "gifted" may enroll only upon submission of a current Individualized Educational Plan (IEP). A student's IEP must be submitted to the College Start Office before, or at the time of enrollment. All students must apply and be admitted to Pratt Community College's College Start program before enrolling in coursework.

Admission Requirements/Steps

- Complete a College Start Application at [College Start Application](#).
- Three emails will be sent to you once you complete the application.
 - A welcome email with links to important information including how to login
 - TWO emails titled "Your Pratt Community College Login"
 - The first email with that title will contain your student username and PCC email address. This username/email doesn't ever change. The format is first initial, last name, followed by the last 5 digits of your student ID. For example, BSmith12345 is a username and BSmith12345@prattcc.edu is the email address.
 - The second email under that title will contain a password that is always 8 characters in length. It is best to copy and paste this password.
- Access your Pratt Community College account via the "Login" tab at the prattcc.edu website, then choose "STUDENTS."
- Submit the required FERPA Information and Waiver form to release student information to parents, guardians or anyone else. Link to this form is included in the welcome email
- Submit the required Tuberculosis Screening form also a link in the welcome email. **This is a new form required beginning with the 2024-2025 school year.**
- Submit Accuplacer or ACT scores and any other needed placement information for any math, English, or chemistry enrollment. Other courses may require a prerequisite course (Ex. Comp I is a prerequisite for Comp II, etc.)

Enrollment

Step 2: I am admitted, so now what?

Enrollment Process

College Start enrollment must be completed **online via the student's Self-Service account**. After logging in to the PCC Microsoft 365 portal, students have access to their Self-Service accounts through the Self-Service app. A link is included in the student's "Welcome Email" entitled "Self-service enrollment instructions." If the high school is in the PCC service area, the high school counselor or advisor must approve the student's enrollment. If the student is outside of the PCC service area or not affiliated with one of our 12 high schools in our area, the College Start Coordinator becomes the advisor and will approve the student's enrollment.

In order to enroll in math, English, and/or chemistry courses, students must meet placement standards which involve placement testing (either ACT or Accuplacer) prior to enrollment or for second semester high school seniors, a GPA requirement. These tests along with other measures like GPA assess the student's proficiency in the respective subjects and help determine the appropriate level of courses for their skill level. [2024-2025 Placement Chart](#).

Students with holds on their account (owe money or have not returned rental books from prior semesters) will not be allowed to enroll. Full payment must be received to remove a hold and before enrollment can be reopened.

Enrollment Window

The enrollment windows for Pratt Community College classes are as follows:

Summer and Fall Classes: enrollment opens after Spring Break concludes, which typically falls in mid-March. Exact date for early enrollment can be found on the learning calendar each year.

Spring Classes: enrollment opens after Fall Break concludes, which typically falls in mid-October. Exact date for early enrollment can be found on the learning calendar each year.

Credit for past courses is not granted retroactively. To receive credit, students must enroll in the course before the enrollment window closes or obtain instructor permission within the first week of the course. College Start courses follow PCC's enrollment window, regardless of location.

Waitlist - If a desired course is full at the time a student attempts to add the class to their Self-Service cart, students can opt to be placed on the waitlist for that course by completing the Add Section of the Etrieve "Change of Enrollment Form" and indicating "Please add to waitlist". It is important to understand that even with professor permission, being on a waitlist does not guarantee placement into a class that has reached capacity. To avoid being on a waitlist, the most effective strategy is early enrollment.

Financial Responsibility

Step 3: How much will it cost?

Payment and Financial Responsibility –

2024-2025 Tuition and Fees for College Start courses are as follows:

General College Start Fee Structure:

High School Concurrent Classes	\$96/ credit hour tuition and fees
Pratt Online Classes	\$96/ credit hour tuition and fees
PCC On Campus Classes	\$96/ credit hour tuition and fees
EduKan Online Classes	\$150/ credit hour
CTE Classes	Free of Tuition and General Fees**

NEW BEGINNING 2024-2025 SCHOOL YEAR – **Discounted tuition and fee rates for:

****Pratt County Residents – this includes anyone attending Pratt High School, Skyline High School or the Pratt Learning Center as well as any high school students with a legal Pratt Country address whether home school or attending an area high school – Cost per credit hour is \$39 tuition and fees. This includes all courses and all course delivery options except EduKan.**

****Service Area High School Students – this includes students attending Attica, Chaparral, Cunningham, Kingman, Kiowa County, Macksville, Medicine Lodge, Norwich, South Barber or Stafford High Schools – Cost per credit hour for Pratt Online only classes listed below will be \$49 tuition and fees.**

- Art Appreciation ART139
- General Biology BIO125
- Anatomy & Physiology BIO278
- Intro to Word Processing BUS162
- Microcomputer Office Apps BUS235
- Technology for Teachers EDU203
- Interpersonal Communications COM106
- Public Speaking COM176
- English Composition I ENG176
- English Composition II ENG 177
- American History to 1865 HST176
- College Algebra MTH 178
- Intro to Geology PSC175
- General Psychology PSY176
- Intro to Sociology SOC176

ALL students will still qualify for the Earn as You Learn Scholarship post-high school graduation. See page 10 for details of the EAYL Scholarship.

Career and Technical Education classes (CTE) are still free of tuition and general fees for all Kansas residents attending Kansas high schools, but still may have some special fees associated with them i.e., tools, textbooks, CNA certification test, etc. See the Excel in CTE course listing for current estimated course fees. [excel-cte-courses-2024-2025](#)

Textbooks

Textbooks are a legitimate expense for all college students. Textbook information is found in Self-Service by clicking on the name of the course, then “View Textbook Information”. This cost is the responsibility of the student. Some high schools elect to purchase PCC textbooks for use. Students must be aware if their school does or does not supply textbooks. If they are not provided, students will need to purchase the book by the initial class period. Students who purchase textbooks from the PCC bookstore may sell them back at the end of the semester. Textbook rental (at a lower cost than purchase) is available for some textbooks. Rental books must be returned by the deadline or a bookstore hold will be placed on the student's account. Some courses may use online texts which still must be purchased as part of textbook costs.

Computer Requirements

Students attending Pratt Community College should have access to computers which have the ability to fully use the Microsoft 365 suite, Zoom application, and Canvas website; all of which are utilized by Pratt Community College. Enrolled students will be expected to have access to equipment that includes a camera and microphone to fulfill the basic requirements. Certain classes, such as INT, eSports, etc. may have additional software or hardware requirements. Please check with your instructors for more details. A limited number of laptops are available for checkout at the Linda Hunt Memorial Library located in the Benson Education Center.

Billing and Payments

After students add courses, they will begin to receive letters and billing statements from the Business Office. High School College Start students who are adjusting their schedules for the Fall semester have until September 27th, 2024 to qualify for a full refund. Similarly, for Spring semester classes, High School College Start students would have until February 28th, 2025 to qualify for a full refund. If personal circumstances warrant consideration for exceptions from the published tuition and fee refund policy, a student may seek a written waiver. Each waiver asking for refund exception will be handled on a case-by-case basis and will need to be approved by the Vice President of Pratt Community College's Financial Division, Kent Adams.

Students are expected to set up a payment plan, or pay in full, before the initial class session. If a student has not set up a payment plan, or paid for classes, they will receive a letter after the start of class stating they must pay or drop the class. The students will then have two weeks to complete payment or create a payment plan. Payments can be setup and made through the student's Self-Service account, or by calling the Business Office at 620.450.2134. Students with unpaid balances at the end of the semester will not have grades or transcripts released or be able to enroll for the upcoming semester. EduKan classes must be paid in full before the first day of class. High school students are not eligible for Federal Financial Aid or scholarships. To qualify for free tuition for CTE courses, the student must have legal permanent Kansas residency as well as be attending high school in the State of Kansas.

Achieving Success

Step 4: How can I make the most of my experience as a college student?

Student Responsibilities

The student is responsible for

- Student Email - Each student is provided a prattcc.edu email address accessed through the Outlook App in the Microsoft 365 portal. Instructors do communicate with students at this email address, so check it often and regularly.
- All tuition, fees, textbooks and supplies for courses in which they enroll. Tuition and general fees are waived for CTE courses. There may be specific fees like tools, textbooks, etc.
- Adding, Dropping and Withdrawing within the appropriate time frames. Please see the next section for details.
- Notifying their high school counselor, or person responsible for College Start enrollment, before making a course change - adding, dropping or withdrawing.
- Requesting their PCC college transcript to be sent to other colleges or universities. This can be done online at www.prattcc.edu/transcripts.

Attendance Policy

Pratt Community College emphasizes class attendance for student success. Students are expected to be enrolled and present at all sessions of each course. Those frequently absent due to high school commitments may find regular high school classes more suitable due to the higher academic demands of college courses. Each instructor sets the attendance policy, detailed in the course syllabus distributed on the first day. Students should discuss any absence with their instructor in advance as this may affect their grade. High school activities are not automatically excused.

Students enrolled in online classes must have participated within one (1) business day of the start date of the class(es) or may be dropped. Currently enrolled students who fail to attend classes and have not contacted and received instructor approval for late entry into a class (es) within the allotted time (one business day) of a class's first session/meeting may be dropped as having never attended.

Grades and Privacy

Students access their grades via the Self-Service app's gradebook. Parents of high school students cannot access the system due to FERPA laws safeguarding student privacy. This applies to all college students, regardless of age. Instructors cannot discuss student matters with parents unless an Information Release Form is completed through the Office of Admissions. Regularly checking grades is strongly recommended.

Course Syllabus

Each course has a syllabus which outlines course requirements, expected learning outcomes, grading and attendance policies each student is expected to follow. Instructors are required to review this document with students at the beginning of the course to ensure student understanding.

Important Dates

Important Pratt Community College dates can be found in the Pratt Community College Learning Calendar at [24-25 Academic Calendar](#).

Tutoring

In-person and online tutoring is available to all College Start students for Pratt Community College classes. The in-person schedule is located on the tutoring website: www.prattcc.edu/general-education/tutoring. Students can also take advantage of the online help through www.tutor.com, which provides 24/7 access.

Adding, Dropping and/or Withdrawing from a PCC Class

Step 5: What if I want to make a change?

Students can **add** classes through Self-Service using the instructions sent in a PDF attachment with their Welcome email. Classes remain "pending" until finalized by advisor (HS Counselor) approval. Enrollment must be completed within the enrollment window: up until five (5) business days after the class begins. After the first five (5) business days, no late enrollment will be allowed.

****Note that Pratt Community College's on-campus or Pratt Online courses may start at a different time than when your high school's semester begins!** The five-business-day late enrollment window applies to concurrent classes at your high school's location based on when that class begins, not the college's main campus start date. For example, if your high school's semester does not begin until August 21st, you would have until the end of the work day on August 25th to enroll in a concurrent class at your school for college credit even if Pratt Community College's Main campus classes started earlier in mid-August.

Dropping or Withdrawing from a Pratt Community College Class and HS Refund Policy

Dropping from a Pratt Community College course means that the class will not be reflected on a student's transcript by either title or with any grade mark. Dropping from a course does not impact a student's GPA. HS students can drop full-length semester classes and get a full refund for the class until September 27, 2024 for a fall class and until February 28, 2025 for a spring class. After that date, asking to be removed from a course is then considered a **WITHDRAW**.

Withdrawing from a Pratt Community College course is possible from the specified date above until 75% of the class has passed. Withdrawing from a class results in a "W" grade being placed on the student's transcript alongside the title of the course. Although a "W" grade does not affect a student's GPA, they are still financially responsible for paying for the class charges in full. After 75% of a class has passed, a withdraw is not possible and the student will not be able to be removed from the class. For exact date of when a withdraw is no longer possible, please contact Kim Lee.

It is the **STUDENT'S RESPONSIBILITY** to initiate the drop or withdraw from a course. Students who do not drop or withdraw a course and fail to attend or submit work will receive the grade they earn for the course. A **Change of Enrollment Form** must be completed via the Etrieve platform to initiate the Drop/Withdraw process. If you are uncertain how to log in or access Etrieve, please contact Kim Lee or the Admissions Office for assistance. **High school students who add or drop courses should make sure their high school counselor is aware of any changes the student is making in his/her schedule and that appropriate approvals are in place.**

DROPPING or WITHDRAWING FROM THE COURSE AT THE HIGH SCHOOL DOES NOT IMMEDIATELY DROP or WITHDRAW THE STUDENT FROM THE COLLEGE COURSE.

Transferring Schools or Leaving Pratt Service Area

Students changing schools or leaving the Pratt CC Service Area can drop or withdraw from their classes before the deadline; otherwise, they will receive the grade earned. EduKan, or Pratt Online courses would be unaffected by a change of high school and still subject to the drop/withdrawal policy.

Now that the course has ended, I have a few questions.

How can I send my transcript to other colleges? Students must request their PCC transcripts to be sent to other colleges after high school graduation. High school transcripts do not reflect college credit hours. Order a copy of your PCC transcript at: <https://prattcc.edu/student-services/transcript-request>

How will these classes transfer and fit into my long-term goals? If you plan to transfer to another college after PCC, it is important to verify how your credits will be accepted. To ensure smooth credit transfer from Pratt Community College (PCC) to another institution, check out the Kansas Board of Regents' guidelines at http://www.kansasregents.org/academic_affairs/transfer-articulation. Guaranteed transfer courses across Kansas public institutions cover a wide range, from College Algebra to Art History. Additionally, Reverse Transfer allows eligible students to earn associate degrees while pursuing further education. Learn more about transferring courses at <https://prattcc.edu/student-services/transfer-information>

What if I was not able to finish my class? Under certain circumstances, an instructor may grant an "incomplete" to a student for one semester, e.g.--extended hospitalization or illness. An incomplete is not allowed for students who have failed to meet the deadlines for regular course work and simply want "more time". A student who does not complete the agreed upon coursework within the specified time will receive a grade of "F". Grade appeals can be made within 120 days of completing the course, and must follow the established PCC procedure, listed in the PCC Student Handbook at: <https://prattcc.edu/student-services/student-handbook>

Earn as You Learn Scholarship

The Earn as You Learn Scholarship (EAYL) is awarded to each student who 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 student's account at Pratt Community College.

Guidelines for the scholarship are as follows:

1. The student must receive an "A" or "B" to qualify for the credits. No other grades qualify.
2. The scholarship can only be used once you graduate from 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.
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 or Pratt Online for any type of class. The EAYL credits must be applied before any other scholarships are applied. EduKan classes do not qualify for EAYL credits.
6. The EAYL awards are not transferable. The award is 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 which 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 for students to achieve their best academic performance, and to provide a financial incentive for 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 620.450.2247.

High School College Start FAQ's

What is College Start Credit?

College Start is a program that allows high school students in grades 10, 11 or 12 (and qualified gifted students in Grade 9) to earn college credits prior to graduating high school. It provides an opportunity for students to jumpstart their college education through enrollment in college-level courses. These courses are offered through multiple channels, including instruction at the high school itself, via the Pratt Online platform, the EduKan platform, or at the PCC campus, all under the guidance of approved college instructors. Some of these courses may be accepted by the high school to satisfy specific HS requirements at the discretion of the HS administration. Pratt Community College credits are awarded to students, contingent upon receiving passing grades.

What is the difference between College Start and CTE?

College Start is a program through Pratt CC, offering college level courses to high school students. Career Technical Education (CTE) courses are classes within the College Start program that are of technical or vocational training in nature. There are several class options in technical and non-technical fields through College Start.

Where will I take my classes?

College Start courses are available over many platforms, including at your high school, on PCC's campus, online (Pratt Online or EduKan) and streamed through Zoom.

Who is my instructor?

Your instructor can be your high school teacher, a PCC instructor, or an EduKan instructor depending on the platform over which you choose to take your course.

What is the cost of classes?

College Start courses taught at the high school, on PCCs campus, or through Pratt Online for the 2024-2025 school year are \$96 per credit hour. College Start courses taught through EduKan are \$150 per credit hour.

Are there extra fees?

Some College Start courses have separate fees associated with the course, i.e., CNA courses, tools, uniforms, etc. Check your Self-Service account for associated fees.

Will I need to purchase a textbook for my class?

You may be required to have a physical textbook for your class or you may have an embedded digital textbook. You can find the textbook required in your Self-Service account. The cost of textbooks is the responsibility of the student.

What are my payment options?

Payment can be made in your Self-Service account or by calling the Business Office at 620.450.2134

Who should I contact with College Start questions?

Any questions can be directed to the College Start Office by emailing kimberlyl@prattcc.edu or calling 620.450.2194.

What is the last day to drop my class and get a full refund?

HS students can drop full-length semester classes and get a full refund for the class until September 27, 2024 for a fall class and until February 28, 2025 for a spring class. After that date, asking to be removed from a course is then considered a **WITHDRAWAL**. Students may not withdraw from a course after the course is 75% completed (More information on page 8).

What is the last day to enroll in College Start classes?

All full-length semester courses offered on the PCC campus, Pratt Online, EduKan, or classes taught on your high school's campus are subject to the Enrollment Window Policy which states that all enrollments must be completed before the end of the 5-day enrollment window.

If I decide second semester that I would like college credit for a first semester course (i.e., Composition I) in which I was not enrolled for dual credit, may I enroll retroactively?

No

If I move and cannot complete my College Start class, what should I do?

If you are unable to complete your course(s), you must contact the College Start Office to drop or withdraw from your courses. If you do not initiate a drop or withdraw, you risk failing the course. A drop or withdraw will not be initiated for you by PCC staff. A drop or withdraw can be processed once contact is made by the student if it is within the appropriate drop/withdraw time frame.

Where do I access my final grades, transcripts, etc.?

Your final grades and unofficial transcript can be accessed on your Self-Service account. All official transcripts must be ordered online at [Transcript Request | Pratt Community College \(prattcc.edu\)](https://prattcc.edu/transcript-request).

I cannot access my Microsoft 365 account. What should I do?

Contact the Admissions Office at 620.450.2217 or kimberlyl@prattcc.edu to have your password reset.

What scholarship opportunities do I earn by completing College Start courses through Pratt Community College?

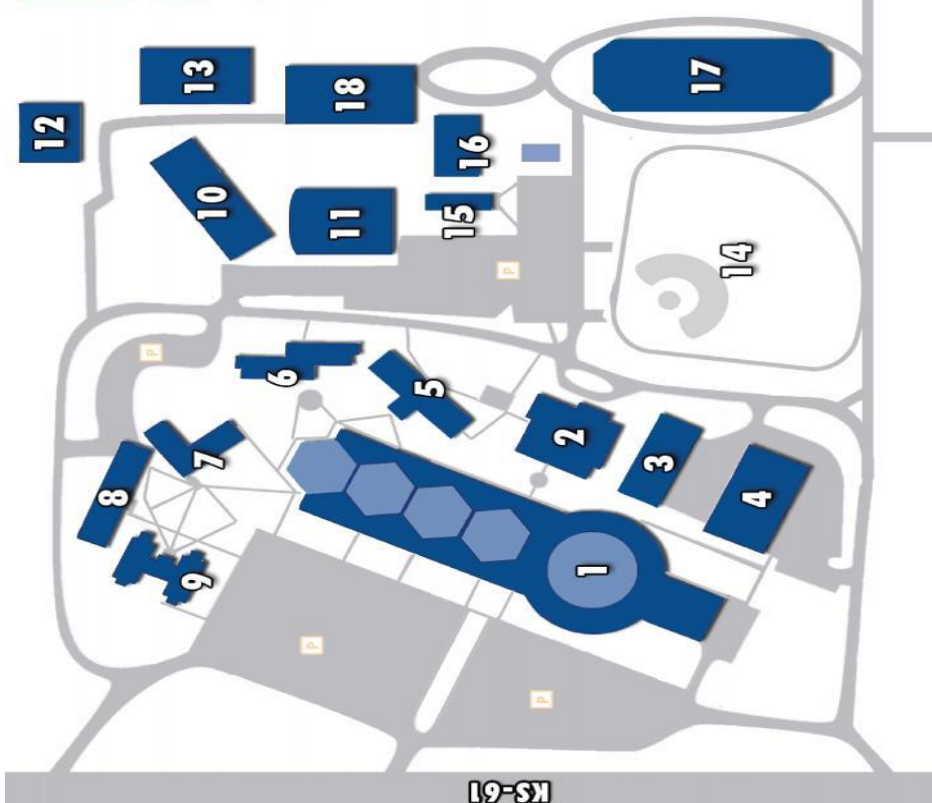
The Earn as You Learn Scholarship is available to each student who earns an A or B in a College Start class. Up to nine (9) scholarship credits can be earned per semester. Each credit hour of scholarship earned will be credited to the student's account at Pratt Community College for use **after** high school graduation. These credits apply to tuition only. Books & Fees are not covered by the Earn as You Learn Scholarship. Scholarship credits cannot be used towards EduKan courses and must be used within two years following your high school graduation date. The EAYL Scholarship can be used in summer, fall, or spring semesters.

What are Career Technical Education (CTE) courses?

In January 2012, Governor Brownback announced a plan to enhance career technical education in Kansas and better prepare high school students for college and careers. The legislatures responded with Senate Bill 155 which provides new state dollars to pay college tuition for high school students earning college credits in technical courses and at the same time, potentially earn an industry credential valued by employers. The free college tuition applies to any and all technical courses in approved programs at public community and technical colleges. This does include both Pratt Online and EduKan courses as well as traditional on campus and concurrent courses. Special fees may apply to some courses. A list of approved courses can be found at [excel-cte-courses-2024-2025](https://prattcc.edu/excel-cte-courses-2024-2025)

PRATT Community College

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|--|------------------------|--------------------------------------|---|
| 1. Benson Education Building (0-99) | 5. Scholarship Hall | 11. Chandler Hall | 15. Stanion Indoor Practice Facility |
| 2. Riney Student Conference Center (300's) | 6. Beck Hall | 12. Electrical Power Center | 16. Softball Practice Facility |
| 3. Ag Power Building (200's) | 7. Porter Hall | 13. Electrical Power Technology Barn | 17. Hoffman Arena |
| 4. Gwaltney Hall (100's) | 8. North Hall | 14. Stanion Baseball Field | 18. Agricultural Activities Center |
| | 9. Novotny Hall | | 19. Track & Soccer Complex (not pictured) |
| | 10. Wojciechowski Hall | | |