

PRATT 
Community College
College Start
Student Guide

2020-2021

TABLE OF CONTENTS

Page 3: Welcome to PCC

Page 4: Transfer Information

Transfer Equivalencies from Pratt Community College

Course Transfer

Reverse Transfer

Page 5-6: Eligibility and Responsibility

Definition

Eligibility Requirements

Admissions Requirements

Student Responsibilities

Payment and Financial Responsibilities

Page 7-10: Enrollment

Definition

Enrollment Process

Self Service

Student Email

Enrollment Window

Adding/Dropping Classes

Attendance

Transferring Schools

Grades and Privacy

Incomplete and Grade Appeals

Transcript request

Important Dates

Course Syllabus

Page 10-11: Earn as You Learn Scholarship

Page 11: PCC Contact Information

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 concurrent 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.

We wish you the best for an excellent semester. We are sure you will not only learn a great deal, but you will have a great experience as well.

HS/CTE College Start Program

Pratt Community College

620.450.2217



Transfer Information

Transfer Equivalencies from Pratt Community College

If you are planning to attend another college after PCC, you will need to know how your classes will transfer.

Kansas Board of Regents has taken the guess work out of college transfer within the Kansas' public community colleges, technical college and universities listed at http://www.kansasregents.org/academic_affairs/transfer-articulation.

Course Transfer

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. From College Algebra and English Composition I & II, to Public Speaking and Art History I & II, a student who completes a course listed as a guaranteed transfer course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution in pursuit of a degree or credential. The system wide course matrix can be found at http://www.kansasregents.org/resources/PDF/Academic_Affairs/TAAC/FY_2015/KRSN_Matrix_5-2017.pdf

Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended. For additional information about transfer courses visit: http://www.kansasregents.org/transfer_articulation

Eligibility, Admission & Responsibility

College Start Definition

A College Start course is a college course taught either at a high school, through Pratt Online, or on a Pratt Community College campus by a college approved instructor. These college courses can be accepted by the high school to satisfy specific high school requirements, but at the discretion of the high school administration.

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 completed and current Individualized Educational Plan (IEP) which includes a recommendation for college enrollment as part of the IEP. A student’s IEP must be submitted to the College Start Office before, or at the time of, enrollment.

All students must be approved for enrollment and meet required placement test scores for college admission. The high school principal must authorize the student’s enrollment.

Admission Requirements

1. Complete a College Start Application at <http://prattcc.edu/departments/college-start-college-credit-high-school-students>
2. Access Self Service account and enroll in Self Service Reset Password Management (SSRPM)
3. Submit Accuplacer or ACT scores for any Math, English or Chemistry enrollment
4. Submit College Start Parent Permission Form
5. Complete enrollment through student’s Self Service or EduKan account

Student Responsibilities

- The student is responsible for all tuition, fees, textbooks and supplies for courses in which they enroll.
- The student is responsible for dropping/withdrawing from a course by the stated college deadline, using either the provided drop form or via email, if they do not

wish to continue the course for college credit. **Dropping the course at the high school does not drop the student from the college course.**

- The student must notify their high school counselor, or person responsible for college start enrollment, before dropping or withdrawing from a course.
- The student is responsible for requesting their PCC college transcript to be sent to other colleges or universities. This can be done online at www.prattcc.edu/transcript

Payment and Financial Responsibility

2020-2021 Tuition and Fees* for College Start courses are as follows:

High School Classes	\$89/ credit hour
Pratt Online Classes	\$89/ credit hour
PCC Campus Classes	\$89/ credit hour
Edukan Online Classes	\$150/ credit hour
CTE Classes	Free of Tuition**

*Cost for Tuition and fees are subject to change.

**Career and Technical Education classes (CTE) are tuition free, but still may have some minimal fees associated with them. See the Excel in CTE course listing for current course fees.

Students are expected to set up a payment plan, or pay in full, before the first 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 have two weeks to do so. Payments can be setup and made through the students 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.

High school students are not eligible for Federal Financial Aid or scholarships. They are eligible to enroll in Career Technical Education courses tuition free through SB155. In order to qualify for CTE courses, the student must have legal permanent Kansas residency.

Textbooks: Textbooks are a legitimate expense for all college students. 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 not supply textbooks, they will need to purchase the book by the first 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.

Enrollment

Enrollment Process

Students must complete placement (ACT or ACCUPLACER) prior to enrollment in math, English or Chemistry with qualifying scores. Placement testing information can be found at <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-placement-scores> .

College Start enrollment must be completed online through the student's Self-Service account. Before a student is given access to enroll, a College Start Parent Permission form must be completed and submitted to the College Start office. The College Start Parent Permission form can be found at <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms>. Permission from the High School Principal and Counselor will be obtained by the Director of HS/CTE College Start.

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 before enrollment can be opened.

Students cannot receive credit for courses they have taken in the past without enrolling. There is no “retroactive” credit. A student must enroll in the course before the end of the enrollment window (see policy below), or with instructor permission within the first week of the course, to receive credit.

High school enrollment dates and deadlines may not be the same as those for PCC concurrent courses, but the college dates and deadlines will apply to concurrent courses.

Self-Service

Students will be given initial access to their Self-Service accounts to enroll after their College Start Application has been processed. Instructions for enrollment and password resets can be found online at <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms>. Instructions will also be provided to students during College Start enrollment session held at their high school each semester.

Student Email

Each student is provided a prattcc.edu email address through Office365. Access to email accounts can be found at <http://prattcc.edu/about-pcc/login>. Instructions for logging in can be found on Step 9 of the Self Service Setup Guide at <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms>

Enrollment Window

Pratt Community College believes class attendance is important to student success. All students are expected to be enrolled and attend all sessions of every course.

A student may add a class only with the approval of the class instructor, and the student's advisor, up to five business days after the start date of the class*. After that point, no late enrollment will be allowed.

If a registered student has not attended at least once during the window, the student may be administratively dropped from the class. Students enrolled in an online course who do not show evidence of class participation (completion of first assignment, participation in initial discussion boards, etc.) within five business days of the start date may be administratively dropped from the course.

Full semester courses, dropped within the first full week after the first day of PCC on-campus classes, will be refunded at 100 percent. Courses dropped after the first full week of PCC on-campus classes will not be refunded. If personal circumstances warrant exceptions from the published tuition and fee refund policy, a student may seek a written waiver. The refund date can be found the Learning Calendar and will be provided each semester by the Director of Admissions & HS/CTE College Start.

Adding or Dropping a Class

It is the student's responsibility to drop a course. High School students who add or drop courses should make sure the high school counselor is aware of any changes the student is making in his/her schedule and that appropriate approvals are in place. Students who do not drop a course and fail to attend or submit work will receive the grade they earn for the course. A drop form must be completed and submitted to the College Start office. The College Start drop form can be found at <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms>

Attendance

Regular class attendance is important for success in college classes. Students who miss class for numerous high school activities may benefit from taking regular high school classes rather than college classes due to the higher level of academic rigor and expectations for college courses. The attendance policy for students is set by the instructor and is included on the course syllabus that is handed out on the first day of class. Students should discuss any absence with their instructor in advance of the absence as this may affect their grade. High school activities are not automatically excused.

Transferring Schools or Leaving Pratt Service Area

Students who change schools during the semester can sometimes be switched to a concurrent course at their new school if there is a comparable one. As this is not always the case, appropriate transfers will be considered on an individual basis. Students who transfer out of the Pratt CC Service Area during the semester may drop the course before the drop/withdrawal date deadline; otherwise they will receive the grade earned.

Grades and Privacy

Students access their grades through the Self-Service in the sites gradebook. Parents of high school students are not given access to the online system due to Federal Education Rights to Privacy Act laws which guarantee privacy of student information and release to a third party, including the student's parents. Students must not give their ID/password to anyone. Instructors of college courses are not allowed to discuss student matters with parents unless the student has completed a Consent to Release Information form through the Office of Admissions.

Incomplete and Grade Appeal

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:

<http://prattcc.edu/sites/default/files/pdfs/student-handbook-20162017.pdf>

Transcript Requests

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. There is a \$12.00 fee for each transcript requested.

Important Dates

Important dates can be found in the Learning Calendar at http://prattcc.edu/sites/default/files/pdfs/20182019-learning-calendar-12318_0.pdf

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.

Earn as You Learn Scholarship

The Earn as You Learn Scholarship (EYLS) 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 for any type of class. The EYLS credits must be applied before any other scholarships are applied.
6. The EYLS 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 to 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.

PCC Contact Information

College Start	620.450.2217
Business Office	620.450.2134
Placement Testing	620.450.2156
Bookstore	620.450.2176
Self Service Assistance	620.450.2217
Library	620.450.2172
Transcripts	620.450.2221
Admissions/Campus Visits	620.450.2217
College Switchboard	620.450.5641
Financial Aid	620.450.2247
College Start Fax	620.450.2285