PCC College Start
Student and Parent Guide

2022-23

College Start 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, and we wish you the best for an excellent semester.

HS/CTE College Start Program

Pratt Community College

Coordinator of Enrollment Services and High School/College Start, Lisa Stinson

Office-620.450.2171; Cell- 620-388-0725; Email- lisas@prattcc.edu

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Transfer Information
Step 1: How will these classes fit into my long-term goals?

Transfer Equivalencies from Pratt Community College
If you are planning to attend another college after PCC, please check to see how your credits 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

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Eligibility, Admission & Responsibility
Step 2: Am I eligible? How do I make this happen?

College Start Definitions
Dual credit enrollment is a subset of dual credit and means enrollment of high school students in dual credit courses, pursuant to a dual credit cooperative agreement. Courses are taught by a postsecondary educational institution faculty member in which students receive both high school credit and college credit for completing the course.
Concurrent enrollment is a subset of dual credit and means enrollment of high school students in dual credit courses, pursuant to a dual credit cooperative agreement. Courses are taught by high school teachers during the regular high school day in which students receive both high school credit and college credit for completing the course.

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/Steps
- Complete a College Start Application at http://prattcc.edu/department/college-start-college-credit-high-school-students. Once on the College Start page, click on College Start Application and then use the link for High School CTE and College Start Application.

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- Three emails will be sent to you once you complete the application.
  - A confirmation and welcome email with an attached PDF containing login instructions for your Pratt Community College student accounts
  - TWO emails titled "Your New Pratt Community College Login"
    - The first email with that title will contain your student username. This username will not change
    - The second email under that title will contain a directory password and additional links/ instructions on how to access your students accounts. Follow the login instructions to change your password.
- Access your Pratt Community College email via Microsoft Office 365 (Outlook email), Self-Service account, and enroll in Self-Service Reset Password Management (SSRPM)to change your password.
- Submit Accuplacer or ACT scores for any Math, English or Chemistry enrollment.
- Submit College Start Parent Permission Form.
- 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.
- Adding, Dropping and Withdrawing within the appropriate time frames. Please see "What if I Want to Make a Change?" 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 https://prattcc.edu/transcripts

Enrollment
Step 3: I am admitted, so now what?

Enrollment Process
Students must complete **placement (ACT or ACCUPLACER) prior to enrollment** in math, English or Chemistry with qualifying scores. Placement testing information

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can be found at http://prattcc.edu/college-start-college-credit-high-school-students/college-start-placement-scores .

Before a student is given access to enroll, a **College Start Parent Permission form** http://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms must be completed and submitted to the College Start office. This form is at the end of the document. Permission from the High School Principal and Counselor will be obtained by the Director of HS/CTE College Start.

College Start enrollment must be completed **online through the student's Self-Service account**. 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

https://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.

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.

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

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Payment and Financial Responsibility
2022-2023 Tuition and Fees* for College Start courses are as follows:

High School Classes	$93/ credit hour
Pratt Online Classes	$93/ credit hour
PCC Campus Classes	$93/ 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 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.

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.

Computer Requirements

Students attending Pratt Community College should have access to computers which have the ability to use the Office 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 which provides these basic requirements, including a camera and microphone. Please note that some classes may require software with higher requirements, ex. Graphic Design, INT, eSports, etc. Please check with your instructors.

Achieving Success

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

Attendance Policy

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

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

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Grades and Privacy

Students access their grades through the Self-Service in the sites gradebook. Regularly checking your grades is strongly recommended. 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.

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 https://prattcc.edu/sites/default/files/pdfs/2223-student-learning-calendar-12022.pdf

Tutoring

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

What if I want to make a change?

Adding, Dropping and/or Withdrawing from a Pratt Community College Class:

Adding a Class: BE SURE TO NOTE THE START DATE OF A CLASS!

A student may **add** a class via their Self-Service account. Enrollment instructions are sent to each student in a PDF attachment in their Welcome email. Classes are finalized to a student's schedule with advisor (Guidance Counselor)

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approval. Enrollment into desired classes must occur during the period once an enrollment window opens and up until five (5) business days after the start date of the class has elapsed. After the first five (5) business days past the course's start date no late enrollment will be allowed.

If a desired course is full at the time a student attempts to add the class to their Self-Service cart, it will be up to the student to contact the professor and ask for permission to be placed into that specific course. Professor permission must be communicated with Lisa Stinson for assistance in enrollment at that point. Please note that if there is already a waitlist for a specific course even professor permission will not guarantee a student will be placed into the desired already-filled class (especially if there are other sessions of the same course available that are not yet filled).

It is important to note that Pratt Community College's on-campus or Pratt Online courses may have a different start date than when your high school's semesters begin! The five (5) business day late enrollment window applies for the concurrent classes taught at your high school's location based on when that class begins (not based on when Pratt Community College's main campus starts classes). For example, if your high school's semester does not begin until September 1st, you would have until the end of the work day on September 5th to enroll into a concurrent class taught on your campus to earn college credit for that class (despite Pratt Community College's Main campus having begun classes in mid-August).

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

Dropping or Withdrawing from a Pratt Community College Class:

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. The ability to **drop** a

course is available up until certification date of that course. A class's certification date is once 25% of a course has passed. If you are uncertain when the certification date (25% of a class) is, please contact Lisa Stinson in the Admission Office at Pratt Community College for that exact date.

Once certification date (25%) of a class has elapsed, asking to be removed from a course is then considered a **WITHDRAW**.

Withdrawing from a Pratt Community College course is possible from the end of the drop period (25% of a class being completed) up 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 financial responsible for paying for the class charges. 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 Lisa Stinson.

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 Lisa Stinson for assistance.

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

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.

After students add courses to their Self-Service cart and those classes are approved by their advisor (Guidance Counselor), they will begin to receive letters and billing statements from our Business Office. High School College Start students who are adjusting their schedules for the Fall semester have until September 30th, 2022 to qualify for a full refund. Similarly, for Spring semester classes, High School College Start students would have until February 28th 2023 to qualify for a full refund. After the two specific dates listed prior, 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

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be approved by the Vice President of Pratt Community College's Financial Division, Kent Adams.

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 or withdraw from the course before the drop/withdrawal date deadline; otherwise they will receive the grade earned.

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

What if I was not able to finish my class?
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: https://prattcc.edu/student-services/student-handbook

How can I send my transcript to other colleges?
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.

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 EAYLS 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 Coordinator, Lisa Stinson	620.450.2171 (office); 620-388-0725 (cell); lisas@prattcc.edu
College Start Email	collegestart@prattcc.edu
Business Office	620.450.2134
Placement Testing - Accuplacer	620.450.2156
Bookstore	620.450.2176
Self Service & student account access 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

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Checklist for High School Students Enrolling in CTE/College Start

First-time student will need to complete the College Start Application at
https://prattcc.edu/department/college-start-college-credit-high-school-students

- ✓ You will receive two separate emails, to the email you put on your application, titled "Your New Pratt Community College Login". You will also receive Self-Service account instructions to your email. You must follow the provided instruction to change your password and access your account.
- ✓ Submit a Parent/Guardian Permission Form, only necessary one time per year.
- ✓ Submit your ACT Scores to the PCC Student Success Center if you are taking an English, Math or Chemistry Course.

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348 NE State Road 61
Pratt, KS 67124

- ✓ Your **Self-Service** account provides access to **enroll online.** Enrollment instructions are provided at your high school enrollment session, online at https://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms or from your high school counselor. Follow the instructions closely to select the courses in which you would like to enroll. Once you have selected courses, your counselor will be notified and they will approve or deny your selection.
- ✓ Your Self Service account provides access to **pay online, or set up a payment plan**. Log into your Self-Service Account, select Set-up a Payment Plan at the right hand side of the page, and follow the steps provided. You can also **pay by phone at 620.450.2134.**
- ✓ Purchase your books. Books may be purchased through the PCC bookstore or through your choice of vendor. Some books for concurrent courses are provided by the high school.
- ✓ ***No courses can be added after the 5-Day enrollment window. A full semester course can be dropped and refunded through the first full week of PCC campus courses******

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High School CTE & College Start FAQ's

What is College Start Credit?

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.

Do I complete an application?

Yes. Every student must complete the College Start Admissions Application. The application can be found from the "High School Concurrent Enrollment" selection on the Admission dropdown at www.prattcc.edu

Where will I take my classes?

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

Who is my instructor?

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

Is Pratt CC Accredited?

Pratt Community College is accredited through the Higher Learning Commission.

What is the tuition rate?

College Start courses taught at the high school, on PCCs campus, or through Pratt Online for the 2022-2023 school are $93 per credit hour. College Start courses taught through Edukan are $150 per credit hour.

Are there extra fees?

Some concurrent courses have separate fees associated with the course, i.e. CNA courses. Check your Self Service account for associated fees.

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Will I need to purchase a textbook for my class?

You may be required to have a textbook for your class. You can find the required textbook required in your Self Service account.

What is the process for enrollment?

College Start enrollment is completed within your Self Service account, which you will receive once your application is processed. Once your course(s) are selected within Self Service, it is the responsibility of your high school counselor to approve your enrollment. If you are not a student within PCC's service area, you will need to contact the College Start office for enrollment assistance.

Math, English and Science courses may require an appropriate pre-requisite course or placement test score. These must be completed or submitted before enrollment is processed.

Who should I contact with College Start questions?

Any questions can be directed to the College Start office by emailing collegestart@prattcc.edu or calling 620.450.2171.

What are my payment options?

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

What is the last day to withdraw from my class?

The last day to withdraw varies depending on the start date of your class. Please contact the College Start office to determine the last day for your specific course(s).

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

All courses offered through PCC are subject to the Enrollment Window Policy which states 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.

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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.

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 Concurrent 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, once the student has completed a scholarship application.

*Please note, 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 online courses.

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 https://prattcc.edu/transcripts.

I cannot access my Self Service student account. What should I do?

Contact the Admissions Office at 620.450.2217 or collegestart@prattcc.edu to have your account reset.

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, 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. Special fees may apply to some courses. A list of approved courses can be found at https://prattcc.edu/sites/default/files/pdfs/prattcc-excel-cte-eligible-courses-202223.pdf

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348 NE SR 61 Pratt, KS 67124
www.prattcc.edu 620-672-5641

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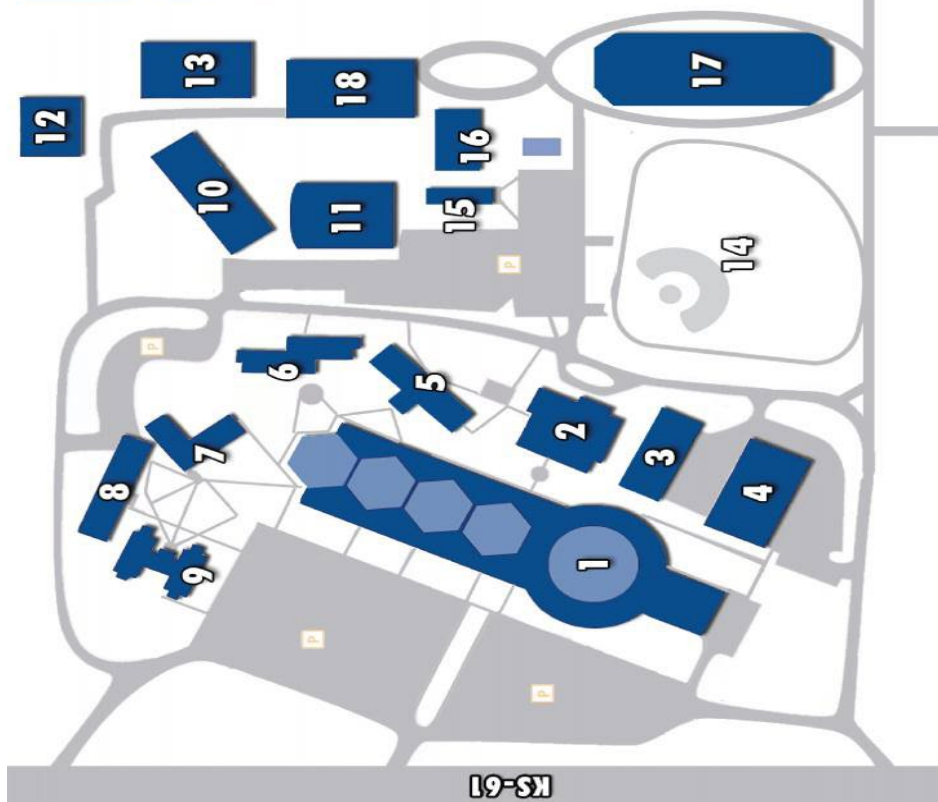
1. Benson Education Building (0-99)
2. Riney Student Conference Center (300's)
3. Ag Power Building (200's)
4. Gwaltney Hall (100's)
5. Scholarship Hall
6. Beck Hall
7. Porter Hall
8. North Hall
9. Novotny Hall
10. Wojciechowski Hall
11. Chandler Hall
12. Electrical Power Center
13. Electrical Power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

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