



Checklist/Timeline for High School Counselors 2026 - 2027

March:

- ❑ Current seniors planning to enroll either for a summer class or fall semester must complete a traditional Pratt Community College student application, even if they have been College Start students.
- ❑ Contact the College Start Coordinator if you would like to schedule an enrollment visit at your school.
- ❑ Arrange concurrent courses to be offered at your school with the coordinator and Cathy Blasi, including meeting days and times, as soon as you know they will be offered. This allows Cathy to set them up and prepare them for enrollment. Courses may not be added to the schedule after the first day of classes at your high school. **Please make every effort to have these classes set up at least by April, so students can enroll before leaving for summer break! Students cannot enroll in classes if they aren't created and listed on the course schedule.**
- ❑ Enrollment for both Summer and Fall 2026 classes opens February 24th for EduKan and March 2nd for all other PCC classes. To complete enrollment, students must fill out a College Start Application if they have not previously done so.
- ❑ As students begin enrolling, check your emails regularly for messages to "approve" pending classes. As the student's HS Counselor/Advisor, **the student is not fully enrolled until you approve their schedule.** If you have questions about HOW to login and approve classes, contact the College Start Coordinator. Please review the classes carefully as you approve them to ensure that students have selected the correct semester and an appropriate class.

April/May:

- ❑ Submit your BOE-approved district calendar for the '26 - '27 school year to the College Start Coordinator.
- ❑ Schedule a parent information session and/or new student interest meeting with the College Start Coordinator if you would like.
- ❑ In the 2nd week of April (depends on the course start/end dates), the last day to withdraw from full-semester Spring '26 classes will occur. Students are still responsible for payment in full, and a "W" is permanently recorded on their transcript after a withdrawal. Short-term classes have different withdrawal dates.
- ❑ As new students apply and enroll, they **MUST** fill out the online FERPA form found in their Etrieve app. Any students who didn't previously fill out this form also need to have it on file. **Additionally, students who will attend an in-person, on-campus class must fill out the TB Screening form, as required by Kansas Statute.**
- ❑ Wrap up Summer and Fall enrollment as thoroughly as possible **before** students leave for the summer. Ensure that newly applying students have accessed their PCC account via the Microsoft 365 portal and have completed the required multi-factor authentication so that they can reset their own passwords.

****Note: The biggest issue College Start students face is to be able to log into their accounts. Encourage them to securely store their PCC username/email address and password on their phones.**

- ❑ You will receive an email inviting you to the "Welcome Back HS Counselors" session at PCC in early fall. The format is undergoing some changes this year and information will be available before the end of the school year.

June/July:

- ❑ Enjoy your well-deserved summer break!
- ❑ Students may enroll in classes. Someone at the high school needs to be available to “approve” classes.

Beginning of the new school year:

- ❑ Attend the HS Counselor Session at Pratt Community College.
- ❑ Help inform students of the August start dates for both Pratt Online and in-person classes, recognizing that these dates likely differ from your high school's start date!
- ❑ Provide support to new students who have not yet applied and/or enrolled.
- ❑ As students finish enrolling, check your emails regularly for messages to “approve” pending classes. As their HS Counselor/Advisor, **students are not fully enrolled until YOU approve their schedule.**
- ❑ **Ensure that Fall enrollment is completed by the fifth day of the class.** This includes concurrent classes taught by your staff. Based on your school's first day of class. After class begins, students must use the “Change of Enrollment” form found in the Etrieve app to add or drop a class. Students cannot be added to a class after the enrollment window has closed. See attached policy 700-05.

Late August/September:

- ❑ Assist students who need to add or drop a class. A student must use the “Change of Enrollment” form found in the Etrieve app to drop a class. That form is submitted electronically.
- ❑ **Payment/Refund Dates for students:** Students have until completion of 25% of the course (the certification date) to **drop** a class and only until completion of 12% of the course to qualify for a refund. **NOTE: This refund policy has changed from previous years!**

October:

- ❑ Confirm any spring concurrent course offerings with Cathy Blasi at cathyb@prattcc.edu Be sure to include meeting days and times by the first week of October.
- ❑ Assist any new students for spring semester to apply for College Start admission. Begin enrolling students in spring classes. Spring 2027 enrollment opens on 10/13/26. Contact the College Start Coordinator if you would like to schedule an enrollment visit date for your school.

November:

- ❑ Sometime around the first week of November will be the last date to **withdraw** from a full-length fall class.
- ❑ Watch for information about Tech Day, which is held each year in Mid-November. Share information with students and assist them in signing up. This year Tech Day is planned for Thursday, 11/12/26.
- ❑ Continue enrolling students for spring semester. Watch your emails for messages to “approve” pending classes because the students are not fully enrolled until YOU approve their schedule.

January:

- ❑ Finalize any changes or additions to spring enrollment, ensuring that students are enrolled by the 5th day of class. Assist any students who need help with the drop process as needed. See August/September for details about payments and refunds for students.

February:

- ❑ In the first part of February, the last date to **drop** full-length spring semester classes will occur.
- ❑ Plan to attend Academic Olympics and Roam the Dome. This is planned for Monday, 2/22/27.

Instructor Specific Responsibilities

- ❑ Decide with your administration which courses will be offered by:
 - The first week of March for Fall Semester (if instructors are already in place).
 - The first week of October for the Spring Semester.
- ❑ Help HS Counselors ensure that the appropriate students are enrolled by the end of the **5th day of class**.
- ❑ Submit updated syllabi using the correct Pratt Community College format.
- ❑ Sign and return the Memorandum of Understanding.
- ❑ Make sure students are enrolled in PCC for concurrent courses if they want PCC credit.
- ❑ Sign and return corrected certification roster as soon as it is emailed to you.
- ❑ Finalize and input grades into Self-Service within three Cou days of course completion.
- ❑ Stipends will be sent after all instructors have returned the above items.

Other Notes of Interest...

- Don't forget that your students have access to a variety of **free CTE classes**, whether they choose to attend them in person, through Pratt Online, or via EduKan. This covers tuition and standard course fees, although additional charges may apply for items like textbooks, tools, or CNA state testing. There is a comprehensive list of classes on the PCC College Start website, including, but not limited to: Nurse/Med Aide, Welding, Automotive, Accounting, Business, Agriculture, Computer Networking, etc.
- We provide a list of **CTE courses** offered specific to each semester. This will include EduKan courses, Pratt Online and on-campus classes. **Note the new changes to student requirements starting with the 2026-2027 school year listed at the top of the CTE course list.**
- **REFUND/DROP/WITHDRAW...** Students who leave a course **before 12% of the course is completed** are considered "dropped" and qualify for a refund. No record of the course appears on the transcript. Students who leave **after 12% but before 25%** are still considered "dropped" but do not qualify for a refund. After **25% (the certification date)**, students may no longer drop the course and must withdraw, receiving a **"W"** on their transcript and being charged in full. Students may withdraw until **75% of the course is completed**; after 75%, they must remain in the course.
- Encourage students to use their **Earn as You Learn Scholarship** hours after they graduate high school but remember that they **DO** need to apply again as a traditional student to use that scholarship. They are great to use, especially for summer classes or online classes, but can also be used as a full-time student after high school graduation. See the College Start Handbook for more details about the Earn As You Learn (EAYL) Scholarship.
- 2027 HS graduates **DO** need to fill out a traditional student application before enrolling in summer classes.



ADMINISTRATIVE POLICY

Number	700-05
Adoption	03-09-1976
Deletion	
Revision	04-23-2026
Review Date	04-23-2026

Enrollment Window and Initial Attendance Policy

Students are expected to be enrolled within a set amount of time and to attend all sessions of every class. Recognizing that students may need to adjust their class schedules upon arrival, PCC has adopted a short 'enrollment window' to allow students to add classes within a set amount of time after the published start date of the class.

Regardless of class delivery mode or structure, students may add a class only within an identified time frame. The enrollment window for classes of eight (8) weeks or less is three (3) business days; this number includes the start date of the class. The enrollment window for classes that meet more than eight (8) weeks is five (5) business days; this number includes the start date of the class. After the enrollment window has passed, no late enrollment will be allowed. The Change of Enrollment Request must be processed with the Registrar before enrollment is official.

Regardless of class delivery mode or structure, currently enrolled students who have not attended/participated in a class(es) and who have not contacted and received instructor approval for late entry into a class(es) within one business day of a class's first session/meeting may be dropped from the course(s) as having never attended. Seats cannot be guaranteed for students who enroll late or attempt to add a course without payment or a payment plan in place.

Once the enrollment window of a class has passed, instructors must contact the Registrar and drop students from class(es) who have not attended at least once within the enrollment window; this drop must occur before the certification date of the class.

Revision Dates: 04-23-2026, 03-19-2026, 06-14-2022, 07-28-2021, 01-26-2021, 05-15-2018, 03-23-2010, 02-19-2008, 02-19-2005, 11-17-2003.02-19-2005, 11-17-2003.