



Operating Protocol & Procedure

Details:

Number: 300

Title: Students

Category: Students

Office of Primary Responsibility: Admissions & Records

Approval Date: 12/9/13

Effective Date: 12/9/13

Revised: 2/10/20

Purpose:

To provide clarification between the different types of students at Pueblo Community College.

Applicability:

All Students

Definitions:

Active Student (or "Student") – For FERPA (Family Educational Rights and Privacy Act) purposes, a person is considered a student once he/she has registered in either a credit or non-credit course. Anyone who has been admitted to a credit-bearing program, non-credit training program, or Pre-College program and is not inactive in the student information system is deemed an active student. Active students are eligible to register for classes in the absence of holds, unmet requirements, or academic standing restrictions.

Inactive Student – Any student who was active but has not completed a class in the three prior terms of record. Inactive students become active students through the submission of a new Application for Admission.

Registered student – Any student who is actively registered in at least one credit-bearing course for a specified term.

Non-credit student – A student who is registered in a non-credit course through a pre-college program or Pueblo Corporate College.

New or First Time Student – For the PCC admittance term of record, a student whose first attendance at an institution of higher learning after high school occurs at PCC. Students who enter PCC as new students in the Summer term are also classified as new in the subsequent Fall term for cohort reporting requirements.

Transfer Student – For the PCC admittance term of record, a student identified as having attended an institution of higher learning other than PCC after high school.

Readmit Student – For the PCC admittance term of record, a previous PCC registered student who became inactive in the student information system and has become an active student again.

Continuing Student – A registered student who has completed a course at PCC in a prior term and is registered for a subsequent term.

Guest Student – A student who is attending a college other than PCC after high school, but who registers for classes at PCC for a single term with the intent to transfer the classes back to the home college.

Consortium Student – A student who is attending both PCC and another college under a consortium agreement. The “home college” is the degree-granting institution and the institution through which financial aid is awarded; the “host college” is the institution at which the student is temporarily taking courses for credit to be transferred back to the home institution. Students neither receive financial aid from nor are considered degree- or certificate-seeking at the host college.

Concurrent Enrollment Student – A student who is simultaneously enrolled in both a local education provider (LEP) and in one or more postsecondary classes at PCC pursuant to Colorado House Bill 09-1319 Concurrent Enrollment Programs Act.

International Student – A student who is enrolled for credit at PCC and is present in the United States on a temporary visa (primarily F1, M1, M3, J1, J2, and H3 visa types) and who is not an immigrant (permanent resident with an I-51 or Green Card), an undocumented immigrant, or a refugee.

References:

Colorado [Department](#) of Higher Education Concurrent and Dual Enrollment
CCCS System President Policy SP 4-10a ([Application and Enrollment](#))

Attachments:

None

Operating Protocol:

The student community of Pueblo Community College includes students who are enrolled in credit and/or non-credit courses at any campus, site, or location where PCC classes are conducted.

The operating protocols, procedures, rules, and regulations related to students are primarily intended for for-credit students. While non-credit students are subject to some of the operating protocols, procedures, rules, and regulations related to students, not all may apply. The directors of Pueblo Corporate College or Pre-College programs should be consulted in regards to applicability to non-credit students.

Procedure:

None – See Operating Protocol.