Pueblo
Community College

Concurrent Enrollment
# Standards and Expectations
2025-26

Concurrent Enrollment at PCC

Pueblo Community College is proud to offer a Concurrent Enrollment program that provides high school students access to college-level classes coupled with structured support services. This program offers students an opportunity to improve upon their academic skills and gain exposure to the ins and outs of being a college student, as well as to develop the knowledge, skills, and abilities necessary to be postsecondary and workforce ready. The academic success and motivation gained help propel students toward their future pathways in college matriculation or contributing to the workforce in their communities.

This program has granted thousands of students the opportunity to begin their college studies while still in high school. Courses can be taught at the high school, on a PCC campus, or online.

Regardless of the location, the course content, quality, rigor, and level of instruction are equal to the same courses taught throughout PCC. This handbook provides you with information about the PCC Concurrent Enrollment program guidelines, policies, and administrative processes.

PCC's CE program provides opportunities for high school students to simultaneously enroll in their high school and in one or more post-secondary (college) level courses. Students enrolled in the college-level course will earn both high school and college credit for these courses and will apply toward their high school graduation requirements and toward a college-level pathway. Courses are taught by PCC faculty, instructors or high school faculty who have been approved by PCC.

Definitions

PCC Concurrent Enrollment program: Established by Colorado HB 09-1319, expanded with SB 19-176. Concurrent enrollment means the simultaneous enrollment of a qualified student in a local high school and in postsecondary education/college-level courses, receiving credit towards HS graduation requirements and college level pathways.

PCC CE program course: Any course that satisfies the requirements for a degree or certificate pathway. Students may be enrolled in gateway and developmental courses if needed. This does not include AP courses, IB courses, or P-Tech programs.

PCC faculty: This is in reference to full-time faculty at PCC. A full-time faculty employed by PCC may be teaching a PCC CE program course at a high school.

PCC instructor: This is in reference to a part-time PCC instructor that may be teaching a CE course either at the high school or college campus.

On-site CE instructor: This is in reference to a high school employee that has been approved to teach a CE course at their high school.

On-site course: This refers to the course being offered at the high school.

Guaranteed Transfer (GT) transfer pathways course: Courses that are guaranteed to transfer to universities within Colorado. In the college catalog, they are indicated by a GT after their name such as ENG 1021 - English Composition I: GT-CO1.

Career and Technical Education (CTE courses): courses within the CTE disciplines prepare students for skilled labor or paraprofessional occupations. These courses are not intended to transfer among state higher education institutions, although some courses may transfer.

General Education (GE) courses: These are general education courses offered in the PCC curriculum that do not qualify as CTE or GT courses and therefore have unique requirements for credentialing.

Online course delivery: The course is delivered entirely online. There will be no required live remote or in-person components. However, live sessions may be scheduled, but not required, as students may watch recordings on their own during the time assigned.

Hybrid delivery, any form of hybrid, whether remote or classroom based: Some components of the courses will be online and there will be required components where the student will either need to attend in person or remote synchronously, depending on the course. Students must realize that there is classroom work to be done for the online component of a hybrid course and plan their course time accordingly.

Classroom-based (traditional): The student is expected to be on site for in-person meetings for all class times.

Common Course Numbering System (CCCNS): This procedure facilitates student transfers and articulation between area technical colleges (ATCs), Colorado Community College System (CCCS) colleges, and to local district community/junior colleges and 4-year colleges and universities. This policy also establishes common course numbering for all credit courses offered by ATCs and CCCS. Common course numbering is designed to eliminate unnecessary duplication of instruction, cost and delay in the attainment of educational objectives.

Contact hour: The number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. Refer to Colorado Department of Higher Education (CDHE) Student Full-time Equivalent (SFTE) Reporting Guidelines and Procedures.

Getting Started
Memorandum of Understanding (MOU)

MOUs are written at the Colorado Community College System level and distributed to Colorado community colleges. They cannot be altered. There are elections within the MOUs for schools and/or districts to make elections. Elections may be individualized between full-time and part-time students, CTE or GE students, and ASCENT students. Elections pertain to fees and books.

MOUs can be valid for up to five school years.

- A signed MOU can be modified by either party during the 5-year period.

It is the school/district's responsibility to communicate their MOU elections to the school level, including counselors.

- It is the school's responsibility to communicate MOU elections, including possible charges to students to the student and/or their parent or guardian.

The MOU process begins with a discussion between PCC's CE department and the designee from the school or district.

- General practice is for the school principal or district superintendent, alongside the designated school liaison, to meet with the director of Concurrent Enrollment to discuss the MOU.

- The school designee generally takes the MOU to their board of directors for approval.

  - Once approved, the designee signs the MOU.

  - The signed MOU is routed to the PCC president, who signs it on behalf of the governor of the State of Colorado.

  - The MOU is then routed to the PCC vice president of finance, who signs it on behalf of the chief financial officer of the State of Colorado.

- The MOU is then routed to the CE office to be held and communicated to the cashier's office for billing purposes.

- Pueblo Community College MOUs revolve around five specific contracts. These are the first part of elections that schools/districts may choose, and schools can elect to use multiple contract options.

  - **Contract 1:** Classes either online or at a PCC campus – The high school pays for books.

  - **Contract 2:** Classes either online or at a PCC campus – 100% of tuition and fees are paid by the high school.

  - **Contract 3:** Classes either online or at a PCC campus – The high school commits to pay tuition while the fees are the students' responsibility.

  - **Contract 4:** 50% reinvestment for on-site (in the high school) classes (UHS) - Classes are held at the high school with a PCC instructor. Mandatory fees are not charged, but some course-specific fees and the registration fee will be billed to the high school.

  - **Contract 5:** 100% reinvestment for on-site (in the high school) classes (UHS) - Classes are held at the high school with a non-PCC (high school-employed) instructor. Mandatory fees are not charged, but some course specific fees and the registration fee will be billed to the high school.

Tuition and tuition classification

Pursuant to CRS 22-35-105 subsection 3(a) (IV), tuition through the PCC CE program is calculated at the in-state, in-person rate.

The College Opportunity Fund applies to Colorado residents. Students MUST authorize the use of the COF stipend; see below for more detail.

Non-resident CE students may be financially responsible for the portion of their tuition that COF funds would typically pay for; however, CE students who are coded as non-resident are still eligible for in-state tuition rates and COF as long as they are coded as CE students.

Students who do not sign up for and authorize the use of the COF stipend by the posted deadline will be charged the full in-state rate.

College Opportunity Fund

- COF is a state stipend granted to eligible undergraduate students. This stipend is applied towards the tuition of PCC Concurrent Enrollment program courses.
- Students must be 13 years of age to apply for COF. If a student is under 13 years of age, there is an appeal process; please contact PCC's Admissions and Records office for this process.

- Students must authorize the use of the COF stipend when enrolling in the college course(s) for the first time. Authorization for the use of the COF stipend carries over throughout the student's undergraduate career.
- Students must apply for the COF stipend and authorize the use of this stipend for the course(s) enrolled; students have until the end of the semester to apply and authorize their COF. They will be notified by PCC student email if there are any issues (for example, mismatched SSN or DOB) and need to provide documentation to resolve errors.
- The COF stipend reduces the amount of tuition the district must pay to the college.
- Payment of the COF stipend is made by the State of Colorado directly to the college, reducing the student's bill by the state-approved amount.
- Students without a Social Security number may still be eligible to receive COF. Please contact the Admissions and Records office for additional information.

Bachelor-eligible class exception: If students take a bachelor-eligible class, tuition may be different and could require alignment with typical in-state and out-of-state rates.

FERPA

Parents or guardians should reach out to their student's high school counselor before contacting PCC for information about their student's record. If this does not resolve the questions, they can then contact PCC's Admissions and Records office at (719) 549-3016. Admissions & Records will confirm what can be shared and to whom.

PCC abides by the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correcting inaccurate or misleading data.

FERPA requires written permission by students for the release of their grades or other information about student progress. Additionally, students may complete an optional Release of Information form to allow grade and progress information to be released to the student's parent.

Information will only be released in person (or in limited cases, via Zoom or Webex) after the parent presents a valid photo ID for identity verification and the student being discussed is present. No information will be shared or discussed over the phone or by email.

Without a signed Release of Information, the following details cannot be shared, even with parents or guardians: test, homework, and final grades, attendance records (including days present or absent), class performance, financial information (including financial aid), and disciplinary records.

More details on FERPA at PCC can be found on the college website at pueblocc.edu/FERPA.
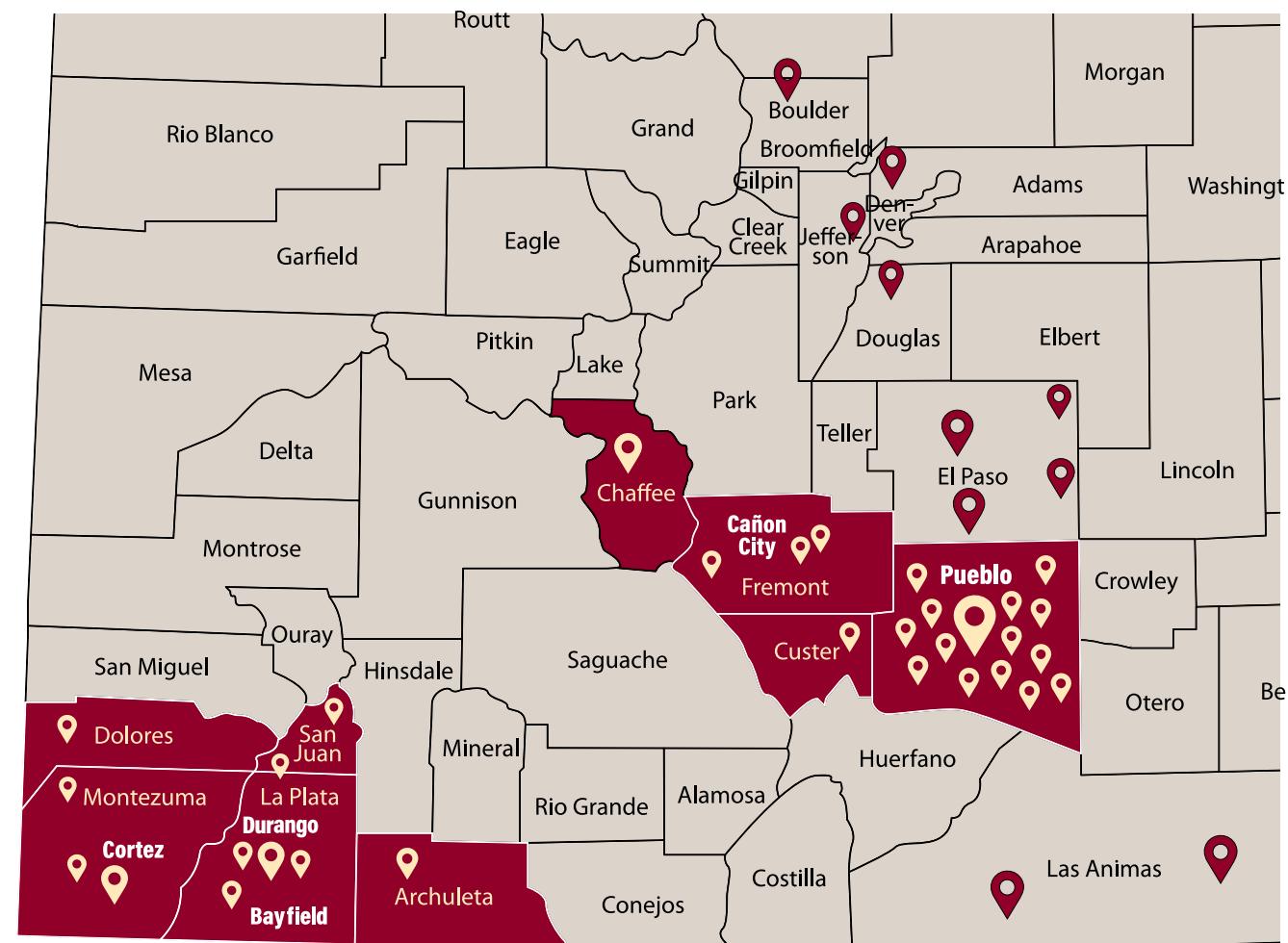
Map of PCC Concurrent Enrollment service area

Tuition payments and billing overview

Tuition is calculated based on the in-state, on-campus rates for all CE students during the fall and spring terms. High schools will receive their bill for each term via email that details the total tuition and fees due based on contract types in the signed MOU. This bill will be emailed to the finance office for the high school or school district for them to distribute to the appropriate parties at the partner high school as needed.

The reinvestment amount, when applicable, for each high school, based on elections made in the MOU, is calculated at the time of bill generation, and is deducted from the balance due. This amount owed is for the school overall, and individual students may still have a balance owed out of pocket, depending on what their school district elected to pay for in the MOU.

All invoices are NET30. Payment is due from the high school within 30 days of receipt of the invoice, in accordance with PCC policies.

Invoices are generated and sent to schools before the end of each term, contingent upon verified rosters. Please note that roster changes or missing grades may delay invoice issuance.

If a partner school chooses to use PCC textbooks and curriculum resources for onsite CE classes, and that is not outlined in the existing MOU, a separate service contract will be required.

If a student owes more than $500 out of pocket for fees not covered by their sponsoring high school, a financial hold will be placed on their account preventing registration in upcoming terms and preventing the release of official transcripts until the balance owed is paid.

Students enrolled in the Concurrent Enrollment program may receive a 1098-T tax form. Information about the form can be found in the PCC Portal under Student Finance. The first link provides access to the form. The second link is the FAQs. PCC does not offer tax advice.

If students receive a bill and have questions or concerns, please contact your assigned CE coordinator or the director of CE. The finance office will not discuss student bills with parents due to FERPA policies. The student needs to reach out to the CE department for all billing questions.

Textbook costs

Textbook costs vary based on each class. Instructors input textbook details for their courses, which are translated to the PCC Bookstore.

Financial responsibility for textbooks depends on the choices each high school makes in their MOU.

Once textbooks are ordered by a student, the book then gets shipped to the Pueblo bookstore at the main PCC campus. From there, bookstore staff identify the books ordered by each student and ship them to the shipping address listed on the textbook order. It is recommended that students order textbooks as soon as they are listed online for their course to ensure enough time for shipment and arrival before classes begin.

Textbook details can be found on the PCC Bookstore web page by inputting the section details from the detailed student schedule info online in the **Find Course Materials** search feature.

Students paying for their own textbooks can use their vendor of choice.

Fees (outside of tuition and textbooks)

All PCC students are charged a registration fee each term. The exact amount of that fee can be found on the **Tuition and Fees web page** under the Additional Fees tab. Additional fees are charged based on which campus a student attends.

Some courses, such as Studio Art, have a materials fee added to the student bill. For details about which courses have this added fee and how much the fee is, please refer to the Additional Fees tab of the **PCC Tuition web page**.

Many online classes use online materials in place of traditional textbooks; that cost is added as a fee to the student bill. This amount varies based on the class section. More details can be found on the **PCC Tuition web page** under the Online Course Fees tab.

Fees are charged to either the high school or the individual student, depending on what elections were made by the sponsoring high school in their MOU agreement. It is the responsibility of the school district to make sure that participating students and families know what the high school will pay for. Parents and students are encouraged to verify these details each year to avoid surprise out-of-pocket costs.

Scheduling of courses

Courses taught at the high school (on-site courses) are determined by academic need, pathway, student interest, enrollment numbers, and availability of qualified instructors.

To comply with Higher Learning Commission standards, all CE classes must follow PCC's semester schedule, ensuring consistency in instructional time and academic pacing. No year-long CE courses will be offered at on-site high school campuses.

PCC verifies that all courses, including those at additional locations, meet the required contact hours to maintain academic equivalency. Students are not permitted to take two courses at the same time. Each class must meet the required seat time.

The CE academic support coordinator will reach out to each high school partner to request the next term's course details. This must be returned from the high school by the Spring/Fall Class Build Request Deadline.

PCC CE will use the course build requests to meet with department chairs to get approval for courses and credentialing (assuming all application procedures are completed) and will communicate the approved course schedule to each high school partner by the *Spring Course Approvals Communicated to High Schools Deadline.*

The CE academic support coordinator will use the approved course schedule and list of approved on-site instructors to:

- Build classes in the PCC Banner system.
- Request HR and network access for all approved on-site instructors.
- Coordinate introduction of on-site instructors to appropriate PCC department chairs.

PCC faculty and PCC instructor teaching loads will be considered while scheduling courses to ensure appropriate workloads are in place. As a general rule, PCC full-time faculty teach 15 credit hours per semester, and PCC part-time instructors can teach up to 12 credit hours per semester. For more details on teaching loads, please see College Responsibilities in this document.

Please refer to the annual Dates & Deadlines Table for the appropriate year to get exact dates for each deadline mentioned above.

Credentialing

Credentialing requirements

Pueblo Community College has established credentialing criteria in alignment with internal Protocol 600-11, which outlines requirements for all faculty and instructors. The following is a condensed overview of the credentialing process specific to Concurrent Enrollment instructors.

PCC is committed to maintaining high academic standards and institutional integrity across all instructional settings, including its additional locations (CE credits). By aligning its internal protocols such as Operating Protocol 223 for instructional oversight and Protocol 600-11 for faculty credentialing with the Higher Learning Commission's Criteria for Accreditation and Assumed Practices, PCC ensures that all courses are delivered with equivalent rigor, quality, and student learning outcomes.

All CE instructors must meet PCC's credentialing standards by submitting the On-Site Instructor Request Form and receiving formal approval from PCC prior to being assigned or teaching a course. Credentialing application deadlines and communication timelines are published annually in the CE Dates & Deadlines Table.

The same credentialling/qualifications requirements apply to all PCC faculty and instructors. This includes full-time, part-time and CE instructors.

Credentialing overview

All CE instructors must hold a valid secondary credential from the Colorado Department of Education in addition to meeting any other credentialing requirements outlined in this document.

General Education courses

To teach General Education courses, instructors must meet one of the following criteria:

- Hold a master's degree in the discipline to be taught
- Hold a master's degree in a related field, with 18 graduate credit hours in the discipline to be taught
- Hold a master's degree in any field with 18 graduate credit hours in the discipline to be taught (or have an approved professional development plan on file with PCC)
  - Professional development plans are unique to each instructor's situation and are managed by the PCC CTE director/special assistant to VPAs.
  - PDPs will be based on each instructor's situation but shall not exceed two years.
- For GE courses, credentialing does not require renewal.

Tested experience guidelines (for GE courses)

Tested experience requirements vary by discipline and not all departments accept tested experience as a substitute for an academic degree. However, when a discipline does allow for tested experience, candidates must meet the criteria outlined in Section A. Section B outlines the types of documentation a candidate may submit to demonstrate and support their tested experience for evaluation.

Tested experience requirements

Candidates must demonstrate:

1. Minimum threshold of experience
   - At least five (5) years of verifiable work experience in the relevant career field or industry within the past twelve (12) years
2. Relevant skill sets
   - Discipline-specific expertise appropriate to the course(s) being taught
3. Certifications or additional credentials
   - Professional qualifications or certifications from recognized industry organizations or licensing bodies, such as:
     - Certified Public Accountant (CPA)
     - Certified health coach or trainer

- Graduation from leadership institutes, seminaries, or religious schools
- At least five years of teaching AP or IB courses at the high-school level, or equivalent college-level teaching experience

4. Evidence of professional achievement
   - A documented body of work that may include:
     - Juried artwork
     - Published works (print or digital)
     - Professional photography
     - Industry-recognized digital badges
     - Other notable professional accomplishments

Supporting documentation

Candidates must submit the following for evaluation:

- A current professional vitae or resume
- A portfolio of relevant work experience
- Copies of academic transcripts (if applicable)
- Relevant certifications or credentials

Final approval

Final approval of tested experience is required by the following:

- Department chair
- Academic dean
- Vice president of academic support

Career and Technical Education (CTE) courses

For CTE courses (e.g., welding, automotive, behavioral health), CE instructors must:

- Hold a secondary CTE credential in the appropriate pathway as designated by the Colorado Department of Education (CDE)
- Maintain that credential while actively teaching CTE courses
- Anyone teaching CTE courses for CE courses for PCC must keep their secondary CTE credential up to date with the state

To view specific pathways, apply for a secondary CTE credential, or access CTE credential evaluation worksheets, visit the CTE authorization web page.

New CE instructors: Submission of credentialing paperwork

New instructors interested in teaching PCC CE classes must submit an electronic application using the On-Site Instructor Request Form. The form must be completed in full, and the following supporting documentation must be uploaded:

- Unofficial college transcripts
- Curriculum vitae (CV) – include detailed education and experience relevant to the subject area you are requesting to teach
- Copy of your secondary credential
- Copies of any additional relevant licenses, credentials, or certifications

Current CE instructors

If you are a current PCC CE instructor and would like to teach additional courses, there are two ways to request approval, depending on the type of course:

Teaching a GT course for the first time:

- If you have been teaching a non-guaranteed transfer (non-GT) course and wish to teach a GT course, you must submit a new On-Site Instructor Request Form. The course will be treated as a new course and is subject to established credentialing deadlines.

Teaching an additional GT course in the same discipline:

- If you are currently teaching a GT course and would like to teach an additional GT course in the same discipline, you do not need to submit a new form. Instead, please email Angela.Brubaker@ pueblocc.edu, CTE Director and Special Assistant to the VPAS. In your email, include the following details:
  - Course name
  - Semester
  - Days and times
  - Instructor name

For questions or additional information regarding credentialing, please contact:

- Angela.Brubaker@pueblocc.edu, Director, CTE / Special Assistant to the VPAS
- Jennifer.Welte@pueblocc.edu, Director of Concurrent Enrollment

Network access

Maintaining network access as a PCC on-site instructor is essential for:

- Accessing your college email
- Viewing class rosters
- Entering grades

For current active CE instructors, network access will be submitted prior to the start of the fall semester. This access will roll over into the spring semester but will be deactivated in June.

- If more than one year has passed since you last taught a CE course, additional human resources (HR) paperwork may be required. You will receive a notification via the email address you provided in your CE application. Please regularly check this email for updates related to your network access.

For new CE instructors, all necessary HR documentation is included in the On-Site Instructor Request Form. Network access credentials will be provided during the virtual onboarding process conducted by the PCC academic team.

Instructor pay

- On-site CE instructors are not compensated by PCC.
- PCC full-time faculty and part-time instructors will be compensated per PCC policies, by PCC.

Student participation in CE with PCC

To enroll in the PCC Concurrent Enrollment program, students must:

- Be an enrolled high school student in good standing at an Active Partner School;
- Have approval of high school counselor or high school administrator;
- Demonstrate college readiness. PCC uses multiple measures to identify college readiness.
- Apply for admission to PCC on the college website;
- Submit a PCC Concurrent Enrollment program form each semester;
- Have all required signatures and approvals from parent/guardian and high school counselor/representative.

Student application

There are two applications required for participation in concurrent enrollment with the college:

- PCC admission application – complete once; and
- Concurrent Enrollment form – complete once per academic year.

The application can be found on the PCC website.

- Students will need their full Social Security number to apply. If a student doesn't have an SSN, they may still participate in the program, but they may be financially responsible for the portion of tuition typically funded by COF.

The CE form can be found on the Concurrent Enrollment web page.

- Upon student completion of the form, the parent/guardian will be sent an email to consent to student participation in the program.
- The student must enter their parent/guardian email so the form will be routed to them for their consent.

Student registration

- Students must have approval from the high school counselor and/or high school administrator prior to enrolling as a PCC Concurrent Enrollment program student.
- All courses in which the student enrolls must be approved by the high school counselor and PCC Concurrent Enrollment coordinator for high school programs or designee prior to enrolling.
- In conjunction with the PCC Concurrent Enrollment coordinator for high school programs or designee and the high school counselor, the student will enroll in the approved courses. Students cannot register on their own and must work with their CE coordinator to add/drop all classes.
- After all required paperwork is processed, the student will be issued a PCC student ID number (S followed by 9 digits) that is used to log in to their PCC Portal and PCC email.
- A copy of the class schedule, including course start and end dates, course meeting days and time, course classroom location, and instructor information is available for view in the student portal, and a copy will be saved to the students' files in Navigate.
- Courses administered through the PCC CE program are recorded on the students' official college academic record/transcript.
- Students are allowed to register for the number of credits their high school allows up to a maximum of 18 CE credit hours each semester. In rare cases, students can appeal for a credit overload request. Refer to CE Guidebooks for more information on this appeal process.
- Students can only take one CE course per class period at the high school campus. For example, they cannot take ENG 1021 and ENG 2021 during the same class period in the same semester.

Student drops and withdrawls

- Enrolled students wishing to drop a course and receive a refund must do so prior to the census date which can be found on the student schedule.
  - Students must receive approval from the high school counselor or administrator prior to dropping a course.
  - The course must be dropped both at the high school and at PCC. To drop, students must work with their CE coordinator to drop the course at PCC.
  - Failure to drop the course at PCC may result in a financial obligation to the high school and a failing grade on the student's college transcript.
  - Students will be dropped as a no-show if they do not attend any class sessions or submit any substantial work between the start of the course and the census date. Students should be reported as a no-show on or before the census date for the course.
- Students wishing to withdraw from a course must do so prior to the published withdrawal deadline (course-specific deadline).
  - Students must receive approval from the high school counselor or administrator prior to withdrawing from a course. The student must withdraw from the course both at the high school and at Pueblo Community College.
- Student add/drop/withdrawal requests must come from a PCC email address and cannot be accepted from a personal or high school email.
- The withdrawal must be completed at both the high school and PCC. To withdraw, students must have permission from the high school counselor or administrator and must work with their CE coordinator to withdraw from the course at PCC.
- Failure to withdraw from the course at PCC by the published withdrawal deadline may result in a failing grade on the college transcript. Non-attendance does not result in a course withdrawal.
- No refund will be granted for a course withdrawal.
- A "W" grade will be indicated on the college transcript but does not affect GPA.
- A withdrawal deducts credit hours from a student's COF stipend hours.

Student transfers

- Students who transfer high schools or leave the school district after enrolling in the PCC Concurrent Enrollment program must notify their CE coordinator of their transfer. Transferring does not guarantee the student can continue to participate in the program.
- Be advised that the new high school may not be a PCC partner.
- It is the high school's responsibility to ensure that their CE coordinator is aware of whether or not the student can continue in the program and who will be financially responsible for the student's tuition and fees after transferring.
- Financial responsibility may be transferred to the student in the event that they change high schools and their new high school is not a participating partner with PCC.

Student financial responsibilities

- Out-of-pocket expenses to students vary based on the MOU agreement with their school district and the cost of supplies for each individual course. It is the high school's responsibility to

communicate to students what the school district will and will not pay for.

Student orientation

- The PCC CE team will notify the HS administrator/liaison of the orientation schedule for each semester and send invites via mail/email to students and families as applicable.
- It is the responsibility of the student to attend orientation (in person or virtually) to prepare for their success in Concurrent Enrollment. Parents are encouraged to attend to learn their responsibilities to support their students' success.

Special services

Accuplacer testing

- Accuplacer testing is available if the school district would like to schedule it for their students. Students can take the test at any PCC campus Testing Center. In some cases, a PCC representative may be available to come to the high school campus to administer the exam.
- Sponsoring high schools are responsible for paying the testing fee for each student if the test is proctored at the high school campus. If the test is taken at a PCC Testing Center, the individual student will be financially responsible for the test. As of July 1, 2025, the Accuplacer fee at PCC will be $12 per headcount.
- To coordinate an exam, or for other options regarding placement testing, please contact your CE coordinator or the Testing Center closest to you.

Tutoring

- Tutoring is offered at each PCC campus location. Availability depends on staffing and is typically offered in person. Please see the college website for information about tutoring service availability.

Accessibility services

- Students with a documented disability will be responsible for advocating for their needs. Services are available to CE students. These services are not automatic, and all students must apply for Accessibility Services by completing the registration form.

Student life

- A variety of cultural, social, and community opportunities are available to all students at PCC, including those participating in Concurrent Enrollment. More information can be found on the student life web page.

Summer classes

- Students are eligible to participate in PCC Concurrent Enrollment programs during the summer term as determined by the sponsoring school district. Students may take college courses during the summer term; however, tuition will not be reimbursed by the school district unless a service contract outlining these financial provisions is in place. The school district also reserves the right to not apply credits earned during the summer to the students' high school transcripts.
  - A self-pay agreement will be required for any students taking summer courses that are not being paid for by their high school.
  - A student financial agreement must be completed for the summer classes and can be found on the student portal.
  - If the student is under 17 years old, they must submit an under-age admission waiver in order to participate in summer courses.
  - Tuition for summer classes is still charged at the state approved rate but does differ based on the type of class (campus vs. Colorado Online). Concurrent Enrollment pricing is valid if supported by an eligible high school. Bachelor-level programs are excluded.

Textbooks & materials

- **Textbooks for online courses and PCC-campus courses** are listed by class section on the PCC Bookstore web page. Students should use their detailed class schedule in the PCC student portal. Directions for how to find textbooks can be found in the Student/Family CE Guidebook. There are a variety of methods through which textbooks can be distributed to students including rental and purchasing options for a physical textbook, using an online access code for digital book access, and many instructors use open educational resource books when available.

- PCC CE will send a list of CE students and their campus location to the PCC Bookstore each term so the bookstore can create an account for the student, and the book can be billed to Concurrent Enrollment.
- Based on the MOU agreements for each partner high school when running CE billing, the textbook amount will either be billed to the high school or sent directly to the student.
- If a student chooses to rent a textbook, they will be required to pay out of pocket using their personal credit card information.
- The last date for bookstore charges will be listed on the 2025-2026 dates and deadlines table.
- **Textbooks for on-site CE classes held at the high school campus must be approved by PCC.** If a high school would like to align their textbook with the one being used for the same course at a PCC campus, it is the responsibility of the high school to work with their school district to decide where to purchase the appropriate textbooks for their students to best align with district policies and budgets. For more details on how to find out what book is being used at the PCC campus, please reach out to your CE coordinator or refer to the CE Instructor/Counselor Guidebook for directions on how to look up textbooks being used for the upcoming term.

- Responsibility for payment for the cost of textbooks for online and PCC-campus courses depends on each sponsoring high school's election in their MOU agreement. If the sponsoring high school pays fees and textbooks in addition to tuition, those amounts will be billed to the high school. If the sponsoring high school does not cover the cost of textbooks in addition to tuition, the cost of the textbook(s) will be charged directly to the student. It is the responsibility of the school district to ensure that the students and families participating in Concurrent Enrollment are aware of what the high school will and won't pay for to avoid students receiving any unexpected bills.
- Students who need books shipped to them should plan ahead and order their textbook as soon as possible to help set them up for success. If students are delayed in getting a textbook for their CE course with PCC, they should contact the instructor to let them know about the delay and see if anything can be done until the textbook is received.
- All PCC mathematics classes use Pearson for online textbook access. It may be necessary for the IT department at the sponsoring high school to assist students in removing firewalls or any security measures that would prevent them from accessing their PCC CE course on their high school laptop.

Stakeholder responsibilities

School district responsibilities

- Identify and certify students qualified to participate in PCC CE programs.
- Schedule and conduct orientation sessions for students and parents, in conjunction with the college.
- Pursuant to the provisions of the Concurrent Enrollment Act (HB 09-1319), school districts may but are not required to provide transportation to and from the college for students participating in the program. However, certain circumstances may warrant the need for the district to provide transportation. Provisions for transportation may be outlined in a service contract between the school district and college when needed.
- Provide adequate classrooms and other learning facilities to PCC for courses taught at the district site.
- Identify credentialed and otherwise qualified teachers to apply to PCC for participation in the program and assist them in the application process to become certified with PCC.
- Provide a qualified contact person to act as liaison with PCC with regard to all program matters.
- Assist students with the registration process, including application paperwork and enrollment.
- Inform students of their responsibilities and expectations of being a college student.
- Provide on-site course schedule to CE coordinator by the course build deadline, including the exact dates, days, and times that the classes will take place at the high school campus.
- Coordinate with their CE coordinator to create and verify rosters throughout each term to help ensure accuracy in enrollment and billing.

HS counselor responsibilities

- Identify students qualified to participate in PCC Concurrent Enrollment programs and which classes students are qualified for, based on their high school transcripts and your district's criteria.
- Verify student CE schedules to help ensure that students are getting credit for the correct CE classes at both the high school and the college.
- Ensure that students are not planning to take more than 18 PCC credits in one term. If students are scheduled to be in more than 18 credits for a term, a formal request for a credit overload must be submitted within the first two weeks of school at the high school. These requests must be reviewed and approved by the VPAs.
- Ensure that students are not placed in two CE classes during the same class period (e.g., students cannot take ENG 1021 and ENG 2021 in period 3 during the same semester).
- Run grade reports in EAB Navigate at the end of each term to get official PCC grades to be transcripted at the high school level and provide documentation for any discrepancies that might arise.
- Collaborate with the CE coordinator to plan class visits, provide orientation, and ensure CE students have the support and resources needed to be successful.
- Provide approved on-site class schedule requests each term to the CE academic coordinator for course builds within the PCC system. For details on the process for submitting course build requests, please refer to the CE Instructor/Counselor Guidebook.
- Identify qualified instructors for onsite classes at your high school campus and support them in completing the necessary paperwork and applications for approval to teach on behalf of PCC.
- Monitor student alerts in EAB Navigate and provide support or discipline as needed.
- Communicate with the student about the cost of attending and what the school district will and will not pay for.

College responsibilities

- Assist the high school with identifying students qualified to participate in PCC Concurrent Enrollment programs.
- The college will work with the high school liaison/administrator to provide Accuplacer testing as requested.
- Meet with the high school administration to determine courses to be taught at the high school as well as student need for courses at the college.
- Work with high schools to ensure syllabi for on-site classes at the HS campus align with those being used at the PCC sites.
- Coordinate the provision of textbooks, materials, and supplies as necessary.
- Schedule and conduct new student orientation sessions for students and parents.
- Process all paperwork required for participation in the Concurrent Enrollment program.
- Notify high school counselor/liaison(s) of any outstanding issues regarding paperwork and enrollment.
- Communicate with instructor and the high school regarding course roster checks within the PCC system.
- Provide observation of instruction and instructor as scheduled with the CE academic support coordinator.
- Collect data on enrollment and participation, including pass rates.
- Collect data and graduation rates on students who have participated in a PCC Concurrent Enrollment program and matriculated to PCC after high school graduation.
- The CE administrative assistant or other designee will process CE coding as a daily task to ensure CE students are coded as high school students to receive the CE tuition rate.
- Monitor PCC on-site faculty/instructor teaching loads to ensure they are in alignment with the full-time and part-time policies followed by the college.
- PCC instructors (part-time) must meet the same credential requirements as faculty and shall not teach more than 12 semester credit hours during any one semester.
- PCC faculty (full-time) and PCC instructor (part-time) teaching workloads: It is expected that each full-time, post-secondary faculty contract shall be fulfilled by meeting the overall definition of a normal workload. An aggregate minimum of 30 credit hours or 36 course contact hours per academic year will be the expected faculty teaching load, as a rule this is met in fall and spring semesters.
- Combined (Stacked) classes - Classes of similar content which are combined and taught within the same time frame will be treated as a single class for teaching load purposes. The credit-hour assignment in the workload will be calculated on the course of greatest credit (contact) if there is a difference in the courses being combined.
- Teaching overloads assignments should be avoided when possible. An overload assignment shall be in addition to the 30 credit hours or 36 contact hours per academic year. Overload assignments will be reviewed and approved by the department chair (or designated authority in the absence of a department chair), appropriate dean, and VPAS each semester.

Student responsibilities

- It is expected that each student enrolled through the PCC Concurrent Enrollment program will understand and adhere to the responsibilities and guidelines as outlined below:
- Contribute to a climate of academic integrity; rational, critical, and creative inquiry; freedom of individual thought and expression consistent with the rights of others; and commitment to the well-being of society as a whole.
- Adhere to course requirements as specified by instructor(s) in the course syllabus and follow all written and/or verbal instructions given by instructors or designated college representatives.
- Understand the delivery method of their course (online, classroom based, or hybrid) and plan their learning time accordingly.
- Adhere to the rules outlined in the PCC Student Handbook. This handbook is designed to guide you through various student-related topics, including your rights, responsibilities, academic integrity, and available resources.
- CE students are also expected to follow codes of academic integrity and conduct at their high school.

Department chair responsibilities

- Review credential requests by PCC's director of CTE / special assistant to the VPAS as soon as possible. Please refer to the internal CE dates

- and deadlines table for when these meetings are planned for each term.
- Know who is teaching CE at the high school(s) within your discipline.
- The CE academic support coordinator will send department chairs a list of their active on-site instructors by the CE Communicates On-site Instructors to Departments Deadline.
- Schedule a meeting with your CE instructors as soon as possible after receiving the list. The meeting can happen at the same time as a meeting with any of your part-time instructors. Many high schools start their on-site courses before PCC classes begin, so please make the meeting with your on-site CE instructors a priority for the first week you return for the semester. During this meeting, review the following items:
  - Course syllabus, learning outcomes, textbooks, resource materials
  - Coordinate with the CE academic support coordinator, who will schedule and organize classroom observations
  - Notify assigned CE instructors when SEIs are live at the end of each term so that high school students can access those surveys via their PCC student email
  - Assessment of Student Learning (ASL) – The director of ASL will take the lead on this, but your role is to briefly introduce the philosophy in your department.
  - Access to course(s) in My Courses/D2L – the HS instructors may or may not use D2L; your role would be to introduce the tool and show where the instructor resources are located.
  - The items below are more of a question to see if they have access and any questions. If no access, please let the CE academic support coordinator know:
    - Portal access
    - Banner class list access
    - Banner grades access
    - Navigate
    - PCC email

Instructor responsibilities

Classroom responsibilities
Prior to the first day of class:

Meet with the department chair or PCC academic contact. This meeting should include the following topics:

- Course syllabus and learning outcomes
- Resources for the course
- Access to the course via MyCourses (D2L)
- How to contact the department chair or PCC academic contact for assistance and questions, possibly arrange a regular meeting schedule
- Prep for your course
- Classroom observations
- Student evaluation of instruction (SEI)
- Assessment of Student Learning (ASL)

Attend part-time instructor orientation (PTIO)

- This is held prior to that start of both fall and spring semesters.
- This is for all part-time instructors, which includes on-site CE instructors. The role of this orientation is to provide an opportunity to connect, learn about college resources, and prepare for the semester.
- This may be a good time to meet with your department chair and/or other instructors in your discipline. This is not a requirement, but it is highly recommended.

Access the official college class list, using the Summary Class List link in the PCC faculty portal.

- This is your official class list, which means this is the place to check for currently enrolled students. If this differs from the roster you have at your high school, please contact your CE coordinator as soon as possible.

Know the key dates related to the course you're teaching:

- Please refer to the external CE dates and deadlines table for the CE census date (drop deadline).
- Ensure you know the start and end date of the CE course you are teaching at your high school campus, and how that compares to the PCC calendar since breaks and start/end of terms tend to vary. Click **here** to view PCC's Academic Calendar web page.

Throughout the semester:

- **Check your official class list several times** throughout the census period of your course to ensure all students are enrolled who should be. The best list to use in the PCC faculty portal is the Class Summary List.
- Provide students with their progress in the course.
- Submit progress grades as requested by the PCC CE team.
  - Instructors will receive an email requesting progress reports for their CE students. The link will take them to PCC's Navigate system for this process. For details on this procedure, please refer to the CE Instructor/Counselor Guidebook.
- **Classroom observations:**
  - The Higher Learning Commission (HLC) has established specific accreditation criteria that apply to PCC, including requirements for additional instructional locations (CE credits). One area of focus is Criterion 4: Teaching and Learning: Evaluation and Improvement.
  - *"The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual (concurrent) credit programs. It ensures that its dual (concurrent) credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum."*
  - To uphold the standards set by the HLC under Criterion 4.A.4, PCC has established a series of internal practices designed to ensure the quality, consistency, and academic rigor of all its courses, including those offered at additional instructional (dual/concurrent credit). These practices support institutional oversight of course delivery, student learning outcomes, instructional quality, and faculty qualifications, aligning closely with HLC expectations.
- Classroom observations are a tool to allow the department chair or designated PCC employee to observe your classroom and interactions with the class. This will allow an opportunity to provide feedback and learn from each other on teaching strategies. This is not an evaluation, just an opportunity for feedback.
  - Instructor observations are to be completed once per semester during the first year of teaching. After that they are completed at least once every three years.
  - Classroom observations are to be completed by the department chair or a designated PCC employee.
    - The CE academic support coordinator at PCC will lead the scheduling of the observations.

End of the semester:

- Submit final grades in the PCC faculty portal within 24 hours of your semester concluding at the high school.
  - Please refer to the Instructor/Counselor Guidebook for more details on how to access your class roster and enter final grades.
- Verify with your high school's CE counselor/liaison to ensure the classes you plan to offer for CE credit next semester/year have been submitted and approved.

Assessment of Student Learning

- ASL is a faculty-driven, student-centered, and improvement-oriented initiative to evaluate student learning across the college with respect to students mastering the outcomes of student learning in their courses.
- PCC asks that you participate in one assessment per semester.
- PCC's director of ASL will be the lead in assisting you with this important initiative. There are multiple training opportunities and assistance in completing this task.
- Click here to view a quick 5-minute video on ASL at PCC.
- Click here to read PCC's blog on ASL.
- PCC's director of assessment of student learning is Liz.Medendorp@pueblocc.edu. She can also be reached by phone at 719.549.3376.

Student Evaluation of Instruction

- Courses that provide substantial, purposeful, didactic interaction between the instructor and students will be evaluated by students every semester. (Clinical, internships and practicum are not evaluated with this format).
- SEIs only evaluate the primary instructor of a course.
- The role of SEIs is to gain feedback on instructors, course content, and delivery methods. This is used to assess the effectiveness of the course and assist with implementing course improvements, if necessary.
- SEIs are completed towards the end of the semester using a third party called Class Ranked. Students can access the SEI link via their PCC email if the instructor is not using D2L.
- An email will be sent out via the instructor's PCC email to let them know when the SEIs will be ready for students to participate in.
- Please refer to the Instructor/Counselor Guidebook for details on how to complete SEIs.

Curriculum:

- All courses administered through the PCC CE program on a high school campus must be listed in the PCC catalog, which are approved CCCNS

(Community College Course Numbering System) courses. These courses will have the same department designation, number, title, credits, and course description as campus-based courses when shown on PCC transcripts; however, many high school transcripts will show a course name and number that aligns with the HS practices. All courses at the high school must list PCC in the course name on HS transcripts.

- All courses taught as a part of this PCC CE program must meet the post-secondary course content requirements as specified in the CCCNS. All course objectives must be included in the instructional plan (syllabus) and introduced for learning during the term.
- Courses administered through the PCC CE program reflect the pedagogical, theoretical, and rigor of a college-level course.
- A syllabus template will be provided to the on-site instructor as part of the onboarding process. All instructors teaching CE courses with PCC shall file a copy of their course syllabus with the department chair or designated PCC employee prior to the start of each term. The content of the syllabus must meet the same criteria as required for the college-level course that is being taught.

PCC systems

- **Banner –** PCC's student information system (SIS). Instructors use this system to verify rosters and submit final grades via the faculty portal.
- **EAB Navigate –** PCC's alert system, used to provide cross-campus support for student success. This system is used by instructors to issue alerts for their students, and for counselors/registrars to assist in managing alerts and student schedules.
- **My Courses/D2L –** PCC's learning management system (LMS). This is not required to be used for on-site CE classes, but it is available to instructors for onsite courses, if desired.
- **Instructor email –** PCC uses Outlook for student, faculty, and staff email access. Instructors will be assigned a PCC email to be used for all official communications with the college.
- For more details on how to use these systems, refer to the Instructor/Counselor CE Guidebook.

Textbooks & Class Resources

- Textbooks and/or instructional materials used in these PCC CE program courses should be the same as or comparable to those used in other postsecondary courses at the college with the same course prefix and number.
- To get curriculum approved that is already in use at the high school, the textbook will ideally be included in the course build details sent each term. You can also contact the department chair for your area to let them know what text you want to use and get their approval/feedback.
- If the high school wishes to use the same textbook as the courses at the college with the same course prefix and number, they can look up the textbooks assigned to those courses via the PCC Bookstore web page.

- If you're planning to use PCC provided materials with online resources (such as Pearson for mathematics), students will need to be registered for the course ahead of the typical registration timeframe for CE partners. Please be sure to discuss this with the CE academic support coordinator as soon as possible to get your materials set up ahead of time.
- PCC uses My Courses/D2L as the learning management system (LMS) for all classes. Resources are available for on-site instructors to use from their department to help with course instruction, structuring, and planning. These can be used in the college LMS, My Courses/D2L, or you can use the info provided to build course materials within your high school's LMS. Please reach out to the CE academic support coordinator for assistance with connecting with your department.

2025-26 PCC CE Points of Contact

PCC Southwest

- **Tracey Imel**
  CE Coordinator, Mancos campus
  Tracey.Imel@pueblocc.edu | 970-564-6223

- **Allison Flores**
  CE Coordinator, Durango site
  Allison.Flores@pueblocc.edu | 970-385-2020

  Offering assistance with:
  · Discussing options for CE classes with PCC
  · Admission paperwork assistance
  · Registration for PCC classes
  · Classroom visits
  · Academic advising and support

- **Lisa Molina**
  PCC Southwest Director of Student Services
  Lisa.Molina@pueblocc.edu | 970-564-6228

  Offering assistance with:
  · Senior college transition specialist (planning for
    PCC or for transferring credits from PCC to other
    schools)
  · Senior financial aid planning for college

- **Your High School Counselor**
  Offering assistance with:
  · High school graduation requirements
  · Understanding what the school will pay for
  · Requesting copy of high school transcript
  · Approves CE classes for all students

Fremont Campus

- **Shaylea Strickengloss**
  CE Coordinator, Fremont and Pueblo campuses
  Shaylea.Strickengloss@pueblocc.edu | 719-296-6117

  Offering assistance with:
  · Discussing options for CE classes with PCC
  · Admission paperwork assistance
  · Registration for PCC classes
  · Classroom visits
  · Academic advising and support

- **Jeffrey Smith**
  Student Services Coordinator
  Jeffrey.Smith@pueblocc.edu | 719-296-6102

  Offering assistance with:
  · Senior college transition specialist (planning for
    PCC or for transferring credits from PCC to other
    schools)
  · Senior financial aid planning for college

- **Your High School Counselor**
  Offering assistance with:
  · High school graduation requirements
  · Understanding what the school will pay for
  · Requesting copy of high school transcript
  · Approves CE classes for all students

Pueblo Campus

- **Amy DeHerrera**
  CE Coordinator
  Amy.Deherrera@pueblocc.edu | 719-549-3117

- **James Rice**
  CE Coordinator
  James.Rice@pueblocc.edu | 719-549-3118

  Offering assistance with:
  · Discussing options for CE classes with PCC
  · Admission paperwork assistance
  · Registration for PCC classes
  · Classroom visits
  · Academic advising and support

- **New Student Studio**
  Pueblo Campus | 719-549-3093

  Offering assistance with:
  · Senior college transition specialist (planning for
    PCC or for transferring credits from PCC to other
    schools)
  · Senior financial aid planning for college

- **Your High School Counselor**
  Offering assistance with:
  · High school graduation requirements
  · Understanding what the school will pay for
  · Requesting copy of high school transcript
  · Approves CE classes for all students

Other PCC CE Contacts

- **Concurrent Enrollment Front Desk**
  ce@pueblocc.edu | 719-549-3388

- **Jennifer Welte**
  Director of Concurrent Enrollment
  Jennifer.Welte@pueblocc.edu

- **Andrea Shepard**
  Assistant Director of Concurrent Enrollment
  Andrea.Shepard@pueblocc.edu

- **Miranda Hayes**
  Administrative Assistant III, Concurrent Enrollment
  Miranda.Hayes@pueblocc.edu

Pueblo
Community College
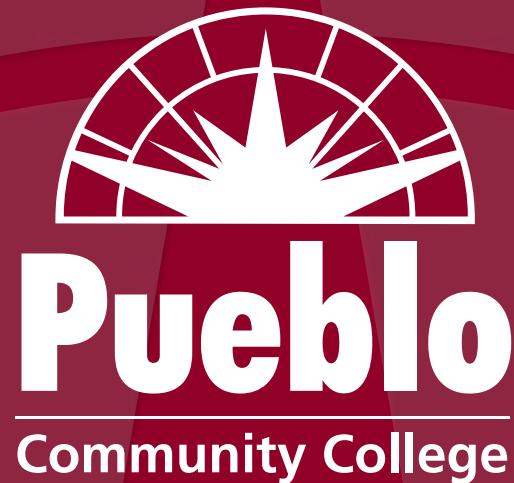
Concurrent Enrollment program

900 W. Orman Ave.
Pueblo, CO 81004

Web **pueblocc.edu/EarlyCollege**
Email **ce@pueblocc.edu** | Phone **719-549-3388**