

## Home School Academy

### Concurrent Enrollment Information Sheet & FAQ

School Year 2019 - 2020

*The Home School Academy (HSA) in Academy District 20 is pleased to provide tuition free college-level courses to HSA students with the academic and personal readiness to be in a college setting. Through concurrent enrollment, HSA students are able to accelerate their learning and participate in college courses while still in high school by taking Pikes Peak Community College courses that align with their academic and career goals. Families are able to save money on college costs, and students earn college credits that apply toward a professional certificate, a 2-year degree, or that transfer to a 4-year degree program.*

#### Enrollment & Eligibility

College-ready students in grades 9-12 and enrolled in the Home School Academy are eligible to take up to 6 credits per semester (summer not included) of college courses at Pikes Peak Community College.

Being college-ready means that the student has demonstrated academic readiness through college placement test scores and that the student demonstrates personal maturity to excel in college level courses.

#### Test Scores

Colorado Community Colleges use the NextGen Accuplacer test to determine students' academic placement in certain college courses by assessing readiness in reading, writing, and math. In March of 2019, Pikes Peak Community College will administer this placement test exclusively to HSA concurrent enrollment students. This test takes approximately 45 minutes, and students will receive their placement scores immediately after completing the exam.

Minimum qualifying scores, if any, are published for each course in the current PPCC course catalog:

<https://apps.ppcc.edu/catalog/current/>

Resources are available to prepare students for the Accuplacer test. Access <https://www.ppcc.edu/learning-commons/tutoring/placement-test-preparation-resources> for details.

#### Readiness Criteria

Students who participate in concurrent enrollment should demonstrate the skills and personal maturity that will help to ensure they are successful:

<b>Overall Character / Student Conduct:</b>	Abides by all D20 & HSA policies and procedures. Exhibits respect to and concern for others. Takes responsibility for actions.
<b>Self-advocacy:</b>	Seeks help when needed and voices questions and concerns appropriately. For example, accommodations are not automatically provided, even if the student has an IEP from a school district. Postsecondary institutions require students with disabilities to request accommodations and speak up for oneself.
<b>Attendance:</b>	Attends all classes and is on time. Informs the proper authority of the reason for any absence.
<b>Quality of Work / Work Ethic:</b>	Stays the course; demonstrates commitment, perseverance, pride and a positive attitude in completing tasks.

<b>Critical Thinking Ability / Social Emotional Coping Skills:</b>	Demonstrates self-guidance, self-discipline, and rational thinking. Asks relevant, vital questions and shares logic during decision-making. Practices self-management strategies to cope with stress, anxiety, and emotional behaviors. Exhibits effective time management strategies.
<b>Participation (Discussion, Group Dynamics):</b>	Respects the rights and views of others. Does not bully, intimidate or threaten others. Encourages team members to participate, and actively takes part in team assignments and activities. Has experience with public speaking in small or large groups.
<b>Use of Technology:</b>	Possesses the skills to proficiently navigate online learning management systems, is adept at email management and web navigation, has basic computation skills and experience with word processing programs.

### **Allowable Courses**

Students are able to access Pikes Peak Community College courses, including online courses (online courses require additional per credit costs paid by the student), as long as the student meets pre-requisites and minimum placement test scores, if applicable. Students may take no more than 6 credit hours per semester through the HSA concurrent enrollment program.

The Pikes Peak Community College course must also meet the following criteria:

- Be scheduled for the semester of participation (summer courses are not allowable through concurrent enrollment).
- Have a course number of 100 or above. Remedial courses (090 and below) are allowable for seniors only.

Remember that concurrent enrollment students are taking college classes with other college students from around our community. They are not taking college courses with a cohort of concurrent enrollment high school students.

### **Calendar & Attendance**

Students are responsible for ensuring they meet the scheduled course meeting times throughout the semester as specified in the PPCC schedule, the course syllabus, and by the instructor. As emergency situations arise, students should contact their instructor within twenty-four hours. Being consistently on time and present for each class not only demonstrates personal responsibility, but it also directly correlates to class success.

Students will follow the Pikes Peak Community College calendar start and end dates, holidays, breaks, and any campus closures or delays.

**During each semester of concurrent enrollment, students are required to complete one attendance form for one class and may be required to complete an attendance form for all classes during a two-week window in September/October. This form requires signature of the college course instructor for each day of class. This attendance form is required in order for D20 to be compliant with state funding audit guidelines, and further concurrent enrollment may be postponed or denied if this attendance form is not provided to the HSA concurrent enrollment advisor.**

### **College Application & Class Registration**

Concurrent enrollment students apply to PPCC as a non-degree seeking student. Students who are interested in continuing at PPCC after high school graduation are required to complete the application for a degree-seeking student.

Students are responsible for registering for PPCC classes prior to the registration deadlines set by PPCC. Many classes fill up early, so it's important to register as soon as possible. The HSA staff will assist you with applying to PPCC and registering for courses.

## Communication

HSA Concurrent enrollment students should follow the communication processes laid out by PPCC or the individual professors. If the student experiences any challenges in communicating with PPCC or an individual professor, they should contact the HSA concurrent enrollment advisor immediately at [Don.Begier@asd20.org](mailto:Don.Begier@asd20.org)

## Concurrent Enrollment Agreement

Each student and his or her parent/guardian are required to complete a D20 Concurrent Enrollment Agreement for each semester of participation in the HSA concurrent enrollment program. This agreement details the expectations and responsibilities of the student, PPCC, and District 20's Home School Academy.

## Cost

District 20 pays tuition for courses at the Colorado Community College System tuition rate. For your reference, the 2018-19 school year tuition rate is \$148.90 per credit hour. Families are responsible for any additional course fees, textbooks, and supplies, including an additional per credit fee for online courses, which is currently \$114.30 per credit hour and is subject to change by PPCC.

We aim to help our students keep a balanced course load with other time commitments so that our students can be most successful in their college course(s). If a student earns a grade of F or withdraws from a course after the college drop deadline, the student and the student's parents/guardians are required to reimburse District 20 for tuition paid on the student's behalf.

## Course Content

Neither students nor their parent/guardian can ask for adjustments to the content or delivery of college curriculum. They may, however, preview textbooks and ask a professor for a copy of the syllabus prior to the start of the semester to determine if the class meets their needs. It is not appropriate for students to request extra credit or to request an exemption from final exams or other assessments and assignments.

## Dates and Deadlines

March 12, 2019	Concurrent Enrollment Agreement / Intent to Participate deadline
March 20, 2019	NextGen Accuplacer Test Proctoring: 9:00am at the D20 Center for Modern Learning
March 21, 2019	PPCC registration begins
May 15, 2019	Deadline for registration
August 26, 2019	Fall semester begins

## Dropping or Withdrawing from a Class

Students who are considering dropping or withdrawing from a concurrent enrollment class should consult the HSA concurrent enrollment advisor first. Students may drop concurrent enrollment classes before the college drop deadline (approximately two weeks into the semester) without repayment or grade penalties.

If a student withdraws from a concurrent enrollment course after the college drop deadline, the student and the student's parent/guardian are required to repay D20 for the tuition paid on the student's behalf. The withdrawal "W" will be recorded on the college transcript; however, it will not affect the student's GPA.

## Grades & Transcripts

The grade students earn in their college course(s) is posted to their official college transcript. A grade lower than C- on a college transcript may place a student on academic probation and may also impact the student's financial aid eligibility. It is therefore important that students understand the rigor and commitment of taking college courses while in high school and to attend to college withdraw and drop deadlines.

## Location & Transportation

Pikes Peak Community College classes are offered on PPCC campuses and also online (at an additional cost). Students are responsible for their own transportation to and from the campus.

Centennial Campus	Rampart Range Campus	Downtown Studio Campus
5675 South Academy Blvd. Colorado Springs, CO 80906	11195 Interquest Parkway Colorado Springs, CO 80921	100 West Pikes Peak Avenue Colorado Springs, CO 80903

## Policies & Student Code of Conduct

Students must adhere to the policies, procedures, and deadlines outlined by the college as well as the student code of conduct established by the District 20 Board of Education. The consequences of not adhering to these policies may include dismissal from the concurrent enrollment program.

## Student Privacy & Progress Monitoring

The Family Education Rights and Privacy Act (FERPA) prevents D20 from monitoring college in-progress grades, which are recorded and reported in the college information management system. PPCC reports final course grades to D20 at the end of each semester. We encourage students to self-advocate as much as possible and to be transparent with their parent/guardian about their progress and grades. To allow a parent/guardian access to speak to the college instructor, the concurrent enrollment student must complete a FERPA release form. Once completed, the student submits the form to the PPCC Registrar's Office. The instructor will verify FERPA release completion before meeting with the student and parent/guardian. Conferencing cannot infringe on class contact time and should be scheduled in advance. For more information about FERPA, please access the PPCC FERPA webpage at <https://www.ppcc.edu/records/ferpa>.

## Support

The D20 HSA staff is here to help students be successful in their academic pursuits and postsecondary goals. We provide individual advising to each concurrent enrollment student before each semester of participation. We also offer a workshop on college readiness prior to each semester in order to help students become more comfortable with college expectations and familiar with what being on a college campus is like. These workshops also include practicing skills in time management, test taking, studying, and career and college planning.

PPCC also provides a number of supports for students, including concurrent enrollment students.

<b>Academic Assistance</b>	<p><a href="#">Learning Commons</a> &amp; <a href="#">Learning Assistance Center</a></p> <ul style="list-style-type: none"><li>• Library services</li><li>• Tutoring services in math, writing, science, and other academic disciplines</li><li>• Assistance with the online learning management system</li><li>• Assistance with PPCC information technology</li><li>• Academic coaching</li><li>• Learning strategy workshops</li><li>• Test taking support</li></ul> <p>(See <a href="https://www.ppcc.edu/learning-commons">https://www.ppcc.edu/learning-commons</a> and <a href="http://www.ppcc.edu/services/tutoring-assistance/schedules/">http://www.ppcc.edu/services/tutoring-assistance/schedules/</a>)</p>
<b>Public Safety</b>	<p>24/7 support:</p> <ul style="list-style-type: none"><li>• Lost and found</li><li>• After-dark student escorts</li><li>• Campus security</li></ul> <p>(See <a href="https://www.ppcc.edu/services/public-safety/">https://www.ppcc.edu/services/public-safety/</a> or call dispatch at 719.502.2911)</p>
<b>Disability Services</b>	<p>Services and accommodations are provided through the <a href="#">Office of ACCESSibility Services</a>. Students and parents/guardians must submit documentation and request an intake appointment the semester before classes begin to ensure services are in place.</p> <p>(See <a href="https://www.ppcc.edu/accessibility-services">https://www.ppcc.edu/accessibility-services</a> or call 719.502.3333 for an intake appointment)</p>
<b>Counseling</b>	<p><a href="#">Counseling Center</a></p> <p>(See <a href="https://www.ppcc.edu/counseling-center">https://www.ppcc.edu/counseling-center</a>)</p>

If there is an academic concern, students should address the issue with their college instructor. If the concern has not been appropriately addressed, students should immediately contact the HSA concurrent enrollment advisor [Don.Begier@asd20.org](mailto:Don.Begier@asd20.org) and complete a PPCC Academic Concern form.

## Transferability & Applicability

College courses may transfer to other post-secondary institutions, and courses that do transfer may apply to a student's chosen degree program, or they may transfer in as elective credits. Courses that are marked as "guaranteed transfer" are recognized by public Colorado postsecondary institutions and will transfer with some exceptions. To make the best decisions about college credit applicability and transferability, we recommend that students connect with the transfer office of the postsecondary institution in which they intend to enroll. For more information about guaranteed transfer courses in Colorado, refer to the Colorado Department of Higher Education:

<https://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html>. Note that PPCC courses are listed under the Colorado Community College System, with acronym CCCS.

## **CHOICE APPLICATION PROCESS**

**STEP 1:** Go to [www.asd20.org](http://www.asd20.org) and complete the Choice Application online and submit the signature page.  
(The HSA program name is Concurrent)

**STEP 2:** If admitted and the student is **NOT currently enrolled** in an HSA Program, you will need to complete the registration process online and then visit the D20 Central Registry Office at 1110 Chapel Hills Dr. Central Registry is open from 7:30am to 4:30pm, M-F.

Students that are **currently enrolled in an HSA Program** need to fill out the Enrollment Continuation Survey Monkey on or before Feb 22, 2019.