

DOCUMENT RESUME

ED 422 050

JC 980 373

AUTHOR Griffith, Mary  
 TITLE Pueblo Community College, Dual Credit Handbook, 1998-99.  
 INSTITUTION Pueblo Community Coll., CO.  
 PUB DATE 1998-09-00  
 NOTE 41p.  
 PUB TYPE Guides - Non-Classroom (055)  
 EDRS PRICE MF01/PC02 Plus Postage.  
 DESCRIPTORS \*Academic Achievement; Acceleration (Education); \*Access to Education; \*Advanced Placement; College Credits; Community Colleges; Guidelines; \*High School Students; High Schools; Program Descriptions; Two Year Colleges; Undergraduate Study  
 IDENTIFIERS Colorado Community College and Occup Educ System; Pueblo Community College CO

ABSTRACT

This Dual Credit Handbook from Pueblo Community College (CO) provides information and guidelines to assist instructors in meeting their assignment. These guidelines apply to dual credit courses offered to high school students during their regular school hours, for which students receive high school- and college-level credit simultaneously. This program offers qualified students the opportunity to "jump start" their college careers by earning credits for core academic courses transferable to all Colorado four-year colleges and universities. College courses approved for dual credit are posted on both high school and college transcripts; only junior and senior year students are eligible. Included in the handbook are student/instructor requirements, a course activity guide, policies and procedures regarding registration and grades, personnel directory, divisions, and curricula offerings. Appended are forms, applications, memoranda, and notices related to PCC's dual credit program. (AS)

\*\*\*\*\*  
 \* Reproductions supplied by EDRS are the best that can be made \*  
 \* from the original document. \*  
 \*\*\*\*\*

ED 422 050

# PUEBLO COMMUNITY COLLEGE

## DUAL CREDIT HANDBOOK



### OFFICE OF THE VICE PRESIDENT FOR EDUCATIONAL DEVELOPMENT

1998-99

U.S. DEPARTMENT OF EDUCATION  
Office of Educational Research and Improvement  
EDUCATIONAL RESOURCES INFORMATION  
CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND  
DISSEMINATE THIS MATERIAL HAS  
BEEN GRANTED BY

M. Griffith

TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)

1

JE 180 373

## TABLE OF CONTENTS

|  |    |
|--|----|
| <b>Pueblo Community College Vision, Core Values, Mission and Goals</b> ..... | 1  |
| <b>Introduction</b> .....  | 2  |
| <b>What is it? Definition of Dual Credit</b> .....                           | 2  |
| <b>Structure</b> .....   | 2  |
| <b>Student Requirements</b> .....  | 2  |
| <b>Minimum Instructor Employment Requirements</b> .....                      | 3  |
| <b>Dual Credit Course Activity Guide</b> .....                               | 4  |
| Course Planning .....  | 4  |
| Instructor Application .....   | 4  |
| Course Syllabus .....  | 4  |
| Class Lists .....  | 4  |
| Make Sure Your Students Know .....   | 5  |
| <b>Policies and Procedures</b> .....   | 6  |
| College Catalog .....  | 6  |
| Assessment of Basic Skills .....   | 6  |
| Class Lists .....  | 6  |
| Registration .....   | 6  |
| Grading System .....   | 6  |
| Withdrawal Policy .....  | 7  |
| Reinstatement .....  | 7  |
| Reporting Grades .....   | 7  |
| Incomplete Grades .....  | 8  |
| Grade Changes .....  | 8  |
| Grade Reports to Students .....  | 8  |
| Support Services .....   | 9  |
| Telelearning .....   | 9  |
| <b>Personnel Directory</b> .....   | 10 |
| <b>Divisions and Curricula Offerings</b> .....                               | 11 |
| Technology Division .....  | 11 |
| Transfer and Health Division .....   | 13 |
| <b>Appendices</b> .....  | 16 |
| Appendix I – Dual Credit Memorandum of Understanding .....                   | 17 |
| Appendix II – Application for Employment .....                               | 20 |
| Appendix III – Course Syllabi Guideline .....                                | 24 |
| Appendix IV – Student Permission Form .....                                  | 25 |
| Appendix V – Student Dual Credit Enrollment Plan .....                       | 26 |
| Appendix VI – Application for Admission and Registration Form .....          | 29 |
| Appendix VII – Withdrawal from Class Form .....                              | 32 |
| Appendix VIII – Class Reinstatement Form .....                               | 33 |
| Appendix IX – Grade Change/Removal of Incomplete Form .....                  | 34 |
| Appendix X – PCC Notice of Non-Discrimination .....                          | 35 |
| Appendix XI – PCC Sexual Harassment Notice .....                             | 36 |
| Appendix XII – PCC Accommodation Notice for Meetings/Events .....            | 37 |
| Appendix XIII – Handling Student Information .....                           | 38 |

## ***PUEBLO COMMUNITY COLLEGE***

### ***Vision and Core Values***

Pueblo Community College embraces as its guiding value exceptional service to students and partners by providing total educational and training solutions. Toward this end, Pueblo Community College's core values are to:

- ◇ Build partnerships
- ◇ Provide a positive environment
- ◇ Respect diversity
- ◇ Celebrate achievements
- ◇ Demonstrate integrity
- ◇ Demonstrate teamwork
- ◇ Provide innovative programs and services
- ◇ Improve continuously
- ◇ Be responsive
- ◇ Be accountable

### ***Mission***

Pueblo Community College will develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families and communities. To accomplish this mission, Pueblo Community College has the following goals:

- ◇ PCC will be the leader in anticipating, recognizing, and addressing the educational needs of the community.
- ◇ PCC students and partners will receive exceptional personalized and friendly service.
- ◇ PCC will be a responsive, flexible learning organization.
- ◇ PCC will be seen as the one-stop source for competent, results oriented educational services.
- ◇ PCC will be the primary source of job preparation, workforce development and transfer programs.

## **Introduction.**

The purpose of this Dual Credit Handbook is to provide information and guidelines to assist instructors in meeting their instructional assignment. If you should need information that is not addressed in this publication, please contact your department chairperson or the appropriate person at Pueblo Community College.

## **What is it? Definition of Dual Credit.**

These guidelines shall apply to dual credit courses that are offered in the high school to high school students during normal school hours for which students receive both high school and college level credit simultaneously. This program provides qualified students the opportunity to "jump start" their college careers by enrolling in courses of rigorous college-level content while in high school. Credits earned for core academic courses under this program are transferable to all Colorado four-year colleges and universities. High school students eligible for dual credit courses shall be juniors or seniors. College courses approved for dual credit shall be posted on both high school and college transcripts.

## **Structure.**

Dual credit courses shall duplicate Pueblo Community College's regular curriculum offerings delivered on-campus to college students. Course content, student requirements, and standards of evaluations shall be comparable to curriculum offered on-campus.

High school faculty who teach dual-credit courses should possess the same/similar credentials to those teaching on the college campus. Student teachers are not permitted to instruct the dual credit classes.

Syllabi in dual credit courses will mirror those used in the department within the College.

The delivery of dual credit courses is the joint responsibility of the participating high school and the College.

## **Student Requirements.**

Students who wish to take dual credit courses must:

- Have completed their sophomore year of high school.
- Have at least a 3.0 grade point average on a 4.0 scale. (B average).
- Have received an acceptable score in reading on an approved standardized test or the College basic skills assessment test.
- Have permission of their parents and recommendation of a school official.
- Complete a PCC Application for Admission.
- Pay the current in-state rate of tuition and fees per credit hour and obtain textbooks and materials unless otherwise negotiated between the College and the school. Financial Aid is not available for dual credit coursework.

## Minimum Instructor Employment Requirements.

| PROGRAMS                                     | MINIMUM REQUIREMENTS   |
|--|--|
| ACADEMIC TRANSFER PROGRAMS                   | Master's degree; no experience   |
| AGRICULTURE, MARKETING,<br>BUSINESS PROGRAMS | Bachelor's degree; 2 years of occupational experience (maximum of 1 year of specialized training beyond the Associate's degree may be substituted for up to 1 year of experience)          |
| HEALTH PROGRAMS                              | Training as per program requirement; 5 years of occupational experience (maximum of 3 years of education beyond the Associate's degree may be substituted for up to 3 years of experience) |
| OTHER PROGRAMS                               | Associate's degree; 5 years of occupational experience (maximum of 3 years of specialized training may be substituted for up to 3 years of experience)                                     |

## Dual Credit Course Activity Guide.

1. **Course Planning Conference/Curriculum Meeting with Department Chairperson.**
  - a. Review the approved textbook and related instructional materials.
  - b. Discuss syllabus and course outline. (See Appendix for format).
  - c. Discuss specific department policies and procedures.
  - d. Provide a copy of the Master Schedule of Course Offerings, a PCC catalog, and a copy of the Dual Credit Handbook.
  - e. Discuss outcome level expectations, grading philosophy and provide a sample test.
  
2. **Instructor Application.** Even though you will be teaching at the high school, in order to insure that your qualifications are properly documented, the College will need the following:
  - a. A PCC application for employment. (See Appendix for form).
  - b. Official transcripts from all colleges attended.
  - c. Verification by letter or other means of your work experience, if required for vocational certification.
  
3. **Course Syllabus.** Your class will be expected to fulfill the requirements of the approved course syllabus. Students enrolled for college credit may need to complete work beyond what is required for high school credit. This may include additional written work, class presentations, project assignments, or a higher grading scale as you deem appropriate. If you have recommendations regarding textbooks, supplemental materials, or the syllabus, please contact the appropriate department chairperson.
  
4. **Class Lists.**
  - a. You will receive a class roll the first week of classes. Please verify that all students listed are in attendance. If students are listed who are not attending, they must be identified as no-shows or drops at this time to avoid financial liability for the tuition payment. Please inform the student and your campus contact person.
  
  - b. Please verify that all students attending are listed on the class list. Any students attending who are not listed must complete registration forms in order to receive Pueblo Community College credit for the course. Please inform your campus contact person and the student.

- c. During the term you will receive a class list which you will be expected to review, verify for accuracy and return. A Pueblo Community College academic record will be created based on your information.
- d. Before the end of the semester, you will be provided with grade sheets and instructions for processing your final grades. Be sure to observe the deadline specified for submitting your grades. **NOTE: A GRADE OF "W" MAY NOT BE ASSIGNED ON THE GRADE SHEET. STUDENTS MAY WITHDRAW UP TO THE LAST THIRTY PERCENT (30%) OF THE CLASS. THEREAFTER, A GRADE OF "A" – "F" OR "I" MUST BE ASSIGNED.** A copy of your attendance record, grade record, tests, and criteria for determining grades, must be turned in with your final grade sheet. Students have up to one year to contest a grade, and this documentation will be the basis of determining the outcome of an appeal should we be unable to contact you.

**5. During the first week of class, make sure your students know:**

- a. When you will be available to provide individualized assistance.
  - b. That they must process through **BOTH** the high school counselor's office and the College Admissions and Records Office if they wish to drop the course or withdraw from the College (see **Drop Period** and **Withdrawal Policy** in Policies and Procedures Section).
  - c. Your attendance policy.
  - d. Any additional requirements required for a college grade.
  - e. How grades will be determined. The method of determining grades should be clearly stated and a supplemental sheet distributed to students stating any special requirement or grading procedures. A copy of the supplement should be provided to your department chairperson.
6. Assist students to follow the drop/add/withdrawal and other policies presented in the section headed "Policies and Procedures". For your convenience, the end of the Drop Period and Last Day to Withdraw are provided on the class list.
7. If you are unsure about any College policy or procedure, inform your campus contact person.



## Policies and Procedures.

**College Catalog.** The current Pueblo Community College catalog contains the rules and regulations in effect at the time of publication. It also lists official degree plans, course descriptions, and is a good resource for academic regulations, program requirements, and services.

**Assessment of Basic Skills.** All dual credit students must achieve a satisfactory score on the college basic skills reading assessment or on an approved equivalent, such as ACT, SAT, PLAN or PSAT scores. Basic skills testing will be made available at the high school for those students who are required to take it. Students must achieve a 12<sup>th</sup> grade reading equivalent to enroll in core academic classes and a 10<sup>th</sup> grade equivalent to enroll in other classes unless courses have specified requirements that are different from this.

**Class Lists.** Check carefully that all class lists are accurate and correct problems immediately to avoid billing and records problems later.

**Registration.** The College will coordinate registration with the high school principal or his/her designee. Registration will be conducted at a time and location agreeable to the high school. Registration will occur in the spring for full year classes.

**Grading System.** The PCC system of grading is expressed in letters which carry grade points used in calculating the cumulative grade-point average.

*To calculate a grade-point average (GPA), the total number of points are divided by the total number of quality hours. Quality hours include the credits from A, B, C, D, and F grades.*

| Letter Grade |                  | Grade Points Per Unit of Credit |
|--------------|------------------|---------------------------------|
| A            | (Excellent)      | 4                               |
| B            | (Good)           | 3                               |
| C            | (Average)        | 2                               |
| D            | (Below Standard) | 1                               |
| F            | (Failure)        | 0                               |
| I            | (Incomplete)     | **                              |
| W            | (Withdrawal)     | **                              |

**\*\*No credit is given and grade is not used to compute grade-point average.**

The "D" grade is not an acceptable performance level in most courses and programs.

**Drop Period:** During the first 15% of a class, a student may be dropped without creating a college transcript. Use your class lists to identify drops.

**Withdrawal Policy.** Students may drop or withdraw from a class for PCC credit and still be enrolled for high school. If a student drops a class for high school credit, he/she must also withdraw from PCC credit. A student may withdraw from class at any time up to the last 30 percent of the class. Thereafter, the student must receive a grade A through F or I, not a W. The last day to withdraw from classes is stated in the current PCC Schedule of Classes. (Contact the Admissions and Records office or an administrative assistant for withdrawal deadlines for special length courses). Students may become responsible for tuition if a grade of "W" or "F" is achieved.

- **Student's Procedure to Withdraw from a Class:**

If a student wishes to withdraw from a class:

1. The student must obtain a Withdraw From Class Form and have the instructor sign it. (See Appendix for Form).
2. The instructor submits the Withdraw from Class Form to the designated College contact person.
3. The Admissions and Records Office will obtain the last date of attendance from the instructor.

- **Instructor's Procedure to Withdraw a Student from a Class:**

An instructor may withdraw a student from class, usually due to non-attendance, by:

1. Completing the Withdraw from Class Form and sending it to the designated College contact person within the week; or
2. Utilizing one of the regularly scheduled class list distributions in lieu of completing a Withdraw From Class Form if the withdrawal is prior to the deadline date for withdrawals.
3. Instructors may not assign a grade of "W" during the last 30% of a class.

**Reinstatement.** After a student has been dropped by the instructor, it is possible for the student to be reinstated if the terms of reinstatement are agreed upon by both the student and the instructor. (Sometimes it is helpful to put the agreement in writing and have the student sign it.) A form must be obtained and completed by the instructor and the student. (See Appendix for Form).

**Reporting Grades.** Grades are reported at the end of the semester or other intervals based on the length of the class on computer forms distributed by the department chairperson for all students in your class. Review instructions carefully. Be sure to date and sign each grade sheet and provide a telephone number where you can be reached in case there are questions.

It is important that completed grade sheets be returned personally to the designated College contact person by the deadline listed on the instruction sheet. If grade sheets are not returned by the specified deadline, none of the students on the grade roster will receive a grade on their grade report. If this occurs, then you will be required to file a change of grade form for **EACH** student. **Do not** return the grade sheets directly to the Admissions and Records Office.

**Incomplete Grades.** A grade of I (Incomplete) is a temporary grade indicating that the student has a satisfactory record in work completed, but has not completed the course requirements.

1. Instructors may assign I grades only if the student has completed 85% of the course work.
2. To assign an I grade, the instructor must designate an I grade on the official grade roster.
3. A student must complete the requirements for removing the incomplete grade within the next full-length semester (Summer excluded). If the student fails to complete the course work, a grade of F will be assigned.
4. A student is not required to re-register for the course and is not required to pay additional tuition and fees.

**Grade Changes.** Final grades entered with the Admissions & Records Office are unalterable unless a Grade Change Form has been completed and signed by the Instructor and the College Department Chairperson.

It is the responsibility of the student to request a grade change from the instructor if one is justified. Normally, grade changes shall be processed within the following term; but in no event shall changes be approved after a time lapse of one calendar year. A grade of W may not be changed. (See Appendix).

**Grade Reports to Students.** The Admissions and Records Office makes available a record of grades and credits to the student at the end of each semester upon request from the student. Students may call the following numbers to obtain their grade reports: Pueblo 549-3010; Fremont County Center 275-4240, Southwest Center Durango 970-247-2929, Southwest Center Cortez, 970-565-8440.

**Support Services.** While most students enrolled in Dual Credit courses will utilize similar services at the high school, the services of the College are available should the need arise. Students or instructors should contact the appropriate Pueblo, Southwest Center or Fremont County campus for information about the following services:

|                          |              |
|--------------------------|--------------|
| Fremont County Center    | 719-275-4240 |
| Southwest Center-Cortez  | 970-565-8440 |
| Southwest Center-Durango | 970-247-2929 |

**Pueblo Campus:**

|                                |              |
|--------------------------------|--------------|
| Academic Advising              | 719-549-3030 |
| Admissions and Records         | 719-549-3010 |
| Bookstore                      | 719-549-3065 |
| Business Office                | 719-549-3212 |
| Center for Teaching Excellence | 719-549-3418 |
| Continuing Education           | 719-549-3252 |
| Advising, Career & Transfer    | 719-549-3030 |
| Financial Aid                  | 719-549-3020 |
| Learning Center                | 719-549-3393 |
| Library                        | 719-549-3305 |
| Student Activities             | 719-549-3060 |
| Telelearning                   | 719-549-3343 |

**Telelearning.** Educational Technology and Telecommunications provides Pueblo and southern Colorado telelearning through interactive television (ITV) delivery, telecourses and CBC (College by Cassette). Pueblo Community College has the opportunity to offer high quality education programming via the College's educational cable channel.

Pueblo Community College offers an extensive list of telecourses. A telecourse is a coordinated learning system based on a series of television programs. Students watch weekly video segments while completing writing assignments, interactive conference calls, field trips, and testing to assess mastery of course content. All telecourses are academically proven, well-produced television series developed by college faculty, scholars, practitioners, and instructional design specialists.

Telelearning courses provide a delivery system to accommodate student needs of flexibility and convenience while meeting course content requirements, rigor, and outcomes of traditional on-campus course instruction, are equivalent in length, and scope; and meet departmental or program-mandated guidelines or standards.

## PERSONNEL DIRECTORY

|   |                                    |
|---|------------------------------------|
| President .....   | Dr. Joe D. May (549-3213)          |
| Vice President of Technology .....                        | Dr. Jon Botsford (549-3322)        |
| Vice President of Transfer and Health .....               | Dr. Betty Bumgarner (549-3253)     |
| Vice President for Educational Development.....           | Dr. Mary C. Griffith (549-3361)    |
| Vice President for Administration and Finance.....        | Ralph W. Huddin (549-3340)         |
| Vice President for Student Services .....                 | Marjorie Villani (549-3080)        |
| Director of Communications .....                          | Cynthia Illick (549-3050)          |
| Interim Director of Pueblo One-Stop Center .....          | Peggy A. Novotny (549-3368)        |
| Director of Human Resources .....                         | Patricia L. Ruybal (549-3220)      |
| Executive Director of Fremont County Center.....          | Dr. James Arnold (275-4240)        |
| Director of Library .....                                 | Jeanne Gardner (549-3305)          |
| Director of Counseling and Career Services.....           | Dennis Trujillo Johnson (549-3035) |
| Director of Research/Grant Writing.....                   | Dr. Consuelo Lopez (549-3381)      |
| Director of Learning Center .....                         | Carol Montoya (549-3393)           |
| Director of Financial Aid .....                           | Audrey Osswald (549-3026)          |
| Controller .....  | David Reineke (549-3209)           |
| Director of Education Technology/Telecommunications ..... | Paul Romero (549-3388)             |
| Director of Southwest Center .....                        | Kathy Rousset (970-565-8440)       |
| Director of Admissions and Records .....                  | Deb Sagona (549-3014)              |
| Director of College Center/Student Activities.....        | Daniel M. Tafoya (549-3062)        |

## DIVISIONS AND CURRICULA OFFERINGS

### TECHNOLOGY DIVISION

Division Vice President

Dr. Jon Botsford

Gorsich Advanced Technology Center  
Room GC-104  
Telephone: 549-3322

#### Curriculum Offerings – Technology Division

Accounting  
Automotive Collision Technology  
Automotive Technology  
Broadcasting and Production Technology  
Business – CCC Online  
Business Management  
Computer Graphics Technology  
Computer Information Systems  
Criminal Justice/Social Science  
Electronics Technology  
Engineering Technology  
Industrial Maintenance Technology  
Law Enforcement Academy  
Machining  
Photonics/Vacuum Technology  
Visual Communication Cluster  
Welding

#### Department Chairs – Division of Technology

Accounting/Business Management

Glenann R. Arnold  
Academic Building 250R  
549-3424

Automotive Collision Technology

Jim Torres  
Tech. Education Bldg. 140  
549-3249

Automotive Technology

Jim Torres  
Tech. Education Bldg. 140  
549-3249

Broadcasting and Production Technology

Scott Richards  
GATC 201  
549-3410

Computer Information Systems

Thomas G. Pechek  
Academic Building 2500  
549-3392

Electronics Technology

Jerry R. Christie  
GATC 201  
549-3360

Engineering Technology

Jerry R. Christie  
GATC 201  
549-3360

Industrial Maintenance Technology

Jerry R. Christie  
GATC 201  
549-3360

Machining Technology

Emilio D. Gonzales  
Tech. Education Bldg. 155  
549-3239

Mathematics

Larry Pontaski  
Academic Building 280G  
549-3242

Physical Science

Larry Pontaski  
Academic Building 280G  
549-3242

Criminal Justice/Social Sciences

Elwyn (Al) Alber  
Tech. Education Bldg. 116  
549-3426

Law Enforcement Academy Coordinator

Mary Sutton  
Tech. Education Bldg. 153  
549-3377

Visual Communications

Leroy Razo  
GATC 201  
549-3292

Welding Technology

Emilio D. Gonzales  
Tech. Education Bldg. 155  
549-3239

## **TRANSFER AND HEALTH DIVISION**

Division Vice President  
Academic Building  
Room AB-134  
Telephone: 549-3253

Dr. Betty Bumgarner

### **Curriculum Offerings – Transfer and Health Division**

American Sign Language  
Business Technologies  
Culinary Arts  
Dental Assisting  
Dental Hygiene  
Early Childhood Education  
Early Childhood Professions  
Emergency Medical Services Technology  
Health Information Technology  
Jewelry Repair and Design  
Legal Assistant  
Surgical Technologist  
Psychiatric Technician  
Practical Nursing  
Associate Degree Nursing  
Occupational Therapy  
Ophthalmic Technician  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Care Practitioner  
Travel and Tourism

### **Department Chairs – Division of Transfer and Health**

Biological Science

Rosalia Santiago  
Academic Building 280H  
549-3233

Business Technologies  
Legal Assistant

Madelyn Bruning  
Academic Building 250U  
549-3201



Culinary Arts

Carol Himes  
College Center 114  
549-3071

Dental Assisting

Janet Trujillo  
Tech. Education Bldg. 137  
549-3263

Dental Hygiene

Kandy K. Learned  
Health Sciences Bldg. 127  
549-3286

Early Childhood Education  
Early Childhood Professions

Linda Jagunich  
Academic Building 250E  
549-3138

English/Communications

Deborah D. Borchers  
Academic Building 230I  
549-3406

Fine Arts/Humanities  
Jewelry Repair and Design

David R. Edwards  
Academic Building 250 S  
549-3385

Health Information Technology

Jill Sell-Kruse  
Central Admin. Bldg. 206  
549-3143

Nursing-Associate Degree

Marilynn V. Mettler  
Health Sciences Bldg. 207  
549-3321

Nursing-Practical Nursing

Janette Lewis  
Health Sciences Bldg. 205  
549-3288

Occupational Therapy Assistant

Terry R. Hawkins  
Health Sciences Bldg. 004  
549-3268

Ophthalmic Technician

Leilani Burbidge  
Health Sciences Bldg. 024  
549-3456

Physical Therapy Assistant

Lucinda Mihelich  
Health Sciences Bldg. 204A  
549-3433

Psychiatric Technician

Janette Lewis  
Health Sciences Bldg. 205  
549-3288

Radiologic Technology Assistant

Larry E. Bontrager  
Health Annex  
549-3285

Respiratory Care Assistant

Delia Lechtenberg  
Health Sciences Bldg. 007  
549-3266

Surgical Technician

Kevin Frey  
Health Sciences Bldg. 212  
549-3273

Theater

Jean Fish-Davis  
Academic Building 250 Z  
549-3387

Travel and Tourism

Gwen Speaks  
Academic Building 250C  
549-3247

## APPENDICES\*

- I. Memorandum of Understanding
- II. Application for Employment
- III. Course Syllabi Guidelines
- IV. Student Permission Form
- V. Student Dual Credit Enrollment Plan
- VI. Application for Admission and Registration Form
- VII. Withdrawal from Class Form
- VIII. Reinstatement to Class Form
- IX. Grade Change/Removal of Incomplete
- X. PCC Notice of Non-Discrimination
- XI. PCC Sexual Harassment Notice
- XII. PCC Accommodation Notice for Meetings/Events
- XIII. Handling Student Information

**\*The forms included in this Appendix may be duplicated from this Handbook for your convenience.**

## Appendix I – Dual Credit Memorandum of Understanding

This **Memorandum of Understanding** establishes an arrangement by which Pueblo Community College can provide College credit to certain School District high school students under the guidelines of Colorado Revised Statute 22-35-101 (Post-Secondary Enrollment Options), Colorado Revised Statute 22-34-101 (Fast Track), and Colorado Commission on Higher Education Rules and Regulations. If any discrepancies exist between the policies and procedures stated in this Memorandum of Understanding and these statutes and regulations, the official publications take precedence.

1. **Program of Study:** Pueblo Community College and the School District will jointly review and determine courses to be offered in the program. Courses will fulfill or exceed the subject content and grading standards of the Community College course syllabi and the School District graduation requirements. Courses must be three or more semester credits to equal one-half high school Carnegie unit.
2. **Students:** Junior and Senior students under the age of 21 will be approved jointly by appropriate high school and community college personnel for participating in Dual Credit or Fast Track courses during the spring and fall semesters. Foreign students are not eligible for this program, but may enroll in Pueblo Community College through standard procedures for foreign students. Participants will be selected based on interest, ability, and skill levels as required by the Community College course objectives. The Community College reserves the right to advise the school system that a student does not have sufficient skills or abilities to continue in the course selected after the first semester. The School District/High School and the College agree not to discriminate on the basis of race, sex, national origin, color, age, or condition of handicap.
3. **Assessment of Learning:** Students must meet PCC placement standards before being enrolled in the courses. Courses offered at the high school will follow the same grading guidelines as other College courses. Dual Credit students may be required to complete additional assignments beyond what is required for high school credit. Students may be given a different grade for college credit than that given for high school credit. Grading scales must be made clear to students in the first class period.
4. **Transferability:** The course syllabus is the basis for transferability of courses. The requirements of the course description and objectives must be fulfilled to meet the obligation of the course. The syllabus for core academic courses are based upon a statewide core agreement and are accepted in transfer by all public colleges and universities in Colorado. Other general academic courses are usually transferable although each institution of higher education determines which academic courses it will accept as transfer credit. Credits earned for specific occupational/technical curricula are intended to prepare students for employment, and are usually not transferable unless specific articulation agreements have been developed.

5. **Selection and Supervision of Instructors:** The College will select the instructors. However, the School District will recommend faculty interested in teaching in the program who meet the minimum employment requirements. If a qualified instructor is not available in the school system, the Community College, upon agreement of all parties, will employ a faculty member from outside the school system. Each faculty member teaching in the Dual Credit program shall be a Community College part-time instructor and shall meet all requirements of the position. The department chairperson and other appropriate school administrators will meet with part-time instructors a minimum of once each semester to discuss course content, instructional methodology, student progress, and examination procedures.
6. **Textbooks:** Textbooks shall be approved by the College and course content shall be determined by the College. The High School will either require students to purchase required textbooks and supplies, or they may be provided by the School District. If the latter option is selected, the College agrees to utilize the same textbooks for five years.
7. **Financial Arrangements:**
  - For courses taken at the School District site and taught by approved School District employees, the District will pay the tuition. Pueblo Community College will reimburse the School District at the standard part-time instructor rate for such instruction, and will pay a facility fee for use of the classroom.
  - For courses taken at the School District site and taught by an instructor provided by Pueblo Community College, the School District will pay tuition and will not charge Pueblo Community College a facility use fee. In this circumstance, Pueblo Community College will determine the minimum number of college credit students required to offer the course.
  - For courses taken at the Pueblo Community College site and taught by instructors hired by the College, the School District will pay tuition for the first two post-secondary courses taken by a student for Dual Credit in any eligible semester. The student and/or his/her family shall pay regular College tuition for the third and each additional course per semester.
  - The School District will provide required lab equipment.
  - The amount of tuition will not exceed the in-state rate.
8. **Enrollment:** School District students will have priority for enrollment in any courses offered at their site during regular school hours. However, these courses will be advertised to the public and community members will be allowed to enroll on a space available basis. Pueblo Community College will be responsible for all enrollment procedures for community members who enroll.

9. **Credit Award:** Students will earn credit in accordance with the College catalog for the courses completed. Students will be enrolled as part-time Pueblo Community College students with all the rights, privileges, and responsibilities inherent thereto.
10. **Contract Review/Termination:** This contract will be reviewed annually and modified by mutual written agreement of the parties. This contract may be terminated by either party upon one semester's written notice.

Appendix II - Application for  
Employment  
Employment Application



Human Resources Office  
900 West Orman Avenue  
Pueblo CO 81004-1499

Phone/TDD: (719) 549-3220  
FAX: (719) 549-3127

**PUEBLO COMMUNITY COLLEGE  
EMPLOYMENT APPLICATION**

Instructions: Please complete this application in its entirety. Do not substitute a résumé/vita.

**SECTION I: PERSONAL INFORMATION**

POSITION APPLIED FOR: \_\_\_\_\_ Full-time  Part-time

NAME: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street Address City State Zip

TELEPHONE: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

**SECTION II: EDUCATIONAL HISTORY (Begin with highest degree earned)**

| Name/Location of School | From | To | Total Semester Hours | Major | Minor | Grad Date | Type of Degree |
|-------------------------|------|----|----------------------|-------|-------|-----------|----------------|
| Name                    |      |    |                      |       |       |           |                |
| Location                |      |    |                      |       |       |           |                |
| Name                    |      |    |                      |       |       |           |                |
| Location                |      |    |                      |       |       |           |                |
| Name                    |      |    |                      |       |       |           |                |
| Location                |      |    |                      |       |       |           |                |
| Name                    |      |    |                      |       |       |           |                |
| Location                |      |    |                      |       |       |           |                |
| Name                    |      |    |                      |       |       |           |                |
| Location                |      |    |                      |       |       |           |                |

**LICENSES AND CERTIFICATES** -- if a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following:

\_\_\_\_\_  
License/Certificate Received State Issued By Number Expiration Date

**SECTION III: PROFESSIONAL REFERENCES**

|             | First Reference | Second Reference | Third Reference | Fourth Reference |
|-------------|-----------------|------------------|-----------------|------------------|
| Name        |                 |                  |                 |                  |
| Institution |                 |                  |                 |                  |
| Job Title   |                 |                  |                 |                  |
| Telephone   |                 |                  |                 |                  |

**NOTICE OF NONDISCRIMINATION**

Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA-210, Pueblo CO 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, telephone (303) 844-5695, TDD (303) 844-3417.



**SECTION IV: EMPLOYMENT HISTORY:** (Begin with most recent job). If more space is needed, attach a separate sheet of paper using the same format. Lines are set up for single spacing on a typewriter. Information must be filled in. Do not substitute a résumé/vita.

|                                      |   |
|--------------------------------------|---|
| Job Title _____                      | Duties _____  |
| Employer _____                       | _____   |
| Address _____                        | _____   |
| _____                                | _____   |
| Phone _____                          | _____   |
| Type of Business _____               | _____   |
| Immediate Supervisor _____           | _____   |
| Title _____                          | No. of Employees Supervised: Professional _____ Nonprofessional _____ |
| Yearly Salary \$ _____               | _____   |
| Dates (mo/yr) _____ to (mo/yr) _____ | Reason for Leaving _____  |
| Hours/Week _____                     | Your name if different from present _____                             |

|                                      |   |
|--------------------------------------|---|
| Job Title _____                      | Duties _____  |
| Employer _____                       | _____   |
| Address _____                        | _____   |
| _____                                | _____   |
| Phone _____                          | _____   |
| Type of Business _____               | _____   |
| Immediate Supervisor _____           | _____   |
| Title _____                          | No. of Employees Supervised: Professional _____ Nonprofessional _____ |
| Yearly Salary \$ _____               | _____   |
| Dates (mo/yr) _____ to (mo/yr) _____ | Reason for Leaving _____  |
| Hours/Week _____                     | Your name if different from present _____                             |

|                                      |   |
|--------------------------------------|---|
| Job Title _____                      | Duties _____  |
| Employer _____                       | _____   |
| Address _____                        | _____   |
| _____                                | _____   |
| Phone _____                          | _____   |
| Type of Business _____               | _____   |
| Immediate Supervisor _____           | _____   |
| Title _____                          | No. of Employees Supervised: Professional _____ Nonprofessional _____ |
| Yearly Salary \$ _____               | _____   |
| Dates (mo/yr) _____ to (mo/yr) _____ | Reason for Leaving _____  |
| Hours/Week _____                     | Your name if different from present _____                             |

|                                      |   |
|--------------------------------------|---|
| Job Title _____                      | Duties _____  |
| Employer _____                       | _____   |
| Address _____                        | _____   |
| _____                                | _____   |
| Phone _____                          | _____   |
| Type of Business _____               | _____   |
| Immediate Supervisor _____           | _____   |
| Title _____                          | No. of Employees Supervised: Professional _____ Nonprofessional _____ |
| Yearly Salary \$ _____               | _____   |
| Dates (mo/yr) _____ to (mo/yr) _____ | Reason for Leaving _____  |
| Hours/Week _____                     | Your name if different from present _____                             |

|                                      |   |
|--------------------------------------|---|
| Job Title _____                      | Duties _____  |
| Employer _____                       | _____   |
| Address _____                        | _____   |
| _____                                | _____   |
| Phone _____                          | _____   |
| Type of Business _____               | _____   |
| Immediate Supervisor _____           | _____   |
| Title _____                          | No. of Employees Supervised: Professional _____ Nonprofessional _____ |
| Yearly Salary \$ _____               | _____   |
| Dates (mo/yr) _____ to (mo/yr) _____ | Reason for Leaving _____  |
| Hours/Week _____                     | Your name if different from present _____                             |

**SECTION V: CERTIFICATION**

I am aware that this application is considered open record per Colorado law.

To the best of my knowledge and belief, I certify that the statements made in this application are complete and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AFFIRMATIVE ACTION BACKGROUND SHEET

The Pueblo Community College is an Affirmative Action/Equal Opportunity Employer. In order to assess whether the College is reaching representative areas within the community and whether protected class members are represented among our applicant population, the College requests that you complete the following items on this form.

Please send this form to: **Director of Human Resources**  
**Pueblo Community College**  
**900 West Orman Avenue**  
**Pueblo, Colorado 81004**

Thank you. Your voluntary cooperation is appreciated.

POSITION APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_  
(Please be specific)

NAME \_\_\_\_\_ SEX \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street Address City State Zip

TELEPHONE: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

PLEASE INDICATE YOUR ETHNIC BACKGROUND:

- American Indian
- Asian American
- Black
- Hispanic
- White

**NOTICE OF NONDISCRIMINATION**

*Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA-210, Pueblo CO 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, telephone (303) 844-5695, TDD (303) 844-3417.*

### Appendix III – Course Syllabi Guidelines

1. A Syllabus will be prepared for each course offered by Pueblo Community College. Syllabi must be reviewed annually.
2. The course syllabus will be distributed to each class member on or about the first class meeting.
3. All faculty members and instructors must use the syllabus adopted by the department.
4. The current syllabus for each course must be on file in the office of the appropriate Instructional Vice President and posted on the College U:drive system and/or the College Intranet.
5. All course syllabi shall be approved by the Department Chairperson and shall include:
  - a) The Division in which the course is taught;
  - b) Course section number and title;
  - c) Credit hours, hours per week of lecture/lab;
  - d) Catalog description;
  - e) Pre-requisites, co-requisites, any other special preparation required;
  - f) Core abilities;
  - g) Course content (major topics);
  - h) Learner outcomes (competencies or objectives that student will be expected to master);
  - i) Process for measuring each learner outcome.
  - j) A list of textbooks and required readings, tools and equipment or supplies required;
  - k) A detailed description of attendance requirements;
  - l) Grading procedures;
  - m) Make-up examination policy;
  - n) ADA policy;
  - o) Classroom behavior expectations, including a statement on academic integrity/academic dishonesty, which identifies sanctions.
6. The faculty member or instructor shall distribute on or about the first day of class, the following general information:
  - a) Welcome;
  - b) Course section number and course title;
  - c) The date and semester in which the course is being taught;
  - d) The instructor's name;
  - e) The instructor's office number and e-mail address;
  - f) When the instructor will be available for conferences;
  - g) The instructor's office telephone number and, if desired, home telephone number;
  - h) Who should be contacted in case of emergency;
  - i) Statement regarding why this course is important.

**Appendix IV – Student Permission Form**

Student Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

PLEASE NOTE: Your application for admission will not be processed unless the following information has been completed and attached to the application.

**PARENT/LEGAL GUARDIAN STATEMENT**

I/We, the parent(s)/legal guardian(s) of the applicant, request Pueblo Community College to consider him/her for enrollment. Our reason for making this request is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Father's/Legal Guardian's signature **and/or** Mother's/Legal Guardian's signature.

**HIGH SCHOOL CERTIFICATION**

The applicant has the recommendation and permission of this high school's administration to enroll at Pueblo Community College. The credits (will) (will not) (PLEASE CIRCLE ONE) be claimed under the Colorado School Finance Act.

\_\_\_\_\_  
Principal or Designee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Counselor's Signature

Date: \_\_\_\_\_

**PCC Staff Use:**

Student Reading Score = \_\_\_\_\_

Source of Score: \_\_\_\_\_

**Appendix V – Student Dual Credit Enrollment Plan  
DUAL CREDIT/FIFTH YEAR PROGRAM  
SAMPLE CURRICULUM  
AA DEGREE**

(The specific degree plan will vary)

|                      |  |                   |
|----------------------|--|-------------------|
| <b>Requirements:</b> | <b>Specific general education core courses</b> | <b>34 credits</b> |
|                      | <b>Electives</b>                               | <b>26 credits</b> |
|                      | <b>Total</b>                                   | <b>60 credits</b> |

**Junior Year:**

|                  |                        |  |
|------------------|------------------------|--|
| ENG 121*         | 3 credits              | English Composition I                  |
| BIO 105*         | 4 credits              | Science of Biology                     |
| SOC 101*         | 3 credits              | Introduction to Sociology I            |
| HIS 101* or 201* | 3 credits              | Western Civilization or U.S. History I |
| SPA 111* or      | 5 credits or           | Spanish I or                           |
| CIS 115          | 3 credits              | Introduction to Computers (elective)   |
|                  | <b>16 – 18 credits</b> |  |

**Senior Year:**

|            |                   |                            |
|------------|-------------------|----------------------------|
| ENG 122*   | 3 credits         | English Composition II     |
| LIT 115*   | 3 credits         | Introduction to Literature |
| SPE 115*   | 3 credits         | Principles of Speech       |
| MAT 121*   | 4 credits         | College Algebra            |
| PSY 101*   | 3 credits         | General Psychology I       |
| Humanities | 3 credits         |                            |
|            | <b>18 credits</b> |                            |

**Humanities, choose from:**

|          |           |                                  |
|----------|-----------|----------------------------------|
| ART 111* | 3 credits | Art Appreciation                 |
| HUM 121* | 3 credits | Survey of Humanities I           |
| MUS 120* | 3 credits | Music Appreciation               |
| THE 105* | 3 credits | Introduction to the Theater Arts |

**Fifth Year:**

|   |   |           |
|---|---|-----------|
| Completion of High School Graduation Requirements |   |           |
| Electives   | 26 credits, to be determined by proposed Bachelor's degree major field: |           |
| Art   | History   | Sociology |
| English/Literature                                | Psychology  | Theater   |

**\*Indicates Core Transfer Courses – Students must achieve a 12<sup>th</sup> grade reading level to enroll in these courses.**

**DUAL CREDIT/FIFTH YEAR PROGRAM  
SAMPLE CURRICULUM  
AS DEGREE  
(The specific degree plan will vary)**

|                      |   |                   |
|----------------------|---|-------------------|
| <b>Requirements:</b> | Specific general education core courses | 33 credits        |
|                      | Electives                               | 27 credits        |
|                      | <b>Total</b>                            | <b>60 credits</b> |

**Junior Year:**

|                |            |                           |
|----------------|------------|---------------------------|
| ENG 121*       | 3 credits  | English Composition I     |
| BIO 111*       | 5 credits  | General College Biology I |
| Social Science | 3 credits  |                           |
| CIS 115        | 3 credits  | Introduction to Computers |
| MAT 121*       | 4 credits  | College Algebra           |
|                | 18 credits |                           |

**Senior Year:**

|                      |               |                                      |
|----------------------|---------------|--------------------------------------|
| ENG 122*             | 3 credits     | English Composition II               |
| SPE 115*             | 3 credits     | Principles of Speech                 |
| Humanities           | 3 credits     | (Literature, Art, Music, Humanities) |
| GEY111*, PHY 111* or |               | Physical Geology, Physics I or       |
| CHE 111*             | 4-5 credits   | General College Chemistry            |
| Social Science       | 3 credits     |                                      |
| MAT 201*             | 4 credits     | Calculus I (elective)                |
|                      | 16-21 credits |                                      |

**Social Sciences, choose from:**

|                      |           |  |
|----------------------|-----------|--|
| HIS 101* or HIS 201* | 3 credits | Western Civilization or U.S. History I |
| SOC 101*             | 3 credits | Introduction to Sociology I            |
| PSY 101*             | 3 credits | General Psychology I                   |

**Humanities, choose from:**

|          |           |                                  |
|----------|-----------|----------------------------------|
| ART 110* | 3 credits | Art Appreciation                 |
| HUM 121* | 3 credits | Survey of Humanities I           |
| MUS 120* | 3 credits | Music Appreciation               |
| THE 105* | 3 credits | Introduction to the Theater Arts |
| LIT 115* | 3 credits | Introduction to Literature       |

**Fifth Year:**

|   |   |
|---|---|
| Completion of High School Graduation Requirements |   |
| Humanities  | 3 credits   |
| Electives   | 27 credits, to be determined by proposed Bachelor's degree major field: |

Biology, Chemistry, Engineering, Forestry, Mathematics, Mathematics Education, Physical Therapy, Physician Assistant, Medical Technology Science, Physics, Pre-BSN (Nursing), Pre-Dentistry, Pre-Medical, Pre-Pharmacology, Pre-Veterinary, Science Education, Wildlife Biology

\*Indicates Core Transfer Courses – Students must achieve a 12<sup>th</sup> grade reading level to enroll in these courses.

**DUAL CREDIT/FIFTH YEAR PROGRAM  
SAMPLE CURRICULUM  
AAS DEGREE**

(Course specifics will vary according to Degree Plan – See PCC Catalog)

|                      |                             |                   |
|----------------------|-----------------------------|-------------------|
| <b>Requirements:</b> | General education courses   | 15 credits        |
|                      | Individual Program of Study | 45 credits        |
|                      | <b>Total</b>                | <b>60 credits</b> |

**Junior Year:**

|                   |            |                           |
|-------------------|------------|---------------------------|
| ENG 131*          | 3 credits  | Technical Writing*        |
| SPE 115*          | 3 credits  | Principles of Speech      |
| CIS 115           | 3 credits  | Introduction to Computers |
| Technical Courses | 8 credits  |                           |
|                   | 17 credits |                           |

**Senior Year:**

|                   |            |                    |
|-------------------|------------|--------------------|
| MAT 101*          | 3 credits  | Applied Math       |
| Social Science    | 3 credits  |                    |
| PSY 101*          | 3 credits  | General Psychology |
| Technical Courses | 8 credits  |                    |
|                   | 17 credits |                    |

**Social Science, choose from:**

|                      |           |  |
|----------------------|-----------|--|
| HIS 101* or HIS 201* | 3 credits | Western Civilization or U.S. History I |
| SOC 101*             | 3 credits | Introduction to Sociology I            |
| PSY 101*             | 3 credits | General Psychology I                   |

**Fifth Year:**

Completion of High School Graduation Requirements  
29 credits and completion of requirements for specific degree.

**\*Indicates Core Transfer Courses – Students must achieve a 12<sup>th</sup> grade reading level to enroll in these courses.**



**PUEBLO COMMUNITY COLLEGE**  
 900 West Orman Avenue  
 Pueblo, CO 81004  
 (719) 549-3200

# Application for Admission



\*Responses to items marked by an asterisk (\*) are voluntary, and will be kept confidential. They will not be used as a factor in acceptance to the College, they are for record keeping purposes only.

**INSTRUCTIONS** - Please complete all sections of this application in Black Ink.

PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL 19    SUMMER  FALL  SPRING

**PLEASE PRINT LEGIBLY**

-  -   
 Student I.D./Social Security Number

MR  MS OR LIST OTHER: \_\_\_\_\_

BIRTHDATE  
 -  -   
 MO. DAY YR.

Gender  
 (M) Male  
 (F) Female

LAST NAME  FIRST NAME  MIDDLE NAME

- \*Marital Status**  
 (S) Single/  
 Divorced  
 (M) Married/  
 Separated  
 (U) currently not employed
- \*Current Employment Status**  
 (F) full time (30+ hrs/week)  
 (P) part time (1-29 hrs/week)  
 (U) currently not employed
- \*Ethnic Origin:**  
 (I) American Indian or Alaskan Native  
 (O) Asian or Pacific Islander  
 (H) Hispanic  
 (B) Black Non-Hispanic  
 (W) White Non-Hispanic

Are you a U.S. Citizen?  Yes  No  
 If NO, Country of Citizenship: \_\_\_\_\_ Visa Type: \_\_\_\_\_

You must attach photocopy of I-94 (Arrival-Departure Record), or I-551 (Alien Registration Receipt Card) (both sides).

**Office Use Only**  
 VISA  
 RESIDENCY  
 LOCAL COUNTY

LOCAL ADDRESS  COUNTY OF LOCAL ADDRESS  LOCAL COUNTY

CITY  STATE  ZIP CODE  (AREA)  RESIDENCE PHONE NUMBER

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)  BUSINESS PHONE NUMBER

CITY  STATE  ZIP CODE  (AREA)

**STUDENT GOALS**

- While at this institution, do you intend to
- (1) Earn an academic degree (AA/AS/AGS)
  - (2) Earn a vocational - technical degree (AAS)
  - (3) Earn a vocational - technical certificate
  - (4) None of the above

- Do you plan to transfer to another institution?
- (1) Yes, to a 4 year school after graduation
  - (2) Yes, to a 4 year school before graduation
  - (3) Yes, to a 2 year school after graduation
  - (4) Yes, to a 2 year school before graduation
  - (5) No, I do not plan to transfer

Are you enrolling at this college for job or career reasons?  
 (Y) Yes  (N) No

Program/Major area of study:

- Please indicate planned length of study at this institution:
- (1) semester
  - (2) 1 year
  - (3) 2 years
  - (4) More than 2 years

**ENROLLMENT DATA**

- Which best describes your current status?  
 (RA) Re-entering former student at this institution  
 Transfer, attended another college  
 (TR) will transfer credit in  
 (TN) will not transfer credit in  
 (NE) New Student, first college attended

- Which best describes the level of education you have completed? (choose one)  
 (LT) Less than High School  
 (HS) High School Graduate/GED  
 (CE) Certificate  
 (AD) Associate Degree  
 (BD) Bachelor's Degree  
 (PD) Professional Degree (MD, JD, MBA, Ed S)  
 (DD) Doctorate (Ed D, Ph D)

\*The college provides services for students with disabilities (physical disability, chronic health problem or learning disability). Would you like to receive information about these services?  yes  no

\*Do you consider yourself economically disadvantaged?  yes  no

\*Do you consider yourself academically disadvantaged?  yes  no

\*Would you learn better using a language other than English?  yes  no

Language \_\_\_\_\_

Have your parents earned a baccalaureate (4-year) degree?  
 (M) Mother  (F) Father  (B) Both  (N) Neither

Name of Last High School Attended   
 City  State

Name of Last College Attended   
 City  State

Type of Secondary Diploma  
 High School Diploma, (Y) Year Received 19

(G) G.E.D. - Year Received 19

(C) Currently enrolled in High School  
 Expected Graduation Date 19

(N) Non-Graduate

**OFFICE USE ONLY**

AGE CLASS DEGREE MAJOR MINOR SPEC HIGH SCHOOL CODE COLLEGE CODE





**SELECTIVE SERVICE STATEMENT**

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information are subject to penalty of law.

Are you required to be registered with the Selective Service?  Yes  No

If yes, are you registered?  Yes  No

**TUITION CLASSIFICATION: (Has no effect on admission to the college)**

**COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION**

Please answer the following questions carefully. If appropriate indicate "none" or "not applicable". You may write explanatory notes on this form and/or attach additional sheets as necessary. Use the word "present" for month/year if the date extends to the time you are completing this application. Failure to answer a question may result in your being misclassified. Please contact the Office of Admissions if you need assistance.

CURRENT AGE

**YOU**

**and**

**YOUR PARENT  
(if you are under 23)**

Dates of continuous physical presence in Colorado.....

mo  day  yr to  mo  day  yr

mo  day  yr to  mo  day  yr

List the last two years Colorado income taxes have been filed.....

yr and  yr

yr and  yr

List the last two years of employment or source of income.

Employer \_\_\_\_\_ State  mo  yr to  mo  yr

Employer \_\_\_\_\_ State  mo  yr to  mo  yr

Date current Colorado Driver's License or Colorado I.D. was issued .....

mo  yr

mo  yr

List the last two years of Colorado Motor Vehicle Registration.....

mo  yr and  mo  yr

mo  yr and  mo  yr

Dates of extended absences from Colorado during the last two years.....

mo  yr to  mo  yr

mo  yr to  mo  yr

Date of Colorado Voter Registration.....

mo  yr

mo  yr

\*Date of marriage (answer this question only if you will be under the age of 23 by the initial enrollment date).....

mo  yr

\*Response to these items is voluntary, and will be kept confidential. Marital status may be relevant to determine whether you are entitled to be declared a Colorado resident for tuition purposes.

Are you on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado?  
 Yes  No If Yes, contact your Military Base Education Office.

All items are subject to change without notice.

**STUDENTS WHO CLAIM A CHANGE IN TUITION CLASSIFICATION OR EMANCIPATION MUST FILE A PETITION FOR RESIDENCY PRIOR TO REGISTRATION.**

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for rejection or dismissal.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature (Parent Signature if applicant is under 18) (both student & parent required) \_\_\_\_\_

Date \_\_\_\_\_

Collegiate institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the affirmative action officer of the institution to which you are applying.

**FALL 1998**

**PUEBLO COMMUNITY  
COLLEGE**

**REGISTRATION FORM**

STUDENT I.D. NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
(Last) (First) (MI)

| CHECK ONE  |  |
|--|--|
| <input type="checkbox"/> [ ] New Student   | <input type="checkbox"/> [ ] Readmit (Enrolled at PCC sometime prior to spring or summer semester, 1998) |
| <input type="checkbox"/> [ ] Transfer (Another college previously attended)                              | <input type="checkbox"/> [ ] Continuing (Enrolled at PCC spring or summer semester, 1998)                |
| * Application must be on file in the Admissions Office before using this form or telephone registration. |  |

**(SC:119)** [ ] CHECK HERE IF TAKING ALL CLASSES AT THE FREMONT COUNTY CENTER

Student Intent     Earn an Academic Degree (AA\AS\AGS)     Earn a Vocational-Technical Certificate  
 Earn a Vocational-Technical Degree     None of the above

**PREREQUISITES MUST BE FULFILLED. SEE DEPARTMENT CHAIR IF YOU HAVE QUESTIONS.**

**(SC:104)** NEW/TRANSFER/READMIT STUDENTS MUST REPORT TO THEIR ADVISOR BY APPOINTMENT FOR ENROLLMENT COUNSELING

| COURSE PREFIX<br>EXAMPLE |   |   |   |   |   |           |          |           |      |      |                  | Administrative<br>Use Only |                            |
|--------------------------|---|---|---|---|---|-----------|----------|-----------|------|------|------------------|----------------------------|----------------------------|
| C                        | I | S | 3 | 4 | 5 | 001       |          | TIME      |      |      | CK IF            | CK IF                      | *<br>Approval<br>If Needed |
| Prefix                   |   |   |   |   |   | Section # | # Credit | From - To | Days | Room | Repeat<br>Course | Request<br>To Audit        |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |
|                          |   |   |   |   |   |           |          |           |      |      |                  |                            |                            |

TOTAL NUMBER OF CREDITS \_\_\_\_\_      Overload Approval \_\_\_\_\_  
(Over 18 Hours)      Dean \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Options Reviewed    Date Processed \_\_\_\_\_    By \_\_\_\_\_  
 (Clerk's Initials)

\* SIGNATURES REQUIRED ONLY FOR: Entry into closed classes: Instructor and Department Chair: Registrations in excess of 18 credit hours: Division Vice President: Time Conflicts: Both Instructors: Late Registrations: Instructor and Department Chair after Add period (Division Vice President if after the refund period.



### Appendix VII - Withdrawal from Class Form



**PUEBLO COMMUNITY COLLEGE  
WITHDRAW FROM CLASS**

s:\withclas.rec895adm

TERM \_\_\_\_\_ YEAR \_\_\_\_\_ INITIATED BY:  
STUDENT  INSTRUCTOR

**INSTRUCTOR: DO NOT RETURN THIS FORM TO THE STUDENT. SUBMIT TO THE REGISTRAR'S OFFICE. THIS FORM INVALID THE LAST 30 PERCENT OF A SEMESTER OR ANY OTHER COURSE LENGTH.**

NAME \_\_\_\_\_ ID# \_\_\_\_\_  
(Last) (First) (MI)

COURSE ID \_\_\_\_\_ Credit Hours \_\_\_\_\_ Course Length \_\_\_\_\_  
Dept. Prefix Course # Sect #

LAST DATE OF ATTENDANCE \_\_\_\_\_

WITHDRAW REASON \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: A "W" GRADE WILL BE POSTED TO THE STUDENT'S PERMANENT RECORD.

FOR OFFICE USE ONLY: HOURS ACTIVELY REMAINING AFTER CONSIDERATION OF THIS WITHDRAW \_\_\_\_\_

5m-11/89-15272

WHITE: Office Copy YELLOW: Financial Aid/Vets/Sponsor PINK: Instructor

Appendix VIII – Reinstatement to Class Form



# PCC Class Reinstatement

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Last First MI

Semester: \_\_\_\_\_ / \_\_\_\_\_ Course: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
Term Year Prefix Number Section

Last Date Of Withdrawal For This Course: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NOTE: This form is not valid after the last day to withdraw from class. This date is on the Pop Up Bill and is in the Schedule of Classes.

- I have not been reinstated to this class previously.
- I understand that I am financially responsible for my tuition and fees. Should account collection fees become necessary, I understand that I am responsible for them.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: Do not return this form to the student. Forward it to the Registrar's Office.

|  |                         |  |
|--|-------------------------|--|
| For Official Use Only                  |                         |  |
| Date Changed: _____                    | Clerk's Initials: _____ | Enrolled hours after this reinstatement: _____ |
| Copies: _____                          | WHITE: Records          | PINK: Student                                  |
| YELLOW: Financial Aid / Vets / Sponsor |                         |  |

College Center Room 215  
Class Reinstatement

Admissions and Records

Phone 549-3010

BEST COPY AVAILABLE

Appendix IX – Grade Change/Removal of Incomplete



**PCC** **Grade Change**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Number / Street City State Zip

Semester: \_\_\_\_\_ / \_\_\_\_\_ Course: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
Term Year Prefix Number Section

Is the student's graduation dependent on this grade?  Yes  No Original Grade: \_\_\_\_\_ New Grade: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Required Signatures (No Initials)

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

The Vice President's signature is required if the change is requested after one calendar year.

Vice. Pres.: \_\_\_\_\_ Date: \_\_\_\_\_

|   |                                       |  |   |
|---|---------------------------------------|--|---|
| For Official Use Only                     |                                       |  |   |
| <input type="checkbox"/> Permanent Record | <input type="checkbox"/> Class Record | <input type="checkbox"/> Data Processing | <input type="checkbox"/> Student Notified |

College Center Room 215  
Grade Change.doc

Admissions and Records

Phone 549-3010

BEST COPY AVAILABLE

### Appendix X – PCC Notice of Non-Discrimination

**Non-Discrimination Notice.** Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, Colorado 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204, (303) 844-5695, TDD (303) 844-3417.

## Appendix XI – PCC Sexual Harassment Notice

**Sexual Harassment Notice.** Pueblo Community College does not tolerate or condone sexual harassment in any form. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or for participation in a class or program
2. Submission to or rejection of such conduct is used as the basis for decisions on employment or student grades
3. Such conduct substantially interferes with an individual's work or classroom performance creating an intimidating, hostile, or offensive working environment

Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal "kidding", abuse or harassment
2. Unwelcome sexual advances or pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications or the use of vulgarity
4. Unwelcome touching, such as patting, pinching or brushing against another's body
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status or similar personnel concerns
6. Unwelcome posters, letters or other writings or communications of a sexual nature
7. Other verbal or physical conduct of a harassing nature.

Sexual harassment is illegal and is a violation of Title VII of the Civil Rights Act of 1964 and Title IX which prohibit sex discrimination in educational programs or activities. The College is committed to upholding this policy prohibiting sexual harassment. Violation of this policy may be grounds for dismissal. While it is the purpose of this policy to protect all persons associated with the College from sexual harassment, it shall also be a violation of this policy to knowingly make a false allegation of sexual harassment.

Individuals who feel they have been subjected to sexual harassment and are in need of further information as to the procedures, may contact the Director of Human Resources, 900 W. Orman Avenue, Room CA-210, Pueblo, CO 81004, (719) 549-3220 or the College President. All matters involving sexual harassment complaints are taken seriously and shall be investigated. Complaints shall remain confidential to the extent possible. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments or grades.

## Appendix XII – PCC Accommodation Notice for Meetings/Events

Reasonable accommodations will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in an event/meeting/workshop scheduled on the Pueblo Community College campus, please notify Debbie Rankin at 719-549-3361 prior to the event/meeting/workshop. Notify Debbie Herrera at 719-275-4240 on the Fremont County Campus, Sue Ellen Lear or Shannon Cumpton at 970-565-8440 on the Cortez Campus, and Margo Snodgrass at 970-247-2929 on the Durango Campus.



### Appendix XIII – Handling Student Information

In your work you will have access to student information which must be treated with great care. You may use the information in your work with the student, but you may **not** share it with others. The Family Educational Rights and Privacy Act (FERPA) restricts the release of anything but directory information without student consent and also allows students to review records pertaining to them. If you have any further questions about the release of information, please call the Pueblo Community College Admissions and Records Office at 719-549-3010.

Common problems with handling student data include:

1. Documents with a student's ID number should be shredded or otherwise securely destroyed.
2. A student should **not** be allowed to see another's information on your PC monitor or papers on your desk.
3. You may **not** post a list of the student ID numbers (usually the social security number) of the students in your class by name or ID number.
4. If you do not recognize a student who phones requesting information, be sure to verify that student's identity by asking for the student's month and day of birth.
5. Do **not** give out information about the time or location of a student's class.
6. Refer all emergency requests for information to Admissions and Records or Campus Security.
7. Notes about an advisee kept in a file handled by an administrative assistant become part of the student's record. The student may examine these records and challenge them using established PCC procedures. Notes that are kept in your sole possession are not part of the student's record and not subject to FERPA.



U.S. Department of Education  
Office of Educational Research and Improvement (OERI)  
Educational Resources Information Center (ERIC)



JK 980 373

# REPRODUCTION RELEASE

(Specific Document)

## I. DOCUMENT IDENTIFICATION:

|   |                                      |
|---|--------------------------------------|
| Title:<br>Pueblo Community College, Dual Credit Handbook, 1998-99 |                                      |
| Author(s): Mary Griffith, Ph.D.                                   |                                      |
| Corporate Source:   | Publication Date:<br>September, 1998 |

## II. REPRODUCTION RELEASE:

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic/optical media, and sold through the ERIC Document Reproduction Service (EDRS) or other ERIC vendors. Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce and disseminate the identified document, please CHECK ONE of the following two options and sign at the bottom of the page.

The sample sticker shown below will be affixed to all Level 1 documents

The sample sticker shown below will be affixed to all Level 2 documents



Check here

**For Level 1 Release:**  
Permitting reproduction in microfiche (4" x 6" film) or other ERIC archival media (e.g., electronic or optical) and paper copy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

\_\_\_\_\_ Sample \_\_\_\_\_

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Level 1



Check here

**For Level 2 Release:**  
Permitting reproduction in microfiche (4" x 6" film) or other ERIC archival media (e.g., electronic or optical), but *not* in paper copy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN OTHER THAN PAPER COPY HAS BEEN GRANTED BY

\_\_\_\_\_ Sample \_\_\_\_\_

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Level 2

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed at Level 1.

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce and disseminate this document as indicated above. Reproduction from the ERIC microfiche or electronic/optical media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."

Sign here → please

|  |  |                             |
|--|--|-----------------------------|
| Signature:<br>   | Printed Name/Position Title:<br>Mary Griffith, Ph.D., Vice President for Educational Development |                             |
| Organization/Address:<br>Pueblo Community College<br>900 W. Orman Avenue<br>Pueblo, Colorado 81004 | Telephone:<br>719-549-3361   | FAX:<br>719-549-3333        |
|  | E-Mail Address:<br>griffith@pcc.ccooes.edu   | Date:<br>September 18, 1998 |



### III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents that cannot be made available through EDRS.)

|                        |
|------------------------|
| Publisher/Distributor: |
| Address:               |
| Price:                 |

### IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

|          |
|----------|
| Name:    |
| Address: |

### V. WHERE TO SEND THIS FORM:

|   |   |
|---|---|
| Send this form to the following ERIC Clearinghouse: | Jonathan Kelly<br>ERIC Clearinghouse for<br>Community Colleges<br>3051 Moore Hall<br>Box 951521<br>Los Angeles, CA 90095-1521 |
|---|---|

However, if solicited by the ERIC Facility, or if making an unsolicited contribution to ERIC, return this form (and the document being contributed) to: