



DISTRICT TWO
HARRISON SCHOOLS

Concurrent Enrollment
Student-Parent Handbook
2024-2025

Welcome to Harrison School District 2 Concurrent Enrollment!

Harrison School District 2 offers college classes to high school students at no cost to the student or their families. Credits earned in Concurrent Enrollment may count towards a 2-year degree, professional certifications, or transfer to a 4-year college/university.

Please reach out with any questions!

Dr. Lilika Belet

lbelet@hsd2.org

719-538-1355

Nondiscrimination/Equal Opportunity (Notification)

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Harrison School District No. 2 (“the District”) does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, transgender, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

Complaint procedures have been established for students, parents, employees, and members of the public (See District Policy AC). The following person(s) have been identified as the compliance officer(s) for the District:

ADA and Section 504 Compliance Officer for Employees:

Dr. Michael Claudio, Assistant Superintendent of Personnel Support Services
1060 Harrison Road
Colorado Springs, CO 80905
(719) 579-2018
mclaudio@hsd2.org

ADA and Section 504 Compliance Officer for Students:

Nicole Schurbon, Student Support Director
1060 Harrison Road
Colorado Springs, CO 80905
(719) 538-1351
nschurbon@hsd2.org

Title IX Coordinator:

Katherine Ritchie-Rapp, General Counsel
1060 Harrison Road
Colorado Springs, CO 80905
(719) 538-1343
kritchierapp@hsd2.org

If you have questions or concerns regarding the non-discrimination policies not related to Title IX, the ADA, or Section 504 of the Rehabilitation Act of 1973, please contact:

Compliance Coordinator
Aisha Matthews, Human Resources Manager
1060 Harrison Road
Colorado Springs, CO 80905
(719)579-2022
amatthews@hsd2.org

Outside Agencies

Complaints regarding violations of Title VI (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Overview

HSD2 provides free college-level courses to high school students in the 10th – 12th grades and who show the ability to be successful in college courses. Course selections are guided by students' career or academic pathways and are offered on both high school and college campuses. Students receive college credit and high school grades toward HSD2 graduation requirements. Most college courses earn two semesters of high school credit. HSD2 pays tuition, books, and course fees based on the Colorado Community College System's regular tuition rate.

Campus Locations

High School Campus

HSD2 offers several Concurrent Enrollment classes on the Harrison and Sierra High School campuses. A list of college classes offered on high school campuses can be found in the HSD2 Concurrent Enrollment Course Catalog found below.

Pikes Peak State College Campus

*Pikes Peak Community College (PPCC) is now Pikes Peak State College (PPSC)! Students may take college courses on the PPSC campus that are not offered on the high school campus as long as the courses are in the student's career or academic pathway. HSD2 does not provide transportation to the PPSC Campus for regular Concurrent Enrollment courses, however, a student ID card from PPSC allows students to have unlimited access to the Mountain Metro Transit bus system. Students are responsible for obtaining their PPSC Student ID and keeping them for use on the bus system. Students in the Career Start program will have transportation provided to them.

Savings/Costs

HSD2 pays for all costs related to Concurrent Enrollment on the High School Campus and the PPSC Campus. This includes tuition, fees, and books. HSD2 will also provide a designated amount each day that the student has classes lasting 4 hours or more for a meal.

Concurrent Enrollment College Agreement

Parents and students must sign the Concurrent Enrollment College Agreement each academic year. Students who Drop a class before the Drop Date set by the college will not have the course appear on the student's transcript. Please note a course will count for a high school credit when a student has earned a D but a letter grade of D will not count towards college credit. A grade of F will not count for high school credit or college credit. A student who withdraws from a course before the Withdraw date will have a "W" issued which will appear on the student's high school and college transcript. For information about Concurrent Enrollment students dropping or withdrawing from classes, please information in the Dropping, Withdrawing, and Repeating Courses section.

College Opportunity Fund

COF is a stipend from the state of Colorado that funds a portion of the college tuition for students receiving Colorado resident tuition rates. All students must apply for COF to participate in Concurrent Enrollment or parent/guardian will receive a bill for the amount of the COF stipend. For more information on COF, visit [COF Info](#).

Financial Aid

Students are not eligible for federal financial aid while they are participating in Concurrent Enrollment.

Courses

Guaranteed Transfer (GT Pathways) College Courses

GT Pathways courses, in which the student earns a C- or higher, will always transfer and apply to GT Pathways requirements in AA, AS, and most bachelor's degrees at every public Colorado college and university. GT Pathways does not apply to some degrees, listed here: [GT Pathways Course/Degree Info](#).

Delivery Methods of Courses

Students are not permitted to take Concurrent Enrollment classes online. Students may take classes that are listed as "Remote" and "Hyflex" on the PPSC Campus. All Concurrent Enrollment classes offered on the high school campus are in-person. Students may be allowed to take a fully online class in very rare cases with extenuating circumstances.

FERPA

Due to FERPA (Family Education Rights and Privacy Act), grades for in-progress college courses are not available in HSD2's Infinite Campus system. Final grades are posted in Infinite Campus for students and parents/guardians to review. All in-progress grades are kept in the college's information management system that only students and instructors have access to.

Concurrent Enrollment classes on the high school campus have the same rules and standards set forth by FERPA and must abide by the college's regulations. Students always have access to their grades and information in the college's information management system (D2L or Blackboard). Students who wish to include parents/guardians in discussions with college faculty, including their instructors, will need to complete a FERPA form found here for PPSC: [PPSC FERPA Waiver](#)

Content in College Courses

Concurrent Enrollment students will receive the same content that any other college student receives from their college courses. Students and parents/guardians cannot ask for material or delivery methods to be changed. Students may preview a syllabus, provided by the instructor, and the course texts to determine if the course is appropriate for them.

Calendar and Attendance

High School Campus

Courses on the high school campus will generally follow the high school calendar in regard to the days that the student meets with the instructor, bell schedules, and closures. Students in courses on the high school campus will follow delays and closures due to inclement weather and other such incidents. However, academic calendar dates, such as Drop and Withdrawal dates, final grade due dates, etc., are set by the college.

College Campus

Courses on the college campus will follow the college academic calendar and students should review the college academic calendar and the course schedule in the syllabus provided for each class. PPSC's academic calendar can be found here: [PPSC Academic Calendar](#). Please note that classes on the PPSC campuses do not align with the high school bell schedule or the high school academic calendar. It is the student/parent's responsibility to ensure that students can attend the classes on the college campus. Class attendance on the PPSC campus will not be excused for students to participate in sports or other extracurricular activities for their high schools.

Attendance

Attendance for all Concurrent Enrollment classes is important and mandatory. Students must adhere to the attendance policies for all courses.

Support

PPSC Support

- The [Learning Commons](#) can provide you with support by following the links for each:
 - [Library Services](#) such as reference and resource assistance
 - [Tutoring Services](#) in math, writing, science, and other academic disciplines
 - [Technology Services](#) with D2L and computers
 - [Writing Resources](#) for help with reading, writing, and literacy
- The [Counseling Center](#) for crisis counseling
- [Public Safety](#) for lost and found, escorts to vehicles after dark, or other campus security support. PPSC Public Safety can be reached at 719-502-2900 and PPSC Dispatch can be reached at 719-502-2911.
- For [Academic Concerns](#) complete a [PPSC Academic Concern Form](#). These are to be completed after addressing the concern with the college campus professor and if the concern is not appropriately addressed. Students should also speak to their Concurrent Enrollment contact, Dr. Belet.
- [PPSC Accessibility Services](#) to apply for accommodative services. Students and their parent/guardian must submit documentation and request an intake appointment the semester before classes begin to ensure services are coordinated. Students need to report to PPSC Accessibility Services each semester to ensure services will continue. Instructors on the high school campus and the college campus must have an Accommodations letter at the start of the semester and can only provide the accommodations listed on the letter from the PPSC Accessibility Services Office.

HSD2 Support

All support for Concurrent Enrollment courses can be made through Dr. Belet. Please contact Dr. Belet at lbelet@hsd2.org.

Dropping, Withdrawing, and Repeating Courses

Dropping Courses

Students may drop Concurrent Enrollment courses, on the high school or college campus, by the date designated for each course without grade penalties. For course Drop Dates, please see Dr. Belet. In some instances, students who drop courses may be placed in high school classes to ensure an appropriate course load. Students must inform and get approval from Dr. Belet before dropping courses.

Withdrawing from Courses

Students withdrawing from courses will have a “W” placed on their college and high school transcripts in place of a grade. In some instances, students who withdraw from courses may be placed in high school classes to ensure an appropriate course load. Students who withdraw from too many courses may be prohibited from continuing in Concurrent Enrollment. Withdrawing is reserved for students who experience significant life circumstances that do not allow them to continue to participate in a course. These are rare situations in which it would be impossible for the student to pass a class due to their significant life circumstance. Students may not withdraw from a class without prior approval from Dr. Belet.

Repeating Courses

Students may be required to repeat a course that they withdraw from or earn a final grade of D or F.

Academic Standing

As per PPSC guidelines, a student must keep their GPA at 2.0 or higher in order to remain in Good Standing. Students who do not remain in good standing are subject to PPSC’s Academic Standing procedures and must abide by the rules set forth by PPSC. For information on PPSC practices regarding Academic Standing, including Academic Probation and Suspension, please visit [PPSC Academic Standards](#).

Student Holds

Students with holds on their accounts are not able to register for classes without resolving the issue placed on their accounts. Holds could occur as a result of not applying for or not authorizing COF, academic standing, financial holds, selective service, or incorrect personal information. If a student has a hold on their account, they must speak to Dr. Belet as quickly as possible to have the issue resolved.

Grades, Eligibility, and Credits

Final Grades

Final grades for all Concurrent Enrollment classes on the high school and college campuses are recorded on high school and college transcripts.

CHSAA Eligibility

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) will be observed for all Concurrent Enrollment students. Concurrent Enrollment students are responsible for reporting in-progress grades for Concurrent Enrollment classes directly to their athletic director or coach.

Credits

Most college courses are worth between 3 and 5 college credits, however, exceptions exist. The number of college credits a course is worth determines the number of high school credits a student will earn upon successful completion of the course. Please see the chart below for conversion of college to high school credit:

College Credit	High School Credit
6.00	2.50
5.00	2.00
4.00	1.50
3.00	1.00
2.00	0.75
1.00	0.50
.50	0.25

Concurrent Enrollment courses can count towards high school graduation requirements. In the event that a student has already completed the necessary credits in one academic area, a Concurrent Enrollment course may be applied to high school electives.

CONCURRENT ENROLLMENT COURSE CATALOG

(Courses offered on the High School Campus)

*Course offerings subject to change

Fall 2024

ENG 1021 – English Composition I (PPSC) – 3 Credits

Prerequisite: English Placement (EdReady, Accuplacer)

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing.

AA – Communications

HS – English

ENG 1022 – English Composition II (PPSC) – 3 Credits

Prerequisite: ENG 1021 (Grade of C or higher)

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or argumentative compositions.

AA – Communications

HS – English

HIS 1220 – United States History Since the Civil War (PPSC) – 3 Credits

Prerequisite: English Placement (EdReady, Accuplacer)

Explores trends within events, peoples, groups, ideas, and institutions since the American Civil War. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

AA – History

HS – Social Studies

MAT 1240 – Mathematics for Liberal Arts (PPSC) – 4 Credits

Prerequisite: MAT 1240 Placement (EdReady, Accuplacer)

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics.

AA – Mathematics

HS – Mathematics

ASL 1121 – American Sign Language (PPSC) – 5 Credits

No prerequisites

Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a grade of B or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for [ASL 1122](#) if planning to enroll in the Interpreter Preparation Program.

AA – Elective

HS – World Language

COM 1150 – Public Speaking (PPSC) – 3 Credits

Prerequisites: English Placement (EdReady, Accuplacer)

Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis and delivery.

AA – Communication

HS – English

ED 2211 - Foundations of Education (Teacher Cadet Program) - 3 credits

No prerequisites.

Focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the United States public school system. This course includes current issues of education reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. The course addresses the educational

theory and practices from Early Childhood Education (ECE) through secondary education.

AA - Elective

HS - Elective

CON 1057 – National Center for Construction Education & Research CORE (PPSC) – 5

Credits

Introduces the fundamentals for all construction trades to include basic construction site safety, introduction to construction math, introduction to power tools, introduction to construction drawings, basic communication skills, basic employability skills, and introduction to material handling. This course is designed as an entry-level course for any of the building trades program specialties.

HS – Electives

Spring 2024*

***Courses subject to change.**

ENG 1022 – English Composition II (PPSC) – 3 Credits

Prerequisite: ENG 1021 (Grade of C or higher)

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or argumentative compositions.

AA – Communications

HS – English

ASL 1122 - American Sign Language II (PPSC) - 5 Credits

Prerequisite: ASL 1121

Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary, and basic conversational skills. Incorporates vital aspects of deaf culture and community.

The direct experience method is used to enhance the learning process.

AA – Electives

HS – World Languages

CON 1058 – National Center for Construction Education & Research Carpentry I (PPSC) – 5 Credits

Introduces foundational level carpentry skills, basic residential construction systems, the importance of personal and workplace safety, and the role of carpenters within the construction industry.

HS – Electives

PIKES PEAK STATE COLLEGE COURSE CATALOG

Concurrent Enrollment students have the option to take classes on the Pikes Peak State College campus that are not offered on the high school campus to complete their degree requirements. The PPSC course catalog can be found at: [PPSC Course Catalog](#)

CAREER START

The following information is for the 2024-2025 school year. Students must apply for Career Start on March 6th, 2024.

Career Start is a Pikes Peak State College program for 11th and 12th-grade students who wish to learn skills in a trade. This program allows students to explore career opportunities, gain knowledge and skills toward future career pathways at no cost to the student or their families! Students must receive their counselor's recommendation to participate in this program. Students who meet the minimum requirements to participate will fill out an application through Pikes Peak State College. Students are required to ride the bus provided by HSD2 to the PPSC campus. Attendance for Career Start is required Monday - Friday for the duration of the program. PPSC sets the requirements for student attendance and participation.

Pathways include:

- Automobile Collision Technology
- Broadcasting and Electronic Media
- Criminal Justice
- Culinary Arts
- Cyber Security
- Diesel Power Mechanics
- Early Childhood Education
- Emergency Medical Technology
- Fire Science Technology
- Medical Office Pathways
- Nursing Assistant
- Multimedia Graphic Design
- Veterinary Assistant
- Welding
- Zoo Keeping

This is a competitive program and student applications are processed by PPSC on a first-come, first-served basis. If you wish to participate in Career Start, please contact Dr. Belet at lbelet@hsd2.org.

Please visit this link to learn more about Career Start and which programs are available: [PPSC Career Start Webpage](#)