



## Concurrent Enrollment Student Application

Students applying for TCA Concurrent Enrollment must complete this form in its entirety, meet all eligibility requirements, and have an approved ICAP. Any courses requested must be part of the students planned course of study listed in the ICAP. **11<sup>th</sup> and 12<sup>th</sup> grade students with a cumulative GPA of 3.5 or higher may apply.** See policies [IHCD-A-TCA](#) and [IHCD-A-TCA-R](#) for additional information. **Semester Deadlines** to submit this Application to the Connections Center:

| Preferred Enrollment Semester | Deadline for Application |
|-------------------------------|--------------------------|
| Fall Semester                 | End of Third Quarter     |
| Spring Semester               | September 1              |

Once approved for concurrent enrollment, complete the concurrent enrollment process guidelines provided with this application. Parent/guardian and student must attend the administrative appointment.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent Email \_\_\_\_\_ Parent Cell Phone \_\_\_\_\_

Semester/Year Applying For: \_\_\_\_\_

Postsecondary Goal or Career Pathway: \_\_\_\_\_

1. Course of interest: \_\_\_\_\_

Course Number: \_\_\_\_\_ Day/Time: \_\_\_\_\_

2. Course of interest: \_\_\_\_\_

Course Number: \_\_\_\_\_ Day/Time: \_\_\_\_\_

3. Course of interest: \_\_\_\_\_

Course Number: \_\_\_\_\_ Day/Time: \_\_\_\_\_

4. Course of interest: \_\_\_\_\_

Course Number: \_\_\_\_\_ Day/Time: \_\_\_\_\_

(visit <https://catalog.pikespeak.edu/> to access available courses and online schedule information. TCA will pay tuition for up to 2 courses per academic semester)

**Student's Statement of Interest** (if left blank, application will not be reviewed)

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Return this form to the Connections Center. Student will be notified of pre-approval for concurrent enrollment if approved.



# Concurrent Enrollment Student Application

## **For Office Only:**

Date application received: \_\_\_\_\_

ICAP date: \_\_\_\_\_

ICAP Approved: Yes No

Student's Current Weighted Cumulative GPA: \_\_\_\_\_ Signature: \_\_\_\_\_

On-Track Coursework: Yes No Initials: \_\_\_\_\_

Student Pre-approved: Yes No

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

\_\_\_\_\_  
Date

Student Notified to Register and Complete Accuplacer: Yes No

**Student Denied due to:**

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

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

\_\_\_\_\_  
Date

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|                          |                     |    |
|--------------------------|---------------------|----|
| Tested College Ready:    | Yes                 | No |
| Math Score _____         | English Score _____ |    |
| Finance Account current: | Yes                 | No |
| Agreements Completed:    | Yes                 | No |
| Courses Approved:        | Yes                 | No |
| Final Approval Received: | Yes                 | No |

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

\_\_\_\_\_  
Date

## Concurrent Enrollment Process Guidelines

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The following steps outline the process for application and completing registration for college level Pikes Peak State College courses through Concurrent Enrollment at TCA High School.

**Complete the process in this order:**

- ☐ **Concurrent Enrollment Application:** complete and submit the application to Connections. The application will be reviewed, and eligibility requirements checked. Administration will notify you when you are pre-approved.
- ☐ **Pikes Peak State College:** After pre-approval is received, apply for admission online at <http://www.pikespeak.edu/> which will generate a Pikes Peak student “S” Number and Password. Write down the “S” number and password.
- ☐ **College Opportunity Fund (COF):** Apply online at <https://www.pikespeak.edu/admissions/records/cof/>
- ☐ **Next Generation Accuplacer:** Take the Next Generation Accuplacer college entrance exam – Access [Next Gen Accuplacer prep and sample questions material](#) on our website. **To avoid testing fees, bring a photo ID and your Pikes Peak student S# on testing day.** Take the college entrance exam. Although it may take less time, students should plan for two hours to complete both the Writing and Math exams. Obtain a copy of your test scores.
- ☐ **Appointment:** Schedule an administrative appointment through the HS front office to complete the concurrent enrollment paperwork (see below for necessary documents). Student and parent must be present for the appointment.
  - ☐ **In preparation for the appointment have the following documents ready:**
    - Complete the top portion of the Concurrent Enrollment College Agreement.
    - Complete the Expectations of High School Students Agreement.
    - Bring a copy of the Accuplacer scores received for both Math and English.
- ☐ **Register:** After the administrative appointment is complete and final approval is received, register for Pikes Peak Courses online by logging into your “myPikesPeak” student account. Send a screenshot of the registered courses to administration to confirm payment of classes.

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**Key Contacts:**

**Connections:** 719-484-0091, ext. 1104; [tcacollege@asd20.org](mailto:tcacollege@asd20.org)

**Administration:** Sean Shields, Principal; [sshields@asd20.org](mailto:sshields@asd20.org)

**Pikes Peak contact:** Kourtney Goya, 719-502-3157; [Kourtney.goya@ppcc.edu](mailto:Kourtney.goya@ppcc.edu)

**Grades/TCA Transcripts:** Kayla Harper, Registrar; [TCARegistrar@asd20.org](mailto:TCARegistrar@asd20.org)



## Expectations of High School Students in a College Setting

I \_\_\_\_\_, (Print Parent Name) hereby acknowledge that my high school student, \_\_\_\_\_, (Print Student Name) has been advised of the academic and personal readiness expectations for high school students entering into Concurrent Enrollment (CE) and taking courses in a college setting.

***I confirm that the following college level expectations are different than the expectations for students attending traditional high school or home school. Parental involvement on the college campus with college instructors is authorized with the use of a FERPA form, signed by the student. I understand that I am to adhere to the policies and syllabi of TCA High School and Pikes Peak State College. My success is my responsibility.***

| A TCA High School CE Student is expected to: |                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Student Initials | Parent Initials |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| 1                                            | <u>Attendance</u> : Be punctual, attend, and contact instructors if absent. Communicate with college professors 2 weeks <u>before</u> a planned absence; <u>work ahead</u> , if possible.                                                                                                                                                                                                                                                          |                  |                 |
| 2                                            | <u>Be professional</u> , mature, and thoughtful in the college setting.                                                                                                                                                                                                                                                                                                                                                                            |                  |                 |
| 3                                            | <u>Self-advocate</u> : Schedule appointments with college instructors, visit Pikes Peak Math, Writing, and Science & Learning Centers, develop study groups, etc. Communicate all academic performance or college scheduling issues to TCA High School Advisor ASAP.                                                                                                                                                                               |                  |                 |
| 4                                            | <u>Manage Time &amp; Schedule</u> : Manage college work deadlines and do not depend on college professors for reminders of pending or missing work. Be aware of differences between college and high school calendars. If a student makes changes to their Pikes Peak schedule without coordinating with TCA Advising and the change does not meet high school graduation requirements, the student may be responsible for the cost of the course. |                  |                 |
| 5                                            | <u>Manage Grades</u> : It is the student's responsibility to maintain current course GPA and to monitor grades through their myPikesPeak account throughout the semester. Advising does <b>not</b> have access to your Pikes Peak records. Final course grades will be reported by college professors at the semester end.                                                                                                                         |                  |                 |
| 6                                            | <u>GPA</u> : Maintain a 3.50 GPA or higher at TCA to be considered for concurrent enrollment.                                                                                                                                                                                                                                                                                                                                                      |                  |                 |
| 7                                            | <u>FERPA Form</u> : Obtain & sign a form if parent interaction with college instructor becomes necessary. It is the student's responsibility to deliver the form to the college instructor.                                                                                                                                                                                                                                                        |                  |                 |
| 8                                            | <u>Fees, Supplies and Books</u> : The student is responsible for purchasing all necessary course books, supplies, tools, software, consumables, or other course related items.                                                                                                                                                                                                                                                                     |                  |                 |

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
TCA Administration Signature

\_\_\_\_\_  
Date

## Concurrent Enrollment College Agreement

Student: You have indicated that you are interested in taking a course at Pikes Peak State College. Persons under 21 years of age who are enrolled in the 9th – 12th grade in a school district, have met TCA eligibility requirements, and who demonstrate academic preparedness are eligible for Concurrent Enrollment Programs. Concurrent Enrollment students earn both high school and college credit for the same course, and the students' share of college tuition is paid by the school district. Students in 12th grade may enroll in college basic skills courses, if approved by their school district. High School students retained for instructional purposes beyond the 12th grade may not enroll in more than **nine** college credits concurrently during the following year.

### SECTION A: To be completed by the Student (**PLEASE PRINT & USE BLACK OR BLUE PEN**)

Name: \_\_\_\_\_ Semester/Year \_\_\_\_\_  
College Student ID # S \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Graduation Year \_\_\_\_\_ Test(s) you have taken (Circle): ACT Accuplacer SAT  
High School Attending: **TCA High School** Name of Parent/Guardian: \_\_\_\_\_

### SECTION B: To be signed by the Student and the Student's Parent or Guardian

**Attention Student and Parent or Guardian:** Your signature below indicates that you wish the above-named student to participate in the Concurrent Enrollment Program and that you agree to the following:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian DOB and Driver's License # and State

1. The Student received advice and counsel about participating in the Concurrent Enrollment Program from his or her high school.
2. The Student must apply for the College Opportunity Fund (COF) when enrolling in any Concurrent Enrollment Course. This can be done online at <https://cof.college-assist.org/> or by authorizing the college to apply on the student's behalf on the online admissions application. The student or parent/guardian will receive a bill (and may be subject to collections at the end of each term) for the amount of COF if COF is not applied to the student's college account.
3. The Student authorized use of his or her COF stipend for all eligible credits for the semester stated above and all future semesters. College-level credits used will be deducted from the Student's COF lifetime account.
4. The Student must meet the same prerequisites and course expectations as all other college students in a course, as noted in the current academic year catalog and the course-specific syllabus.
5. The grade received in each course will appear on the Student's official high school and college transcripts.
6. College course credits may transfer in congruence with Colorado GT Pathways or articulation agreements if the Student earns a "C" or better in the course.
7. If the Student seeks to add, drop or withdraw from a college course, he or she **must** meet with Administration and notify the college Concurrent Enrollment staff.
8. If the Student withdraws from a course after the College's drop deadline, the College will record a "W" or "F" on his or her college transcript.
9. The Student may not enroll in a course under the Concurrent Enrollment Program unless it fits with his or her Individual Career & Academic Plan (ICAP/PEP).
10. Only approved courses that apply toward a college degree or certificate, or (for 12th graders only) that qualify as basic skills courses, are covered under the Concurrent Enrollment Program.
11. I acknowledge that the student will not be permitted to register for college classes if TCA financial accounts are not up-to-date or current on payments.
12. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Student gives the College permission to report absences and disciplinary issues, and to release grades, transcripts, in progress grades, class schedules, and billing information, as available, to the School District for the courses covered under the Concurrent Enrollment Program.
13. Any unresolved balance of COF, student fees, and/or tuition for classes not paid by the School/District, along with applicable collection fees will be the responsibility of the student and parent/guardian per the Pikes Peak Student Payment Agreement.
14. If a student drops or withdraws from a Pikes Peak class that required an online access code that was used by the student prior to the drop or withdrawal, the student will be responsible to cover the cost of the online access code.
15. By signing this agreement, Student and guardian confirm that they have read and agree to the Pikes Peak Student Payment Agreement. The payment agreement acceptance covers the period of registration (semester/year) agreed to on this concurrent enrollment form.
16. By registering for college classes or authorizing charges to be added to my account, I represent that I have the intention and ability to pay and I promise to pay for all charges placed on my student account as well as service fees or collection fees, if any, that may be due in accordance with the Pikes Peak Student Payment Agreement.
17. I acknowledge that I will not be permitted to register for college classes or participate in the TCA graduation ceremony if I have an outstanding financial obligation to Pikes Peak State College.

**SECTION C: Part 1 – Student Eligibility:** To be completed by Principal or Designee. Check all that apply.

\_\_\_\_\_ This student is under 21 years of age.  
\_\_\_\_\_ This student is currently in the \_\_\_\_\_<sup>th</sup> grade.

**SECTION C: Part 2 – Course Selection:** To be completed by Principal or Designee.

**Attention Principal or Designee:** Your initials next to a course verify that the course is included in the student’s ICAP.

| Semester Classes Approved: |               |       |              |          |
|----------------------------|---------------|-------|--------------|----------|
| Subject                    | Course Number | Title | Credit Hours | Initials |
|                            |               |       |              |          |
|                            |               |       |              |          |
|                            |               |       |              |          |
|                            |               |       |              |          |

Administration Signature

Date

## Frequently Asked Questions (FAQs) TCA High School Concurrent Enrollment

### 1. What qualifies a TCA High School student to take concurrent enrollment courses at Pikes Peak State College?

- Student must be a Junior or Senior.
- Student must have a cumulative weighted GPA of 3.5 the semester before enrollment.
- Student must be on track to meet all of TCA High School graduation requirements.
- Student must test to be college ready in **both** English and Math. Qualifying tests includes SAT, ACT, or free Accuplacer tests at Pikes Peak.
- The student must have completed **all** ICAP (PWR Plan) requirements for the previous semester and the ICAP must align with the concurrent enrollment course requested.
- All student financial accounts must be up-to-date or current on payments prior to scheduling postsecondary classes.

### 2. Can a student take any course offered by Pikes Peak State College as part of TCA High School's Concurrent Enrollment Program?

No, there are various requirements.

- To be a qualifying post-secondary course, the course must be one that can result in the acquisition of a certificate; an associate degree of applied sciences, general studies, arts, or science; and all baccalaureate degree programs.
- A student cannot take a course or its equivalent that is offered at TCA High School. The course must also meet or exceed TCA's academic standards.
- Pikes Peak summer courses are **not** a part of the concurrent enrollment program.
- Pikes Peak on-line courses are **not** a part of the concurrent enrollment program.
- The course must align with the student's ICAP (PWR plan) from the previous semester.
- Student must meet any Pikes Peak pre-requisites for the course.
- The time of the Pikes Peak course must not overlap with the student's TCA High School schedule.
- Whether a Pikes Peak course qualifies for the concurrent enrollment program will be a part of the application process.
- The Pikes Peak course catalog can be found at: [\[click here\]](#).

### 3. Is the TCA High School Concurrent Enrollment course completely free?

- If a student and the desired course qualifies for the program, TCA will pay for the tuition.
- The student is responsible to pay any fees, supplies and books. This includes all necessary course books, supplies, tools, software, consumables, or other course related items.
- Transportation is not provided.

**4. Is there a limit of how many concurrent courses a student may take at Pikes Peak?**

Yes. TCA High School shall pay the tuition up to two (2) postsecondary courses per academic term successfully completed by a qualified student.

**5. Do students receive high school credit for Pikes Peak concurrent enrollment courses?**

Yes. The course will show on the TCA High School transcript and will be a part of the student's GPA.

**6. Can a TCA High School student take concurrent enrollment courses at postsecondary institutions other than Pikes Peak and TCA will pay for the tuition?**

No. TCA High School only has a concurrent enrollment agreement with Pikes Peak.

**7. Will TCA High School change a student's TCA High School schedule so the student can take a course at Pikes Peak?**

No. All concurrent enrollment courses must be scheduled around a student's TCA High School schedule. The high school schedule takes precedence.

**8. Is TCA High School's concurrent enrollment program different than the one at TCA College Pathways?**

Yes. TCA High School and TCA College Pathways are two separate legal entities. Each is registered separately with the Colorado Department of Education. TCA High School has its own unique concurrent enrollment program. Students must meet the requirements of the concurrent enrollment program at the school at which they are enrolled.

**9. Once a student completes all the paperwork and enrolls for a concurrent enrollment class, does the student automatically qualify to take a concurrent enrollment course the next semester?**

No. The application process must be done each semester to confirm that the student still qualifies for a program. For example, a student's GPA, ICAP requirements, and the student financial account must be checked each semester.

**10. Will the Pikes Peak concurrent enrollment classes be held on the TCA High School campus?** No. Students will be taking courses at the Pikes Peak campuses. There are three Pikes Peak campuses in Colorado Springs. No transportation is provided.

- **Centennial Campus**, 5675 South Academy Boulevard, Colorado Springs, CO 80906
- **Rampart Range Campus**, 2070 Interquest Parkway, Colorado Springs, CO 80921
- **Downtown Studio Campus**, 100 West Pikes Peak Avenue, Colorado Springs, CO 80903

**11. Who at TCA can assist students with questions regarding concurrent enrollment?**

The concurrent enrollment process is each student's responsibility to complete. If the student has questions, it is the student's responsibility to reach out and initiate questions as they arise. The following staff members can assist with questions.

- Mr. Shields, Principal
- Mrs. Altman, Assistant Principal
- Mr. Carpenter, Assistant Principal
- Ms. White, Director, College and Career Connections Center
- Ms. Dahl, Assistant Director College and Career Connection Center