

PPSC Expectations and Requirements

PTEC has a partnership with PPSC through a program called PTECH. This state program allows students to attend PPSC tuition-free for an additional two years after graduation. Students are responsible for all course fees, textbook fees, and any other fees that are other than tuition.

To attend a PPSC class at PTEC (Campus Pathway) or a PPSC class on a Colorado Springs Campus (Concurrent Enrollment) the following items need to happen:

STEP 1: Meet with the PTEC High School Career and Pathway Advisor

- Sign the PTEC PPSC Contract to attend PPSC classes through the PTECH program.
- Discuss with your advisor:
 - Deadline expectations - Students must have an A or B in English, Math, CTE, and Character, plus two teacher recommendations to be part of the P-TECH program.
 - College-level class(es) expectations
 - What happens if a student doesn't meet college-level expectations?
 - What does the student do to allow Parents to be part of their PPSC life?

STEP 2: Complete the PPSC Admissions Application – This is done for all students who are going to take the Accuplacer to attend PPSC.

- <https://www.pikespeak.edu/admissions/apply.php>
- Create an account and then complete the application for your intended term(s)
https://drive.google.com/file/d/1IpLZr-7SOK_mtRJ9eZ7-x0qnakHiy12w/view?usp=sharing
 - As you are filling out the application it will ask you if you want to register or have PPSC register for you for the COF (Colorado Opportunity Fund). You want to let PPSC register for you.
- Student ID number (S#) will be emailed to the email address you included in your application within 24-48 hours.
- Let your PTEC advisor know if you do not receive an S#. Once you receive your S# give it to the PTEC advisor.

STEP 3: Schedule Your College Advising Appointment PTEC only pays tuition for specific Associate Degrees in the trades **(All general fees, course fees, and textbook fees are the student's responsibility).**

Trades Options:

<https://docs.google.com/document/d/16fqSp-qJhVXq6OtRKkVI2LeoMZqy8YyQ/edit?usp=sharing&oid=113277355451769158753&rtpof=true&sd=true>

Advisors to contact:

<https://docs.google.com/document/d/1jnA80ko1ZFZQYonfnIA6yhe0V5A-1ZsU/edit>

- Get support with your future schedule.
 - Navigate > Appointments > Schedule an Appointment
 - OR contact High School Partners for PPSC at hsp@pikespeak.edu at 719-502-3111

STEP 4: Register for Classes - – Students who will be attending classes at the PTEC Campus will be registered automatically

- College courses at your high school – Connect with your high school advisor
- On-Campus Courses - Register with the department chair or once the department chair gives you your classes, contact hsp@PikesPeak.edu or call 719-502-3111.

STEP 5: Visit Student Life – Student ID & Parking

- Student ID grants access to PPSC resources, fitness facilities, and Mountain Metro
- A parking pass is needed for the Downtown Studio Campus only
 - <https://www.pikespeak.edu/student-support/student-life/index.php>

STEP 6: Purchase Your Textbooks

Students who are self-paying for their textbooks may do so by placing an order on PPCC's Bookstore website at <https://ppcc.bncollege.com/course-material/course-finder>

Several course textbooks will be provided through Inclusive Access/First Day Access program. This means that the textbook will be integrated into the student's D2L shell and available on the first day of class. If you have a student who plans to take one of the courses in the attached list for the Fall 2023 semester, please do not have them purchase a textbook through the bookstore. The Inclusive Access textbook fees will be billed through the Billing Authorization process.

PPSC is partnering with Barnes and Noble to run our campus bookstores, their partnership with PPSC excludes free shipping as a part of their services. Because of student feedback – book pickups are expected to be the primary means of students receiving their books.

Students that opt to pick up their texts in person will be able to do so once their order is fulfilled and made ready for pickup (**How are course materials received in person?** typically 24 to 48 hours after ordering) at one of our physical bookstore locations at either the Centennial or Rampart Range campuses. Email notifications will be sent to the email used at the time of order when ready to pick up and when digital items are available to access.

What if I add or drop a course after ordering my textbooks? First, you can't drop a course without speaking to the PTEC PPSC Advisor. Once that conversation has taken place if you add a course, you will need to complete an additional order with Barnes & Noble. If you drop a course, you have 7 days from the start of class to return any physical books to the PPSC Bookstore. Digital course materials are automatically removed from your digital bookshelf. If you add a course after dropping a course – you will be asked to return the textbook from the course you dropped before your order for additional textbooks is fulfilled.

Digital Course Materials How do I access digital items? eBooks (likely an access code) will be received via email notification once your order is processed through one of the digital content providers used by Barnes and Noble – along with access instructions for the content. Many additional digital items (such as embedded textbooks and open education resources) could be accessed directly in the course - D2L. Be sure to check your spam/junk mail folders if the email is used when ordering your textbooks.

Other Questions How do I get assistance with my online book order? Barnes and Noble have personnel at both the Centennial and Rampart Bookstores that can assist students in ordering their books. You can also call (719) 502-2665 for support – or you can come into the bookstore to order your books; there are computer kiosks available for students to use in ordering their books in the store – as well as associates available to walk you through the process.

I have an error message with my order, how do I fix this? The most common reason for errors is when orders have shipping selected or recommended (not required) materials included in the order without a payment method available (if you either don't have financial aid funds available or didn't have an alternative payment method identified in your order). If you receive error messages, contact Barnes and Noble at (719) 502-2665 or visit a campus bookstore location for assistance.

Students are welcome to find alternate sources for getting books including renting/purchasing at:

Chegg
Bookboon.com
Syalor.org
Betterworldbooks.com
Amazon
ValoreBooks.com

- **Be sure if you are renting or purchasing a book from another site that you get the access code if a lab is part of the class. You cannot participate in that part of your class if you don't have the access code. When uncertain, please contact hsp@PikesPeak.edu.**

STEP 7: Attend a Concurrent Enrollment Orientation

<https://www.pikespeak.edu/admissions/orientation/index.php>

- The orientation schedule can be found at <https://www.pikespeak.edu/academics/high-school-programs/>

STEP 8: Attend Class(es)

- Students will be dropped if they do not attend the first day of school
- Online courses can be accessed through D2L – <https://PikesPeak.desire2learn.com/d2l/home>
- You **MUST** always contact the professor if you are going to be out for any reason. Even though PTEC may not have school PPSC will. Be sure you know the days you have class. PPSC does not recognize all holidays, like Labor Day in September.

STEP 9: Pay Your Bill

PPSC Bill

- Make sure that you have received the COF discount.
- Paper bills can be made via the PPSC student portal or the Cashier's office.
- Students **MUST** look at their bill after Halloween for the Fall semester and Spring break for the Spring semester. All funds that are left during that time are the student's responsibility and are due by the end of each semester.

PTEC Bill

- Students who do not earn a C- or better in any class will have to pay PTEC back the class cost, per the contract with PTEC.
- Students will be invoiced by the PTEC high school advisor or the PTEC Admin Assistant.
- All repayments **MUST** be finalized before the student starts their next term.

During the school year, the student will have the following expectations from the PTEC high school advisor:

- Sign up on Discord for the PTEC PPSC grade they are in.
- Let the advisor know if the student is struggling in a class so that they may help the student get extra support.
- Turn in attendance/grade sheet to Discords on October 15 for the fall semester and March 15 for the spring semester.
- The student may not drop or withdraw from a class without talking to the PTEC PPSC Advisor first.
- The student may not change their degree without talking to the PTEC PPSC Advisor first.
- The PTEC PPSC Advisor works closely with the PPSC high school partners department to ensure a smooth transition from one semester to the next. If you are having any problems, you need to let the PTEC PPSC Advisor know.
- ALL male students will have a hold put on their account when they turn 18 until they register for selective services.
 - sss.gov

PPSC online supports:

<https://www.PikesPeak.edu/admissions/orientation/student-videos.php>



ACADEMIC ADVISING

Get the most out of advising and registration - view these videos

- HOW TO: SCHEDULE AN ADVISING APPOINTMENT**
- HOW-TO: USING NAVIGATE'S PLANNER TOOL**
- HOW-TO: REGISTER FOR CLASSES ONLINE**

This document is updated as often as possible however if you see something that needs to be changed, please make the PTEC PPSC Advisor aware. Thank you for partnering with us.

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