



Registration Guidelines

02/09/11

Pre-Collegiate and College Level Courses

The following steps indicate the general registration process for both pre-collegiate and college level courses at College Pathways (CP). Some students may have a combination schedule with both pre-collegiate and college level courses and must complete both registration processes below.

All students must be on the College Pathways Wait List to participate in College Pathways.

Go to: http://tcad20.org/forms/waitlist_pathways/

Pre-collegiate Course Registration: (junior high and high school level courses):

- 1. “Offer to Request Classes” letter will be emailed from TCA registrar. Please *complete online class request* indicating College Pathways course preferences.
- 2. College Pathways will email **proposed schedules** to families for confirmation.
- 3. **Confirm schedule** by email ASAP – *This step will secure enrollment in College Pathways.*
- 4. **Register with Academy District 20** as a TCA College Pathways student, and complete/submit a **Notice of Intent to Home School** form to D20 if part-time (one or two classes).

To qualify for college level courses, students must take the Accuplacer college entrance exam (see below). Incoming juniors must be college ready in either Math or English, and incoming seniors must be college ready in BOTH Math and English.

College Level Course Registration: (go to www.ppcc.edu)

- 1. **Apply online to Pikes Peak Community College (PPCC).** Obtain PPCC student “S” Number & student login
- 2. **Apply online for College Opportunity Fund (COF).**
- 3. **Take Accuplacer college entrance exam – keep a copy of test results to bring to College Pathways.**
Appointments are not necessary to take the Accuplacer test. Tests are administered in PPCC test centers and take approximately 2 hours to complete. ***Please bring photo ID and PPCC student “S” Number on testing day.***
Accuplacer Prep Workshops are available on CD at PPCC – *for viewing details, call 502.3444.*
- 4. **Select Classes** – Email HS transcripts to CP Office and make an appointment with CP to select college classes. Please bring to college advising appointment: Accuplacer test results and “S” Number.
- 5. **Complete Concurrent Enrollment Agreement form** for free tuition option. College Pathways will provide this form. ***Both student and parent*** will complete & sign the form during the College Pathways appointment.
- 6. **Register for PPCC college classes and authorize COF funds each semester** on PPCC registration form.
- 7. **Register with Academy District 20** as a TCA College Pathways student, and complete/submit a **Notice of Intent to Home School form** to D20 if part-time.

Key Contacts:

TCA Registrar: Kara McIntyre TCARegistrar@asd20.org , Kathy Fey kfey@asd20.org , or Sherry Cory scory@asd20.org 719.488.6229

College Pathways: 719.487.2000 Mary Perez mperez@asd20.org , Rollie Stoneman rstoneman@asd20.org , Felicity Taylor ftaylor@asd20.org or Nichole Minot nminot@asd20.org

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