

PRE-COLLEGIATE DEVELOPMENT PROGRAM



Student Handbook

UCCS

Pre-Collegiate Support
and Success Center

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Program Overview

The Pre-Collegiate Development Program (PCDP) at the University of Colorado Colorado Springs (UCCS) is an institutionally-funded academic enrichment program for targeted middle and high school students. Specifically, the Program aims to motivate and prepare first generation and military-dependent students in pursuit of their higher education and postsecondary goals. PCDP is structured to ensure that students are academically prepared to enroll in and be successful at UCCS, the University of Colorado system, or any postsecondary institution of the student's choice, as well as in their future careers.

The Pre-Collegiate Development Program offers opportunities for students to take courses to earn college credit; participate in college preparation and professional development workshops; learn about and explore different types of college campuses through College Experience campus visits; and participate in career pathway exploration activities.

Students begin participating in Pre-Collegiate programming shortly after they are admitted to the program. Regular participation in Pre-Collegiate programming is expected from the time students enter the program through high school graduation. Through consistent participation in Pre-Collegiate programming, students will develop camaraderie with their peers and Transition Coaches, as well as a sense of belonging in program. Additionally, it is through this regular participation that students will see the most significant results in terms of strengthening their academic profile, developing their career goals, and improving their social-emotional learning skills.

Program Requirements

Successful completion of the Pre-Collegiate Development Program requires:

- ✓ Maintaining a 2.50 minimum Grade Point Average (GPA) throughout their participation with the Program (both high school and dual-enrollment courses).
- ✓ Participating in Pre-Collegiate events to meet or exceed minimum participation point requirements each academic year.
- ✓ Submitting ACT or SAT scores.

Program Components and Key Terms

Summer Academic Institute (SAI) & Dual Enrollment Courses

As a Pre-Collegiate student, students can earn college credits while also earning high school credit! Each summer, students will have the opportunity to earn college credits through dual enrollment courses during the Summer Academic Institute (SAI) on campus at UCCS. The courses

that Pre-Collegiate students take during the Summer Academic Institute are aligned with the pathway that a student chooses during Pathway Selection Day.

Some students will have opportunities to take additional dual enrollment courses during the fall and spring semesters of their junior and senior years of high school, depending on arrangements made between their school districts and UCCS Pre-Collegiate. Courses during the fall and spring semesters are not differentiated by pathway but are broken up by cohort or student grade level. Fall and spring course offerings may vary based on student enrollment, district course preferences, and faculty availability. Regardless of the course offered, all dual enrollment courses are selected because they build skills for college success and can count toward important college-level graduation requirements.

Whether taken during the summer or academic year, **it is important to remember that the college-level UCCS courses offered through Pre-Collegiate will be rigorous, and that students' final course grades will be a permanent part of their college transcript.** Students should plan to approach these courses and the time commitment they may require accordingly.

The College Experience Conferences

The College Experience creates opportunities for Pre-Collegiate students to explore a variety of college campuses in the Pikes Peak Region while also learning more about academic offerings and career opportunities available to students in their pathways of choice. At these events, students learn about areas of study available at different types of colleges within the region that may be of interest to them. During these visits, students will also be able to interact with faculty from the college or university, as well as with community leaders, also known as Ambassadors, who are connected to the student's career pathway.

Modeled after a combination of the El Pomar Foundation's College Readiness and Success Program and Pre-Collegiate's Saturday conferences, students will participate in pathway-specific programming at UCCS, Pikes Peak Community College, Colorado College, and the United States Air Force Academy. College Experience Events take place at each campus once per year, usually on Saturdays. Programming is differentiated by grade level at each College Experience conference and is also tailored to the interests of and key skill sets for a student's career pathway. Students may earn Pre-Collegiate participation points by attending College Experience visits.

Transition Coaching and Academic Coaching

Students may experience challenges while taking college-level courses and preparing for life beyond high school. This is why Pre-Collegiate works to support its students both while they are in high school and after they graduate. This assistance includes mentoring and support from UCCS undergraduate students who make up a team of Transition Coaches (peer mentors) and Academic Coaches.

Transition Coaches play an integral peer mentor role in strengthening students' academic skills, motivation, and social-emotional development. During the school year, students will attend

workshops facilitated by Transition Coaches. These workshops address topics such as time management, SAT preparation, and scholarship research.

During the Summer Academic Institute, all students will work with both Transition Coaches and Academic Coaches while they attend their dual enrollment courses. Academic Coaches are undergraduate content specialists who support students by serving as academic resources and leading course-based enrichment activities.

Program Policies & Notes

Academic Accommodations

Academic accommodations for students in college-level courses may look different for students than they do in their high school courses. **Students who are taking UCCS courses through the Pre-Collegiate Development Program and who have a disability can request appropriate accommodations in these courses by:**

(1) Contacting UCCS Disability Services (uccs.edu/disability) to complete the Application for Disability Accommodations before they begin taking UCCS classes with Pre-Collegiate. The **Application for Disability Accommodations** should be initiated by the student.

- Students are also required to **provide documentation** of their disability, such as a 504 plan, IEP, or other supporting disability documentation.
- After submitting their Application for Disability Accommodations and submitting their documentation of disability, **students should schedule an Intake Interview by contacting Disability Services** (719-255-3354, or dservice@uccs.edu)
 - This meeting helps determine potential accommodations available to the student in the academic environment. This appointment with Disability Services can take place **in-person at UCCS**, or **over the phone**.
 - The student must be present at the appointment with Disability Services. Family members, school counselors and/or administrators can participate in the appointment, as desired.
 - If a student becomes registered with Disability Services, they will receive what is called a Faculty Accommodation Letter, which will be explained in the meeting.

(2) After meeting with Disability Services, students should give their Faculty Accommodation Letter to their instructor(s). **Accommodations start once the Faculty Accommodation Letter has been provided to faculty.** Instructors will use the guidelines in the student's Faculty Accommodation Letter to support the student's accommodations.

If at any time students have questions or concerns about their accommodations, or about the process of how to request accommodations for their UCCS courses, they should reach out to the **Pre-Collegiate office (719-255-3239)** or **UCCS Disability Services (719-255-3354)**. Additional

information can be found on the Pre-Collegiate website (uccs.edu/pcdp), and on the UCCS Disability Services website (uccs.edu/disability).

Academic Performance in College Courses

When high school students take University courses that will earn them college credit, those grades go on both their high school and college transcripts. **Grades earned in UCCS courses taken through Pre-Collegiate will follow students for the rest of their academic careers on their college transcripts.** Students should approach these classes with appropriate seriousness and attention.

If it appears a Pre-Collegiate student will not pass a dual enrollment course with a grade of a **C- or above, the student may be withdrawn from that class, and will receive a W on their transcript.** Withdrawing from a course (rather than receiving a final course grade of a D or an F) will minimize the impact to the student's high school and college GPAs.

Students who take courses through an agreement between their District and UCCS Pre-Collegiate should **note that depending on the school or district a student attends, students who receive D's, F's or Withdraws from their college courses may be responsible for repaying their district the cost of the course.** The terms of these policies are up to each cooperating District, so it is best to contact the District directly with questions regarding repayment policies for receiving a grade of a D, F, or W in a college course.

Additionally, any student who is withdrawn from a course must meet with a member of the Pre-Collegiate Professional staff to determine the most appropriate steps for them to move forward with the Program. If it is determined that it would be in the student's best interest, a student may be prohibited from taking future dual credit courses through the Program. Decisions about participation in future dual enrollment courses will be made on a case-by-case basis.

Attendance

Pre-Collegiate uses a points-based participation model. Students must participate in events to meet the minimum points (1000) in the Fall and Spring semesters of each academic year in order to stay in good standing with the program. Students may earn participation points by attending Transition Coaching Workshops, College Experience Events, and Career Counseling Workshops. Information about the specific ways that students can earn participation points is shared at the Family Alliance Meeting prior to the start of each Fall semester.

Attendance will be monitored on a semester-to-semester basis. Students who do not earn 1000 participation points will be put on probationary status with the program for one semester following the current academic year (Fall 2020). To demonstrate progress in improving participation and to be taken off probationary status, students will have until the end of the next fall semester (Fall 2020) to earn 400 participation points toward their 1000 in AY 2020-2021. Students who fail to reach 400 participation points by the end of the fall semester of their probationary term will be dropped from the program. Graduating seniors who do not earn their

1000 participation will be at risk of losing eligibility to receive program incentives. If a student is a chronic non-participant, they may be dismissed from the Program.

If enrolled in a dual enrollment course, student attendance is mandatory for each day that course meets. Students who must be absent from a dual enrollment course should plan to reach out to their instructors directly to notify them of their absence, and discuss arrangements for any missed content or assignments.

Note: Any student who must leave a Pre-Collegiate event early must check in with a professional staff member to let them know of their departure from campus. This requirement is to ensure student safety and accountability.

Locations for Programming and Events

Event	Location
College Experience Workshops	UCCS, PCC, Colorado College, <i>or</i> USAFA
Dual Enrollment Courses (fall or spring)	District-based location <i>or</i> UCCS
Summer Academic Institute (June)	UCCS
Transition Coaching Workshops	UCCS

Event-specific information regarding dates, times, meeting locations, and parking locations will be sent to students along with RSVP requests in the weeks leading up to each event. For programs or events held at UCCS, campus maps and parking information will be sent to all students and their families prior to each event.

Parking and Transportation

Transportation to and from Pre-Collegiate and College Experience events generally is the responsibility of students and their families. Carpooling to Pre-Collegiate events is always encouraged.

UCCS will not ticket a vehicle parked in a legal spot during the weekend or between academic semesters. However, if there is a weekday or weeknight Pre-Collegiate event, parents and students must follow University parking rules and regulations.

Students attending Transition Coaching workshops in the Fall and Spring will receive a free parking code for UCCS parking lots with parking kiosks. Students should look for this code in the email that contains the confirmation of their workshop reservation.

Students who plan to drive themselves to the University during the Summer Academic Institute will need to purchase a parking pass for their time on campus. Free parking options are available but will require the students to utilize the free campus shuttle. Students need to plan on arriving approximately 45 minutes prior to the start of their first class if they plan to utilize the free parking and campus shuttles. Tardiness due to parking or shuttling issues will not be excused.

Some school districts provide transportation for their students to the Summer Academic Institute and/or College Experience visits based on arrangements made between the District and Pre-Collegiate. Arrangements for students in these districts will be shared during the spring prior to the start of the Summer Academic Institute.

The Pre-Collegiate Development Program WILL NOT be responsible for any parking violations the student may receive due to negligence. More information on UCCS parking rules and regulations can be found at: www.uccs.edu/parking.

Policies on Drug, Alcohol, Tobacco, Smoking-Implements & Possession of Weapons

Per University Policy 400-003, state and federal laws: as minors, Pre-Collegiate students are prohibited from possessing, using, or being under the influence of any drug, alcohol, tobacco, or smoking-implement.

Per University of Colorado Policy 141, the unauthorized possession of the firearms, explosives, or other dangerous or illegal weapons on or within any University of Colorado campus, leased building, other area under the jurisdiction of the local campus police department is prohibited.

UCCS Police may take legal action against anyone on campus (whether Pre-Collegiate student or a guest) who is in violation of state or federal law.

Student Information Updates

The parent and the PCDP student **MUST** notify the Pre-Collegiate Development Program of ANY information changes or be subject to dismissal from the Program. This includes, but is not limited to: home address, mailing address, phone number(s), email address(s), and/or school of attendance.

Technology Use

Pre-Collegiate students are expected to follow University policies for appropriate technology use while on campus. Students who choose to bring their own technology and/or a District-owned device to campus are responsible for the safety and appropriate use of those devices.

Relevant University & CU System Policies

University Admissions

Pre-Collegiate students are not required to attend a University of Colorado campus after successful completion of the Program. **The University of Colorado does not guarantee admission for Pre-Collegiate students if they do not meet admission criteria.** Rather, the Pre-Collegiate Development Program aims to encourage student attendance at a postsecondary institution of their choice and provide valuable skills to support the student's academic and professional goals.

The University of Colorado system (Colorado Springs, Boulder and Denver campuses) agrees to consider the PCDP student as a new first-semester freshman for priority admission if the PCDP

Student successfully completes the Program, graduates from an accredited high school, completes a college preparatory curriculum, and meets other University criteria for admission.

If the Pre-Collegiate student is admitted to any CU school and wishes to enroll as a first-year (freshman) student, they must enroll within two academic semesters of their high school graduation. If the PCDP Student chooses not to attend the University within two semesters of their high school graduation, the PCDP Student must reapply to the University for deferred admission.

The University is not obligated to admit the PCDP Student if they choose to enroll in a formal undergraduate degree program at another college or university and then decides to transfer to the University system. In this case, the PCDP Student must satisfy the admissions criteria for all transfer students in order to be admitted. However, the Program will assist the student with the transfer process if requested.

Successful completion is defined as follows:

- ✓ Maintaining a 2.50 minimum Grade Point Average (GPA) throughout their participation with the Program (both high school and dual-enrollment courses).
- ✓ Participating in Pre-Collegiate events to meet or exceed minimum participation point requirements each academic year.
- ✓ Submitting ACT or SAT scores.

Financial Aid

Students are to abide by all standards and regulations regarding financial aid set forth by the state of Colorado as well as the college and university that the student chooses to attend. Although students receive priority admission by being a UCCS Pre-Collegiate student, the total level of aid provided will be based upon a determination of need by the respective University of Colorado Office of Financial Aid after completing the Free Application for Federal Student Aid (FAFSA). The University is not obligated to provide financial aid to PCDP Students who choose to enroll in a formal undergraduate degree program at a college or university outside of the University of Colorado system.

The University of Colorado Colorado Springs does not guarantee scholarship funds for Pre-Collegiate students upon completion of the Program. Application for PCDP studentships are offered as a competitive process. However, Program officials and the Financial Aid Office will provide Pre-Collegiate students with support and resources regarding financial aid programs and their deadlines.

Contact Information

Pre-Collegiate Contact Information

Pre-Collegiate regularly contacts students with important information and updates through both email and mailings to the student's home address. Please be sure to contact the Pre-Collegiate office any time you need to update your student's contact information, including mailing address, email address, or phone number.

Pre-Collegiate Main Office

Phone: (719) 255-3239

Email: pcdp@uccs.edu

Website: uccs.edu/pcdp

Facebook Page: facebook.com/PreCollegiate

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Summary of Program Expectations

The Pre-Collegiate staff is committed to your development and success. We ask for a similar commitment from you, as shown through responsible and mature behavior. **All Pre-Collegiate students are expected to be aware of and act in accordance with all Program and relevant University policies, as well as with state and federal laws.** Below are some highlights for easy reference of some important Program policies and expectations:

- **Pre-Collegiate Students are held to high standards, as they represent themselves, their families, their schools, their districts, and UCCS Pre-Collegiate.** Accordingly, it is expected that Pre-Collegiate Students will be courteous and respectful in their dealings with UCCS faculty, program staff, volunteer community members, and fellow students.
- Pre-Collegiate Students are **prohibited from using, possessing, or being under the influence of drugs, tobacco, alcohol, smoking-implements** and from **possessing weapons.**
- Pre-Collegiate Students are expected to **help maintain a safe, welcoming, and inclusive environment** for themselves, other program participants, faculty, staff, and the University community. Disruptive behavior, threats of any kind, or harassment (whether in person or online) are unacceptable and may result in immediate dismissal from the Program.
- **Grades that Pre-Collegiate students earn in their UCCS courses will be a part of their high school and college transcripts.**
- **Students must maintain a 2.5 GPA** in their high school and dual-enrollment courses to participate in the Program. Students who fail to maintain the GPA requirement may be placed on probation.
- **Students must meet or exceed participation point requirements each academic year** in order to remain in good standing with the Program. Students who fail to meet participation requirements may be placed on probation.
- Pre-Collegiate Students are expected to participate actively in the Program and to **arrive to all programming on-time.** If students must leave an event early, they are **expected to inform a UCCS Pre-Collegiate professional staff member of their departure.**
- Pre-Collegiate students are welcome to bring and use their own technology to UCCS and other campus events, but **students are responsible for the safety of that technology and approved use of that technology.**
- Students must **communicate contact information updates** to the Pre-Collegiate office.
- Pre-Collegiate Students **must follow their home district policies** at all times.
- Pre-Collegiate students and guests **must follow parking regulations** when participating in events on UCCS or other partner campuses. UCCS Pre-Collegiate is not responsible for parking violations due to negligence.
- **Pre-Collegiate staff cannot provide any form of medication,** including sunscreen, to students for any reason. Students who require medication must make appropriate arrangements.

Students in violation of Program or University policies will be addressed by Pre-Collegiate administration, and consequences will be issued on a case-by-case basis. If students have questions about Program requirements or expectations, they should contact the Pre-Collegiate office at 719-255-3239.

By signing below, I acknowledge that I received and reviewed this handbook, and by participating in the Program, agree to its terms and requirements.

Printed Student Name

Student Signature

Date