

**PUEBLO COMMUNITY COLLEGE  
ENROLLMENT REQUEST FOR UNDERAGE APPLICANTS**

*Please Adhere to the Eligibility & Application Requirements listed on the other side of this Form.*

**TO BE COMPLETED BY THE APPLICANT**

Name: \_\_\_\_\_ ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Secondary School \_\_\_\_\_ Current Grade Level \_\_\_\_\_ Age \_\_\_\_\_

Semester & Year (check one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_

Course Prefix Number \_\_\_\_\_ Instructor's Name \_\_\_\_\_

Course Title \_\_\_\_\_ Days/Times \_\_\_\_\_

**APPLICANT CERTIFICATION STATEMENT: I understand that, if allowed to enroll, I will be: 1) Required to follow all PCC rules and regulations, 2) Required to meet all standards of conduct, and 3) Subject to all disciplinary actions as detailed in the PCC Student Handbook and the Catalog.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY SECONDARY SCHOOL AUTHORITY**

I \_\_\_ do / \_\_\_ do not recommend the above student to attend Pueblo Community College in the course identified above.

AN APPROVED SECONDARY INSTITUTION IS DEFINED AS ANY SECONDARY SCHOOL OR ACADEMY IN THE UNITED STATES ACCREDITED BY A REGIONAL ACCREDITING ASSOCIATION OR APPROVED BY A STATE DEPARTMENT OF EDUCATION OR STATE UNIVERSITIES. HOME-BASED EDUCATION PROGRAMS MUST BE IN COMPLIANCE WITH THE GUIDELINES ESTABLISHED IN COLORADO STATUTE 22-33-104.5.

Please list your school's accreditation body: \_\_\_\_\_

Principal's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Superintendent of student's local school district of residence if enrolled in a Home-Based education program.

**TO BE COMPLETED BY PARENT/LEGAL GUARDIAN**

I understand that my son/daughter has my permission to attend Pueblo Community College and will be 1) Required to follow all PCC rules and regulations, 2) Required to meet all standards of conduct, and 3) Subject to all disciplinary actions as detailed in the PCC Student Handbook and Catalog.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE PUEBLO COMMUNITY COLLEGE INSTRUCTOR**

This applicant has been reviewed and the following action is recommended.

\_\_\_ Approved for enrollment in course listed above. \_\_\_ Denied for enrollment in course listed above.

PCC Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BRING THIS APPLICATION & ATTACHMENTS TO YOUR APPOINTMENT TO MEET WITH THE  
DIRECTOR OF ADMISSIONS & RECORDS (OR DESIGNEE)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Admittance \_\_\_ is / \_\_\_ is not recommended.

Director of Admissions Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

Approved by  
Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

*Return completed form to the Office of Admissions & Records.*

It is the policy of Pueblo Community College to admit students who are 16 years of age or older. A waiver may be granted based on extenuating circumstances unique to the role and mission of the college.

### **ELIGIBILITY REQUIREMENTS**

- A. Applicant is no less than 15 years of age;
- B. Applicant has completed the ninth grade with a cumulative GPA of 3.0 for the most recent grade period at an approved secondary institution;
- C. Applicant is recommended for enrollment by an approved secondary school principal and parent/legal guardian;
- D. Applicant is attending a secondary school or academy in the United States accredited by a regional accrediting association or approved by a state department of education or state universities;
- E. Applicant who is participating in a non-public home-based educational program must be in compliance with C.R.S. 22-33-1045.5. Applicant must be approved by the Superintendent for the local school district of residence or an independent or parochial school within the state of Colorado;
- F. Course pre-requisites must have been met;
- G. Applicant is not requesting to enroll in a course that requires a co-requisite;
- H. Take and pass the PCC ACCUPLACER Assessment Test at the recommended level.

### **APPLICATION REQUIREMENTS**

- A. No later than one week prior to final registration day for the term, the applicant must:
  - 1. Schedule an appointment for an interview with the Director of Admissions and Records and bring the following completed documents:
    - a. Application for Admissions;
    - b. Most recent secondary school transcript or grade report;
    - c. Enrollment Request for Underage Applicants (this form, one form per course);
    - d. Copy of the results from the PCC ACCUPLACER Assessment Test.
- B. The Enrollment Request for Underage Applicants is valid only for the term and course specified. A new Form is required for subsequent terms/courses.

### **APPROVAL/DENIAL**

The Director of Admissions and Records will notify the applicant of the final approval/denial no later than final registration day. Incomplete information, missing signatures, and documents that have not been attached will result in automatic denial.

### **NOTICE OF NONDISCRIMINATION**

Pueblo Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Affirmative Action Director, 900 West Orman Avenue, Pueblo, CO 81004, (719) 549-3461, or the office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, (303) 844-2981. TDD may be accessed through the Personnel Office at (719) 549-3220.