

Applying for Admission

Admissions & Records

You will interact with the Admissions & Records Office from the time you apply until you graduate. We provide the following services:

- Receive and process all admissions applications and supporting documents.
- Administer all admissions policies.
- Coordinate registration.
- Process course adds, drops, and withdrawals.
- Maintain all student academic records, process all requests for transcripts, verify enrollment, and mail end-of-semester grades to students when requested via the automated telephone system.
- Receive and process Graduation Planning sheets, and mail diplomas to graduates.
- Provide residency requirements and petitions, student Privacy Act information, PCC catalogs, and current class schedules.
- Provide information on general enrollment procedures.
- Administer Veterans Assistance (VA) services related to the Office of Veterans' Affairs.
- Evaluate credits for transfer students, including previous assessment test scores (ACT, SAT, etc.).

IMPORTANT NOTE: Your Student Records

You are responsible for verifying your records and ensuring that they are accurate and up-to-date. PCC cannot be held responsible for notifying you in a timely manner if your address and/or telephone number are incorrect. Contact the Admissions & Records Office or visit www.pueblocc.edu (go to Quick Links, then Forms; select "Address Change" or "Name Change") to verify and correct your information.

Admission Policy

PCC has an open-door admission policy. This means we impose no admission requirements on you if you are 16 years of age or older. However, admission to the college does not guarantee that you can enroll in certain courses or programs that may have prerequisites or program admission requirements.

You may apply online at www.pueblocc.edu (Find and click on the "My Community Education" icon), at any PCC registration station, or by filling out an application form and sending or taking it to the Admissions and Records office of the campus you attend. The address of the main campus is

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, CO 81004

Demonstrating “Lawful Presence” (U.S. Citizenship or Legal Permanent Resident Status)

According to HB 06S-1023, you must demonstrate “lawful presence” in the United States if you

- are a new student, 18 or older,
- apply for admission to PCC after August 1, 2006, and
- apply for a public benefit such as in-state tuition or financial aid.

To demonstrate lawful presence, you must produce one of the following documents:

- Valid Colorado Driver’s License or Colorado Identification Card
- U.S. Military or Dependent ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Affidavit stating that you are a United States citizen or Legal Permanent Resident. Affidavits are available in the Admissions and Records office.

Student Classification

PCC uses several means of classifying students, depending on the purpose of the classification.

1. Unclassified/Classified Status

When you apply for admission, we classify you in one of two ways:

Unclassified. Unclassified students are not eligible for financial aid (including some scholarships).

Classified. Classified students may be eligible for financial aid. Note: All Financial Aid recipients MUST be Classified.

To become Classified, you must

- be admitted to the College,
- satisfy the **Requirements for Classification** (listed below), and
- officially declare a major in an approved associate degree or certificate program. To declare a major, complete a Change of Major Form that is available from the Admissions and Records Office. Before doing so, please review the Change of Major information in the *Academic Regulations* section of this catalog.

Requirements for Classification

If you are younger than 18, you will be Classified only if you have

- received a high school diploma, or
- successfully completed the GED Examination.

If you are 18 or older and not enrolled in high school, you will be Classified only if you have

- received a high school diploma, or
- successfully completed the GED Examination, or
- successfully passed the ACCUPLACER Test.

Note: ACCUPLACER pass scores are determined by the U.S. Department of Education annually. You must take the computer version of ACCUPLACER administered by PCC or other authorized testing center.

Changing Your Classification

You may change from Unclassified to Classified status when you meet the Classified requirements.

2. Class Rank

Your class rank is based on the number of college-level semester credit hours you earn. PCC has two class ranks:

1. Freshman – fewer than 30 hours.
2. Sophomore – 30 or more hours.

3. Part-time/Full-time/Auditor Status

Part-time Student

You are a part-time student if you are carrying fewer than 12 credits.

Full-time Student

You are a full-time student if you are carrying 12 or more credits.

Auditor

When you audit a course, you enroll in a course for which you receive no formal transcript grade. As an auditor, you regulate your own course attendance, take no examinations, and receive no credit. The symbol “AU” is recorded on your transcript in place of a grade. If you wish to audit a course, you must indicate your intent to audit at registration or before the refund/census period ends. Audited courses are not eligible for the COF stipend or for financial aid; if you are a veteran, you will not receive veteran’s benefits for audited classes. *Therefore, you are responsible for the full in- or out-of-state tuition for any courses that you audit.*

You must tell your instructor that you are auditing a course.

Change of Major

You must complete the basic skills assessment before you can declare a major in any approved program. You may change your major by filing a Change of Major Form in the Admissions & Records Office. If you file the request after the term’s posted Add Period, it will become effective with your next term of enrollment. If you wish to change your major to a health program, you must obtain written authorization from the department chair. When your change of major becomes effective, we will assign you an appropriate advisor.

High School Junior and Senior Applicants

Post Secondary Education Options Act (PSEOA)

If you are a high school junior or senior, we may consider you for admission as a High School Junior and Senior Applicant. For this to occur, PCC must first have a Post Secondary Enrollment Options Act (PSEOA) agreement with your high school or school district. Under this agreement, you can earn college credit that will also count as high school credit. Your high school will award one-half of a high school credit for each three credit PCC course you complete with a "C" or better and will apply this credit to the appropriate subject area for high school graduation. Your high school district will pay your tuition for a maximum of two classes per semester, unless otherwise arranged in the agreement. Summer sessions are excluded from the PSEOA.

If you are interested in this option, begin the application process by talking to your high school counselor. If you are admitted as a High School Junior and Senior Applicant, you are Unclassified and remain in this status until high school graduation. *You are NOT eligible for financial aid and most scholarships. Foreign exchange students with an F1 Visa may not be included in these high school agreements.*

Advanced Vocational Education Program (AVEP)

PCC and Pueblo School Districts 60 and 70 have entered into a modified version of the PSEOA agreement called the **Advanced Vocational Education Program (AVEP)**. This program is available to high school junior and senior students who qualify to take PCC vocational classes as identified by School District 60 and School District 70. Your school districts will pay for your tuition, college fees, a maximum of \$40 in lab fees, and required books. You must provide your own transportation to the location where the PCC course is taught. Your high school will award one-half elective credit for each three credit hours of AVEP coursework you complete with a "C" or better. You may enroll in one or two courses, depending on the number of credit hours of the courses, unless otherwise arranged through the agreement. Summer sessions are excluded from this agreement.

Re-admission to PCC

If you are a former PCC student who has not attended PCC for one or more full semesters (fall or spring), you must complete an Application for Re-Admission. We will ask you to update your previous application and provide additional residency and/or transfer documentation.

Transfer Applicants

If you have attended another college or university and are seeking admission to PCC for the first time, you are considered a Transfer Applicant. If you are seeking Classified status and wish to transfer credit from your previous college, you must ask that college to mail your official transcripts to this address:

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, Colorado 81004

For more information about transferring from another institution, see the *Transferring Credit* section of this catalogue.

International Student Applicants

An international student is one who attends PCC on a nonimmigrant student visa (usually an F, J, or M nonimmigrant visa). Legally admitted immigrants and refugees are not considered international students. Generally, the policies described in this catalogue apply to international students as well as domestic students. However, by federal law, some special policies apply only to international students.

Applying for Admission as an International Student

We will consider your application *only* if you submit all documents by the following deadline dates:

- First Monday in April for Summer and Fall terms
- First Monday in November for Spring semester

If you are a resident of another country, you must submit the following documents to apply for admission:

- *An application for admission.* You can get an application from this address:

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, Colorado 81004

- *Two official transcripts of all work completed in high school, college, or their equivalent.* One transcript must be in your native language, and the other must be in English. The transcripts must contain these items:
 - Courses you took
 - Grades you earned
 - Length of your classes
 - Length of your school term.

Your former schools or colleges must send all transcripts directly to the Admissions Office at the above address. We do not accept hand-carried transcripts. All transcripts must bear the official seal of the issuing institution. Also, please make sure that the issuing institution includes an explanation of all terminology that appears in your transcript.

- *A financial statement* describing all resources provided for you while you are in the United States. You cannot register without this statement. PCC has no institutional funds to support international students. You must be able to meet all financial obligations while attending PCC.
- *Verification of health insurance coverage.* This insurance is mandatory. You may obtain it through PCC or from your home country. You are required to submit verification of current insurance coverage to the Admissions and Records Office prior to acceptance into PCC.

- *English Placement Exam Scores*: If you are a first time freshman international student, and if you are from a country where English is not the native language, you must meet one of these requirements:
 - *Test of English as a Foreign language (TOEFL)*: A total minimum score of 450 on the paper-based version or 133 on the computer-based version. To register for the TOEFL, write to the Publications Office, P.O. Box 6154, Princeton, NJ 08540, USA; or check with the U.S. Embassy or the U.S. Information Service Center for TOEFL information.

The TOEFL code number for PCC is 4634. To have TOEFL scores sent directly to PCC, please enter 4634 on your answer sheets when you take the TOEFL examination. If you have already taken the test, enter 4634 on the Score Report Request Forms.
 - *American Language Academy*: Successful completion of level four.
 - *ELS Language Center*: A score of 109.

If you are a **transfer international student**, you must meet one of the above English proficiency requirements, and you must have an overall cumulative grade-point average of 2.0 or above.

Note: When you submit a document to PCC, it becomes our property. We cannot return it to you. Therefore, please do not submit any document in its original form. Instead, submit an official or certified copy of the document. The official version is a copy of the original that has been notarized or certified by a recognized official source attesting that the document is a true copy of the original.

Other Requirements for International Students

- Complete PCC assessment tests, new student orientation, and advising before registering for classes. Your scores on the placement tests will determine which classes you take in English, mathematics, reading, and computer literacy.
- Pay tuition and fees in full at the time of registration. International students on F-1 visas pay the same tuition and fees as non-resident students.
- Comply with immigration requirements regarding the number of credit hours you take while attending PCC. U.S. Immigration and Naturalization Service regulations require that international students on F-1 visas carry and complete a minimum of 12 credit hours per semester and that they complete their educational objectives within a reasonable period of time. If you do not comply with INS Regulations, we will place you on probation or suspension.
- Comply with the minimum grade point average requirements found under Academic Probation and Suspension in the *Academic Regulations* section of this catalog.

Limited-Entry Programs

If you want to apply for a limited entry program, you must apply to the program itself (in addition to applying for admission to the college).

The following programs are limited-entry:

Dental Assisting	Pharmacy Technician
Dental Hygiene	Phlebotomy Technician
Emergency Medical Services	Physical Therapist Assistant
Massage Therapy	Psychiatric Technician
Medical Sonography	Pueblo Law Enforcement Academy
Nursing	Radiologic Technology
Occupational Therapy Assistant	Respiratory Care Practitioner

These programs have specific entrance requirements. You may not enroll in limited-entry program courses until you are formally accepted into the program.

Before you are admitted to a limited-entry program, you must complete a criminal background check. Certain felonies or misdemeanors will preclude you from entering a health professions program. For further information, contact a health advisor.

Upon admission to a limited-entry program, the following additional requirements must be completed:

- Drug screening
- Submission of a health certification form documenting immunizations, TB Skin Test, CPR training, and receipt of Essential Job Functions.

It is your responsibility to meet the medical requirements of the program you wish to enter. If you are allergic or sensitive to latex, be aware that in Health Professions programs, latex products are used extensively, both during training and in the workplace. If you have an allergy or sensitivity, we will ask you to sign a release, and you may have to observe special precautions.

Note: Some clinical courses may not be available when you want to take them because of changes occurring in the health care industry. This could extend the length of your program.

Residency Classification

When you are admitted or readmitted to PCC, we classify you as either a *resident* or a *non-resident* of Colorado for tuition purposes according to the provisions of Title 23, Article 7, Colorado Revised Statutes, as amended. You have the right to challenge your tuition classification. To do so, obtain a Petition for In-State Tuition Classification from the Admissions Office, and complete and return the Petition with the required documentation to the Admissions Office. We will use the documents supplied by you, along with the answers to the residency questions on the Petition, to make a final residency decision.

To be classified as a *resident*, you must meet two tests of domicile:

- 1) **Presence:** You must have been physically domiciled in Colorado for twelve (12) continuous months prior to the first day of classes.
- 2) **Intent:** You must document that Colorado is your permanent state of residence.

It is not enough to document presence but not intent. Furthermore, you cannot rely on just one document to prove intent. Examples of the kinds of documents you might submit are listed in the following table.

<i>Criterion for Residency</i>	<i>Example of Document</i>
Employment in Colorado	Pay stub
Payment of Colorado state income tax	Colorado state tax return
Ownership of residential real estate in Colorado	Real estate tax bill
Primary residence in Colorado	Colorado state tax return
Graduation from a Colorado high school	High school diploma or transcript
Registration of motor vehicle in Colorado	Car registration
Acceptance of future employment in Colorado	Letter from your future Colorado employer offering you a job
Voter registration	Mailing you received from the County Clerk's Office prior to the last election or verification from the County Clerk's Office
Possession of Colorado Driver's license	Copy of your Colorado Driver's license or ID card

Deadline: Submit your petition with all supporting documents by the deadline date published in the PCC Schedule of Classes for the intended term. We will not review late petitions, those missing documentation and information, or those without a notarized signature.

Selective Service Registration Requirements

Before enrolling at PCC, male students must truthfully declare their selective service registration status on the Application for Admission. You may not enroll if you provide no information or false information. If your status changes in any way, you must notify the Admissions & Records Office. You may register for Selective Service or obtain proof of registration by using the web site at www.sss.gov. Contact the Admissions & Records Office for further information concerning Selective Service requirements.

Student Health Insurance

A low-cost health insurance plan is available for you and your family. The Admissions & Records Office provides all students with a brochure and application form that explains benefits, the cost of premiums, and enrollment procedures. You must be enrolled in at least one credit hour to be eligible for membership.