



Below you will find information regarding Pine Technical and Community College's (PTCC) concurrent enrollment program for the 2021-2022 academic year.

Deadline	What	Notes
March 15	PTCC Course Request Form	Submit the list of college courses that your school plans to offer for the upcoming academic year.
April 15	New Concurrent Enrollment Teachers	If you have <u>new</u> teachers who would like to teach a concurrent enrollment course next year, the following documentation, and supplemental materials, must be submitted for approval by April 15: <ul style="list-style-type: none"> • New Teacher Interest Form • Concurrent Teacher Credential Review Form Resources: <ul style="list-style-type: none"> • New Concurrent Enrollment Teacher Application Process • New Concurrent Enrollment Teacher Approval Process
April 15	New Concurrent Course(s)	If your school would like to offer a new concurrent enrollment course through PTCC, the following documentation must be submitted for review and approval by April 15: <ul style="list-style-type: none"> • Proposed syllabus • Sample assessment • Statement of teaching philosophy
February-May	Concurrent Enrollment Orientations Sessions	Concurrent Enrollment orientations are a great way to share information regarding college-credit courses with students who intend to take PTCC courses during the next academic year and their parents/guardians. PTCC has created the following resources that schools should share with their students interested in taking concurrent enrollment courses next year: <ul style="list-style-type: none"> • Concurrent Enrollment Orientation Video and required acknowledgement form • Virtual Orientation/Information Sessions
Spring	Student Applications	All students who are considering taking a PTCC concurrent enrollment should apply to PTCC. High schools should work with PTCC to determine an application timeframe so that PTCC staff can send updates to appropriate high school contacts as applications are processed. Updates will include the names of students who have applied, StarIDs, etc. PTCC has created the following resources that schools should share with their students: <ul style="list-style-type: none"> • Virtual application assistance sessions (registration form) • Step by step application guide
June 1	Class lists, ACT/MCA scores	High schools should provide PTCC with class lists and student ACT/MCA scores for all concurrent enrollment classes prior to summer break.
June 1	Joint Powers Agreements/Contracts	All PTCC concurrent courses should be finalized at this point. Once finalized, PTCC will draft and send contracts to high school administrators for review and signatures.
June 1	Student Appeals and Waivers	Students who wish to take a concurrent enrollment course, but do not meet eligibility requirements, and a counselor/administrator/teacher within the discipline feels they can be successful may appeal. A student must submit an appeal form , with all required documentation and signatures to be considered. <ul style="list-style-type: none"> ▪ Submission of an appeal form does not guarantee course registration. ▪ Students may submit appeals up to 4 weeks prior to the start of the course