

# PRETTY PRAIRIE HIGH SCHOOL



HUTCHCC.EDU

# CONCURRENT ENROLLMENT CHECKLIST

Follow the steps below to start earning college credit while you are still in High School!

2019-2020

- **Application:** If you haven't already, complete the online application for admission as soon as possible, found at: <http://www.hutchcc.edu/apply>. You will need your social security number for the application process. If you have taken classes with HutchCC before, you do not need to complete the application again. Check for typos on information, verify graduation year, your residency date is your date of birth or the date you moved to Kansas.
- **Course Options:** Please see Mrs. Harbaugh for a list of courses offered at Pretty Prairie High School and let them know what courses you would like to enroll in. If you are interested in taking additional HutchCC courses (online or in Hutchinson), please access the full schedule of HutchCC courses at [www.hutchcc.edu](http://www.hutchcc.edu).
- **Assessments:** Students need to have qualifying assessment scores in order to be eligible to take some college courses (English and Math) with HutchCC. Please see Mrs. Harbaugh to make sure you have adequate assessment scores or for further information about how to qualify for courses. CNA is the only Excel in CTE course that requires a placement score.
- **Enrollment:** HutchCC staff will enroll you as soon as assessment scores are verified. High School students cannot enroll themselves online. Please make sure Mrs. Harbaugh is aware of the course(s) you would like to be enrolled in.
- **Drop/Refund/Withdraw:** Information regarding deadlines for drop/refund/withdraw can be found on your schedule in your DZ account. Course schedule changes must be done with both your high school Counselor and HutchCC.
- **Tuition Payment:** After confirming intent, billing statements can be viewed in your DragonZone account under the **FINANCE** tab and a paper bill for your HutchCC course(s) will be mailed directly to your home to your attention. Payment can be made online or in the Business Office in Hutchinson. A payment plan can be set up online through your DragonZone account under "My Account". A delay in payment could result in late fees being assessed to your account. Courses covered under Excel in CTE are tuition free. Please make sure Fall payment arrangements are in place by **September 15, 2019** and payment arrangements for Spring are in place by **January 31, 2020**.
- **Textbooks:** Textbook information and estimated prices can be accessed through your DragonZone account. You can purchase your textbook(s) by coming to the Campus Store in Hutchinson (Parker Student Union), or ordering your textbook(s) over the phone by calling the Campus Store at 620-665-3517 and requesting they be shipped to your home for an additional fee. Please make sure you have your textbook(s) for your HutchCC course(s) by the start date of the course. (Note: Please check with Mrs. Harbaugh for which books are provided by the high school.)

## CONFIRMING YOUR INTENT:

Go to [www.hutchcc.edu](http://www.hutchcc.edu) and click on DragonZone, found under the **STUDENT LIFE** tab.

Before you can use DragonZone you will need to get your username and password by clicking the link that says 'Account Help' on the login page. Fill out the 'Forgot Username' or 'Forgot Password' form as needed. The 'Forgot Username' form will send your username to your personal e-mail address. The 'Forgot Password' form will send a password reset link to your personal e-mail address.

If you need assistance, please call Tech Support at 620-665-3524. Once you have your Username and Password, log into DragonZone.

Complete any profile and informational screens that pop-up. Read the screens carefully and follow on screen instructions. Confirming your intent locks in your course schedule and obligates you financially for your courses. *If the confirm intent box doesn't pop up when you first log in you will need to answer the data elements before you can confirm your intent.*

Keep your Username and Password in a safe place, you will need this information to access your grades, check your HutchCC e-mail, print statements, etc.

You must confirm your intent to receive college credit for your transcript.

## HIGH SCHOOL TUITION PRICES/FEES

**\$91 PER CREDIT HOUR, IN-STATE**

\$81 PER CREDIT HOUR FOR RENO COUNTY RESIDENTS  
COURSES COVERED UNDER EXCEL IN CTE ARE TUITION FREE ONCE INTENT IS CONFIRMED  
HIGH SCHOOL BLENDED COURSE FEE PER CLASS - \$25  
ONLINE & HYBRID FEE PER CREDIT HOUR - \$17

**CONTACT  
ME TODAY!**

PHONE O: 620-727-2790 or C: 316-706-4102  
EMAIL [nussm@hutchcc.edu](mailto:nussm@hutchcc.edu)  
ADDRESS 1 E. 9th Avenue, Hutchinson, KS 67501

**facebook**

[www.facebook.com/HutchCC.RenoCountyOutreach](http://www.facebook.com/HutchCC.RenoCountyOutreach)

## DRAGONZONE GUARDIAN ACCOUNT REQUEST

Parents and Guardians, would you like access to your student's bill? Set up your Guardian Account with DragonZone!

1. From DragonZone log in page, click 'Account help'
2. Select Guardian Wizard
3. Complete steps to creating Guardian account.  
(You will need an e-mail address and contact information during creation process.)
4. The student will then log in to their DragonZone account and accept the request.

## STEP AHEAD PROGRAM

[www.hutchcc.edu/step-ahead](http://www.hutchcc.edu/step-ahead)

With the rising costs of higher education, affordability is always a concern for parents and students. Hutchinson Community College Step Ahead program can help you get a head start on a quality education at one of the premier colleges in Kansas. Take some classes from HutchCC while you're attending a Kansas high school. After you graduate, enroll and attend full-time at HutchCC for your freshman year and we will reimburse you the cost you have spent on tuition. It's as easy as that!

- College credit must be a letter grade and students must have earned a grade of C or higher or a P in a pass/fail class.
- Day or evening, on-campus, off-campus, ITV or internet classes taken during the fall, spring or summer semesters prior to high school graduation are eligible for reimbursement.
- The tuition reimbursement is granted to students who enroll and attend full-time in the Fall or Spring semesters following high school graduation.
- HutchCC must be the only institution attended after high school graduation.
- Graduated High School Seniors, attending only HutchCC Summer classes, are not eligible for the program.
- Be a Kansas Resident.
- Reimbursement will cover only the tuition paid for by the student.

**CONTACT DIRECTOR OF ADMISSIONS - CORBIN STROBEL - STROBELC@HUTCHCC.EDU OR 620-665-3537**

## LIFELONG LEARNING CLASS OPPORTUNITIES

Be a lifelong learner with our non-credit special interest classes. Do you have a new camera with too many buttons? Our non-credit Digital Photography class will set you up to capture every life moment. Are you dreaming of a motorcycle? Motorcycle Safety will get that Kansas class M Driver's License in your name. Are you wanting to turn your thumb green? Let's Get Growing will help you put roots in your garden. Commercial CDL, Silversmithing, Woodworking and Sign Language are just a few more options we have to meet your needs!

**Contact me today with questions or ideas for classes you'd like to see us offer!**

## HELPFUL TERMS TO KNOW

**Application:** Completing application for admission via the HutchCC public website, no application fee.

**Enrollment:** Adding a student's name to the HutchCC course roster in the HutchCC system after completion of the application and assessments. HutchCC staff will enroll all high school students.

**Drop:** Student initiated removal from course roster during add/drop/refund period. A refund will be given if course is dropped.

**Withdraw:** Student initiated removal from course after drop date but before withdraw date. A "W" will appear on transcript and no refund will be given.

**Confirmation of Intent:** Student's acceptance of their HutchCC schedule and the financial obligation for their HutchCC class(es).