

TEEN COLLEGE

Parent Handbook



PIKES PEAK
COMMUNITY
COLLEGE

PPCC.EDU/TEENCOLLEGE

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GENERAL INFORMATION

WELCOME

Welcome to Pikes Peak Community College, Workforce Development, Teen College Summer Camp 2019! Teen College is a summer camp program specifically setup for incoming 7th, 8th, and 9th grade middle school students, generally ages 11 to 15. We are excited to have your teen participate in our summer program. We know this will be an enjoyable, enriching experience for them.

MISSION STATEMENT

PPCC Workforce Development seeks to provide high quality educational pathways for middle school students to begin exploring a variety of careers in a college setting.

PROGRAM GOALS

Campers:

Teen College aims for every camper to:

- Explore various careers through fun, hands-on activities.
- Experience college in a safe, supervised setting.

Parents/Guardians:

Teen College aims to:

- Provide a social and interactive program to explore their interests, while in a safe and supervised setting.
- Open the opportunity for the parents and their teens to have a conversation about the student's future thoughts on college and careers.

PROGRAM PHILOSOPHY

The Teen College Program is designed to give middle school campers a college experience and career exploration in one week sessions throughout the summer, providing exposure to a variety of degrees and certifications available at PPCC. We aim to increase awareness of PPCC for middle school campers to feel comfortable and confident to join PPCC's High School Program once they reach high school. Finally, we believe their camp experience will build their confidence in school and help them clarify their future career pursuits.

TEEN COLLEGE STAFF

Annette Smith

Associate Vice President of Workforce Development
502.2415

Janet DeLuca

Director of Teen College
Office: 502.2421 | Cell: 433.2805

Nicole Nicoletta

Teen College Morning Coordinator
502.2404

Janet Brugger

Teen College Afternoon Coordinator
502.2404

Victoria Mason

Administrator and Registrar
502.2357

Workforce Development Main Office

502.2404

The Work Force Development office is staffed from 8:00am to 5:00pm. If you need assistance before or after hours, please call Janet DeLuca, Teen College Director at 719.433.2805.

REGISTRATION PROCESS

HOW TO REGISTER

- Registration is on a first come, first serve basis. Class sizes are limited.
- Program tuition must be paid at time of registration. Class seats cannot be reserved if we do not receive payment.
- When a course is full, the Workforce Development Staff will create and maintain a waiting list.
- If a class does not run, you will be notified no later than the Thursday prior to the start of your teen's camp. An alternate class will be suggested for your student.

Registration for Teen College is March 1 through July 19th, and can be completed online, by phone, or in person:

- Online Registration: Follow the steps below.
- Over the phone: Please call 502.2404 for immediate assistance.
- In Person: Please come to our office located at 5675 South Academy Blvd, Colorado Springs, CO 80906, Room A-223, between 8am – 5pm, Monday through Friday.

ONLINE REGISTRATION PROCESS

Log into www.ppcc.edu

Click on:

- Community
- Workforce Development
- Teen College Summer Camp
- "Register for Summer Camp" Button

Once you are at the PPCC Registration site, you will click on LOGIN/CREATE ACCOUNT.

- If you are registering a returning camper, you will login using your account from last year.



- If you are registering a first time camper, you will create an account.

To create an account:

- Click on Create New Profile:
 - The adult will need to first create a HOUSEHOLD account for the primary person with the account, then add the student(s) under the household.
 - Scroll down to the bottom of this page and click on Household Profile, then Submit.
 - You will need to complete this page completing all the * boxes which are required information.
 - Select CONTINUE once all the information is completed.
- How did you hear about us: Select from the drop down box by clicking on the arrow.
- Click on Continue.
- Enter your middle name, then click yes or no

REGISTRATION PROCESS

if you are 65 or older. These fields are not required, click Submit.

Household Profile Screen:

- Click on "Add youth member to household." Now you will add your child/ren that will be attending Teen College.
- Complete information by adding the child's:
 - First name
 - Last Name
 - Date of Birth (they must be between the ages of 11 – 15)

You are now ready to enroll your student(s) in classes.

- Click on "search" at the top of the page.
 - Click on search, a white box will appear. Enter the first word of the course title, i.e. trauma, and the list of courses will appear with that word in it. Find the course you are wishing to register for, and click on the title.
- There may be multiple sessions to choose from (some classes are offered more than one week); select the class that is the date you want your child to attend by clicking "add to cart."
- When you click on add to cart, a popup box appears. Uncheck the adult's name and select the child that will be attending this class. Then click on Submit.

Continue with this process, adding each class you want to attend.

PLEASE REMEMBER: To attend full day camp, you will need to go to the SEARCH bar, search for "Afternoon" and select "Afternoon Explorer."

- Select the correct date you want to attend.

- If attending multiple weeks, you need to do one week at a time, add to cart, then go back to the list and add another date.

View Cart / Checkout:

- After class selection is complete, go to the top of the page and click on VIEW CART, then CHECKOUT.

DISCOUNTS

- Early Bird discount of 10% is from March 1 – April 15, enter code EB2019, then click Apply Class Code.
- Multiple Class discount of 20% is from March 1 – July 19, no code is necessary since the system will automatically apply the discount.
- Scholarship are available, are need based, and funded by the Myron Stratton Foundation. Call 502.2404 to apply.

REFUND POLICY

- Before check out click on the words "Refund Policy" and read the Refund Policy.
- Once read, click the box affirming you have read and agree to the refund policy.

CHECKOUT

- To finalize your checkout, click checkout at the bottom of the screen.

PAYMENT

- From this point follow the instructions to enter your payment information.

WEEKLY SCHEDULE

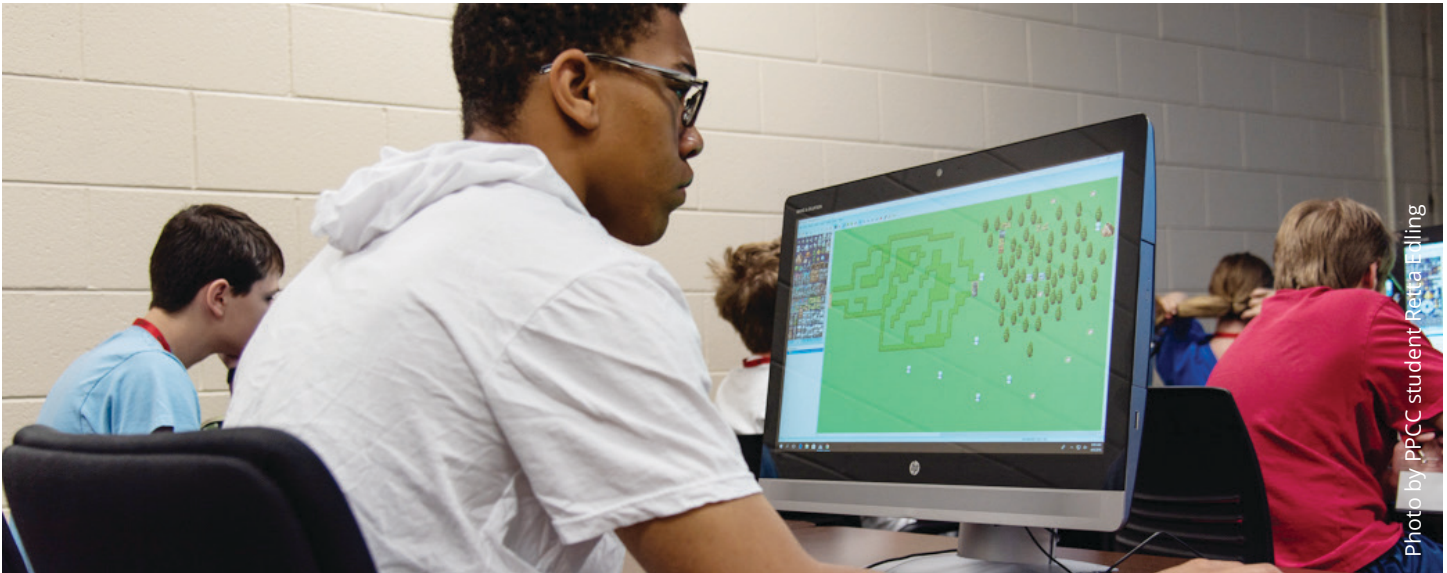


Photo by PPCC student Reta Hilling

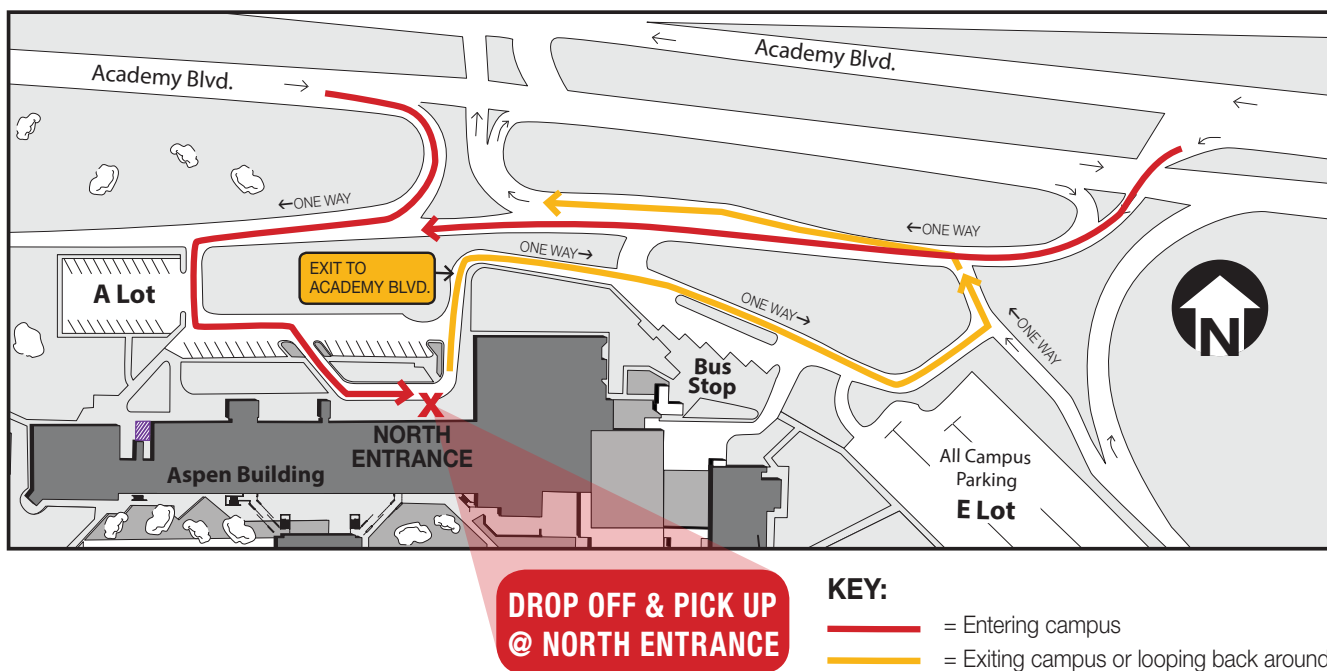
All classes are offered at the Centennial Campus, 5675 South Academy Blvd.

Morning Session is from 8:00am – 12:00pm

Afternoon Session is from 12:00pm – 4:30pm

The drop off/pick up location will be at the NORTH ENTRANCE of the Aspen Building, facing Academy Blvd. A map is attached to help identify the location.

Note: Please do not come early, because there is no place to park. The area used for drop off and pick up is an active roadway.



WEEKLY SCHEDULE



Photo by PCC student Dustin Price

DROP OFF AND PICK UP LOCATION AND TIMES

The North Entrance is our drop off and pick up location for all College students so this area may be congested. There is no parking in this area. Please do not arrive early to pick up your student. You will not be allowed to park out front and Campus Police will ask you to move to one of our parking lots to wait until your teen is released.

NUMBER ID CARD

On your first day of summer camp, after we verify your ID, we will give you a card with a number on it. Please keep this card in your vehicle to help identify that you are picking up a teen with our program. You will need to show us your numbered card when you pull in. The number on your card will also match the number on the back of your child's name tag. Instead of calling out names this year, we will call out numbers. We will make every effort to keep the line moving as quickly as possible.

DROP OFF AND PICK UP TIMES AND GUIDELINES

Morning Drop Off Times: Morning drop off is available from 7am through 8am. If you are going

to be later than 8am, please call the Workforce Development Office at 502.2404. The Teen College Coordinator will meet your teen at the North Entrance and escort them to class.

Half Day Afternoon Pick Up: If your teen is not staying with us for a full day, your teen will be outside at the North Entrance no earlier than 12:00pm. Please do not arrive early to park in the drive-through area. If you arrive early, you will need to go park in Lot C, D or E and wait until noon to come through the drive through lane to pick up your student.

Full Day Afternoon Pick Up: If your teen is with us for the full day, they will be outside at the North Entrance no earlier than 4:45pm. The afternoon Teen College Coordinator will remain with all the teens until the last student is picked up.

Walkers: If you park and walk over to the drop off and pick up area, please check in and out with one of the Teen College Staff.

TEEN COLLEGE SUMMER 2019 SCHEDULE

WEEK 1 | JUNE 10 – 14, 2019

7:00am – 8:00am	Morning Drop Off
8:00am – 12:00pm	Battle Royale, Make Your First Fortnite Style Video Game
	All Baking, No Faking
	App IO: Make Your First Multiplayer Player
	New! Dig it all up!
	New! "Atoms" Family
12:00pm – 12:15pm	Dismal / pick up for half day campers
12:00pm – 1:15pm	Lunch for full day campers
1:15pm – 3:30pm	Write Your Own adventure!
3:30pm – 4:30pm	Bring Your A Game
4:45pm – 5:30pm	Dismissal / pick up for full day campers

WEEK 2 | JUNE 17 – 21, 2019

7:00am – 8:00am	Morning Drop Off
8:00am – 12:00pm	Python Programmers
	Virtual Reality: The Future is Now
	All Baking, No Faking 2.0
	New! Designer Genes
12:00pm – 12:15pm	Dismal / pick up for half day campers
12:00pm – 1:15pm	Lunch for full day campers
1:15pm – 3:30pm	Cyber Ninjas!
3:30pm – 4:30pm	Bring Your A Game
4:45pm – 5:30pm	Dismissal / pick up for full day campers

WEEK 3 | JUNE 24 – 28, 2019

7:00am – 8:00am	Morning Drop Off
8:00am – 12:00pm	Scene of the Crime
	Trauma Drama
	Picture It: You as a Photographer
	Next Level Baking
	New! Write Your Own Adventure!
	New! Be the Change!
12:00pm – 12:15pm	Dismal / pick up for half day campers
12:00pm – 1:15pm	Lunch for full day campers
1:15pm – 3:30pm	CPR Training
3:30pm – 4:30pm	Bring Your A Game
4:45pm – 5:30pm	Dismissal / pick up for full day campers

TEEN COLLEGE SUMMER 2019 SCHEDULE

WEEK 4 | JULY 8 – 12, 2019

7:00am – 8:00am	Morning Drop Off
8:00am – 12:00pm	ROBLOX Makers
	Make Your First 3D Video Game
	New! Contraptions and Concoctions
	New! Breakfast Made Better
	New! Dig it all up!
12:00pm – 12:15pm	Dismal / pick up for half day campers
12:00pm – 1:15pm	Lunch for full day campers
1:15pm – 3:30pm	Essential Computer Skills (Word, Outlook, Excel, and Cyber safety)
3:30pm – 4:30pm	Bring Your A Game
4:45pm – 5:30pm	Dismissal / pick up for full day campers

WEEK 5 | JULY 15 – 19, 2019

7:00am – 8:00am	Morning Drop Off
8:00am – 12:00pm	Battle Royale: Make Your First Fortnite Style Video Game
	Star Wars Stop Animation
	New! Cyber Ninjas!
	Trauma Drama
	New! Sandwiches Again?
	New! What's your story?
12:00pm – 12:15pm	Dismal / pick up for half day campers
12:00pm – 1:15pm	Lunch for full day campers
1:15pm – 3:30pm	CPR Training
3:30pm – 4:30pm	Bring Your A Game
4:45pm – 5:30pm	Dismissal / pick up for full day campers

WEEK 6 | JULY 22 – 26, 2019

7:00am – 8:00am	Morning Drop Off
8:00am – 12:00pm	Minecraft Modders
	Make Your First 3D Video Game
	New! Dinner and an Appetizer
	Code Breakers
12:00pm – 12:15pm	Dismal / pick up for half day campers
12:00pm – 1:15pm	Lunch for full day campers
1:15pm – 3:30pm	Felt and Paper Crafting
3:30pm – 4:30pm	Bring Your A Game
4:45pm – 5:30pm	Dismissal / pick up for full day campers

POLICIES AND PROCEDURES

ACCIDENTS/INJURIES

Safety is very important to us. If a camper is injured, Teen College Staff and Campus Police will administer aid and notify the parent or guardian immediately, followed by the emergency contact found on your Release Form. In the case of a life threatening event, 911 will be called by PPCC Campus Police immediately, followed by the parent or guardian.

ADVERTISING

PPCC Workforce Development advertises for Teen College in the public media in order to inform the community of registrations and promote the program. Participation by campers is voluntary and must have prior authorization from the parent or guardian by signature on the Photo Waiver included with your Release Form.

AGE OF CAMPERS

All campers must be incoming 7th, 8th, or 9th grade students between the ages of 11 through 15.

ATTENDANCE

Attendance is taken every morning by Teen College Staff at the drop off location, and again once the student gets to their classroom by the instructor. While the campers are in class, the Teen College Coordinator will visit each classroom throughout the day to provide an additional layer of supervision, helping to monitor the classes. If your teen is absent, please call the office in the morning at 502.2404. If your teen needs to leave camp early, please call the main office. The Teen College Coordinator or Teen College Staff will meet you at the drop off location. You must have your child's number card in the car with you, or your picture ID (Driver's license) and be listed as an authorized adult to pick up the teen.

AUTHORIZED PERSONS

The parent or guardian authorizes who may pick

up their teen via the Release Form. This form is available on line at www.ppcc.edu/teencollege and it will also be emailed to you after registration. The authorized person(s) must be on the release form in order for the teen to be released to them. If for some reason someone other than an authorized person(s) is asking to pick up your teen, the Teen College Coordinator will call the parent or guardian to verify that individual has permission to pick up your teen. They must have proper identification for us to release your teen. If there is someone who is not allowed to pick up your teen, please inform the Teen College Coordinator and Teen College Director by adding this information to your release form.

BATHROOM BREAKS

Bathroom breaks are timed to coincide with a mid-class break planned by the instructor in each class. If a camper needs to use the restroom at an unscheduled break time, the instructor will call the Workforce Development Office, and the Coordinator or Staff member will escort them to the restroom.

CELL PHONE USE

Cell phones should be kept in the student's backpack and should be silenced. If there is a medical reason (medical alerts, monitoring, etc.) that the student is required to have it, that will be allowed, but the information must be on your students medical waiver form indicating this is necessary. If the student does not have a backpack, the cell phone should be silenced and left on the desk in plain view of the instructor. It is distracting and disrespectful to both the instructor(s) and the class for the camper to be on their phone. The only time(s) that campers can use their cell phones is during pick up and drop off, snack time (break time), or during their lunch time. Due to the nature of some courses that involve hands on experiments where distractions

POLICIES AND PROCEDURES

can cause injuries, the instructor may collect cell phones at the beginning of the class if it becomes a safety issue.

CHANGE IN CONTACT INFORMATION

If there is a change in phone number, emergency contact, authorized pick up names, etc. after the first day, report the change promptly to the Teen College Coordinator. We need accurate information for the safety of your teen.

CLOTHING

Campers should dress comfortably in clothing that is appropriate for the classroom. If a course requires specific clothing, the parent or guardian will be notified prior to the first day of camp. Age appropriate attire is expected.

DISMISSALS DURING CLASSROOM HOURS

To excuse your teen during program hours, it is necessary for the parent/guardian to notify the Teen College Staff. Please call 502.2404 so we can escort your teen to the pick up area and wait with them until you arrive. No campers will be excused from their classroom and cannot be picked up without the parent or guardian's consent. This is for your teen's safety.

DISRUPTIVE BEHAVIOR

We ask your teens to be respectful of PPCC property, and to understand that regular PPCC College classes are going on throughout the summer. If they are asked to quiet down in a classroom, remember that regular classes are taking place around them.

Appropriate on-campus and classroom behavior is grounded in respectful listening, speaking and acting in a way that is conducive to learning. Use of personal cell phones during class time is considered disruptive behavior. Disruptive classroom behavior may result in expulsion from the class. If a student is removed from the classroom, their parent or guardian will be called

to pick up their student. Campers who do not modify their behavior will be removed from the class roster and tuition will not be refunded. It is especially important that the campers practice respectful behavior during drop off and pick up to ensure that everyone is kept safe. No shouting, pushing, shoving or fighting will be tolerated. Teen College Staff must account for every student, so it is imperative that students are cooperative and attentive to the directions given by staff.

DROP OFF AND PICK UP

Your teen MUST check in and out with the Teen College Coordinator or a staff member. During pick up, we need to verify an authorized person is picking them up. Please make this clear to your teen, that they cannot leave the pick-up area until they check out with the Teen College Staff. We do not want the teens running across the parking lot to your vehicle. Please wait to pull up to the curb in front of the building and let them safely get in the car.

Teens will not be allowed to walk unescorted to one of the parking lots or an office on campus. After all the other campers have been dismissed, we can bring your teen to where you are parked or a PPCC classroom if you make prior arrangements.

FIRST DAY OF EVERY SESSION

(Mondays, release forms)

When you bring your teen to camp on the first day of a weekly session, (every Monday morning), you will need to have your Teen College Release Form completely filled out and signed by you and your teen. You can email these completed forms to us the week before you attend the camp, or bring them with you the Monday morning of camp. If we do not have a completed, signed copy on file, you will need to park and complete the form before we can allow your teen to stay. These release forms will be emailed to you after you register,

POLICIES AND PROCEDURES

and they are available to download from our PPCC Teen College Summer Camp webpage.

“GO OR NO-GO” CLASSES

In order to make the classes be more interactive and fun for your teens, we do try to run the classes with the most students possible. However, if we do not get enough registrations for a class we will notify you the week prior to the beginning of your session. We will first try to get your teen into another class that same week, or another class a different week. If we are not able to accommodate your schedule, we will refund your tuition based on the Refund Policy. (See Refund Policy in this handbook.)

GRIEVANCES AND CONCERNS

A successful program and satisfied students go hand-in-hand. Please contact the Teen College Director with any concerns or grievances you may have. The Teen College Director will take the appropriate steps to ensure both you and your teen are satisfied.

ISSUES WITH OTHER CAMPERS

If there is an issue, the camper should report it to the Instructor or the Teen College Coordinator immediately. They will help resolve the issue in a way that works best for all involved.

LATE ARRIVAL

We want your teen to have a rewarding and fun college experience, so please make every effort to be on time. If you arrive late to camp and there is not a Teen College Staff member there to greet you, please call 719.502.2404 so that we can come out and pick up your teen. Or, you are welcome to park in Lot C, D or E and walk your student to our office, A-223. Do not bring your teen straight to class. They must check in at our office.

LATE PICK UP

All teens are released from their classes at the posted time and the authorized person(s) must be

present to pick up your teen. If you are unable to pick your teen up on time, please call our office, 719.502-2404, so that we know when to expect you. If it is after 5pm, please call the Teen College Director, Janet, at 719.433.2805. We will have a Teen College Staff Member meet you at the pick up location.

LOST TEEN

In the event that a camper is missing, Teen College staff will contact the parent or guardian and Campus Police who will conduct a search, including interviewing staff and students, reviewing security cameras, etc.

LOST AND FOUND

Mark any personal items with your teen's last name so that if an item is lost or stolen it is easily identifiable. Please do not send valuable items that could possibly get lost or stolen. PPCC Teen College is not responsible for lost or stolen items.

LUNCHES AND SNACKS

Please make sure you send your child with light snacks and a water bottle. Morning session classes will all get a 15-minute supervised break. Lunch for full day campers will be from 12:00 – 1:15pm. Students must bring their own non-perishable lunch and drink. We do not have access to a refrigerator or microwave. Full day students should also have a snack and drink for the afternoon session, as they will also have a 15-minute break during the afternoon session.

MATERIALS AND SUPPLIES

All the materials and supplies for each class are provided by Teen College. If there is something special your teen needs to bring, we will notify you by email the week prior to your class beginning.

PHOTO/VIDEO RELEASE

During each Teen College session, we have a videographer and a photographer taking pictures of students during the programs. These photos

POLICIES AND PROCEDURES

are taken solely for the intent of marketing and informational purposes. Photos may be used on social media, our Teen College website, in our Teen College catalog and other promotional materials. Each student must have a signed copy of the Photo Waiver form in their file. This is included in the release packet. If you do not want your student photographed, please indicate that on the waiver form and we will make sure they are not included in any of the promotional videos or photos.

REFUND POLICY

A full tuition refund will be offered to those that cancel their registration before the start of the class they have registered for. If a camper is not satisfied with the class on the first day of the class, the parent or guardian will be given the option to switch to another class if there is a vacancy available, or they will be offered a pro-rated refund. Tuition will not be refundable after the first day of class. Any refunds for payments that were paid with either cash or check must be processed through the State. You will receive a check in the mail within 4-6 weeks. Any refunds for payments that were made with a credit card, will be processed and funds refunded to your account within 3-5 business days.

SCHOLARSHIPS

A limited number of scholarships are available on a first come first served basis, and they are based on need. Generally, if you qualify for WIC, TANF, SNAP or are in the free and reduced lunch program you qualify for a scholarship. A half day scholarship is \$125 and the full day scholarship is \$175. Please call the Workforce Development Office to see if you qualify and to register, 719.502.2404.

SPECIAL NEEDS

Teen College is designed to be an inclusive and engaging environment for all students. It is our mission to make all the programs and activities accessible to every student, except when providing such accessibility would cause a fundamental alteration to the nature of the program or activity, or where it would cause an undue financial or administrative burden. The Teen College Director will determine what accommodations are administrative and fiscally possible. The Teen College Director will respond to the parent or guardian of the student and notify them of her decision.

TECHNOLOGY USE

Teen College Staff, Instructors, and their Assistants will monitor all use of technology. No campers should be using the PPCC computers unless their Instructors permit it. Use of social media is not allowed on campus computers. Using computers for anything not connected with the class is not allowed.

TOBACCO-FREE POLICY

In order to promote general health, welfare, and well-being of staff and participants, smoking of any kind, chewing, vaping, or other use of any tobacco products shall be banned from all PPCC campus facilities, grounds and vehicles, unless noted in a designated smoking area. (Colorado School Law 25-12-101). No Teen College campers are allowed in the smoking area at any time, for any reason; nor will smoking of any kind be tolerated.

TUITION AND FEES

Tuition collected for each class pays the instructors, the supplies and the use of the facilities. Your teen's registration ensures their seat is reserved for that class. Teens will not be allowed to participate without full registration payment prior to the start of the class. Refer to

POLICIES AND PROCEDURES



Refund Policy for refunds. Half day tuition for morning session classes is \$175 per week, and full day tuition for one week is \$275. (Please see Scholarships for eligibility requirements.)

VOLUNTEERS AND ASSISTANTS

Teen College is very fortunate to have volunteers, assistants and student workers in designated classes. Depending on the size of the class and the nature of the class, we make sure there is enough supervision in each classroom as is appropriate. Each volunteer, assistant and student worker has gone through a screening process by the Teen College Director and PPCC Human Resources. All volunteers and assistants must be at least 16 years of age. Each volunteer and assistant is under supervision at all times by the Teen College Coordinators and the Director.

WITHDRAWING

If for some reason your teen needs to be withdrawn from a course, please notify the Teen College Coordinator or Teen College Director. (Please refer to the Refund Policy.)

CODE OF CONDUCT

Students violating PPCC Teen College Code of Conduct are subject to disciplinary action. Action taken may be a warning (written or verbal), suspension, or expulsion. This Code of Conduct does not replace College rules and policies.

Specific misconduct subject to disciplinary action includes but is not limited to the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on College premises.
2. Disorderly conduct, breach of the peace, lewd, indecent, or obscene conduct, aiding or inciting another to breach of the peace, or infringement upon the rights of others; using rude, degrading or abusive language (written or spoken), harassing others with gesture or language, including cursing.
3. Failure to comply with the verbal or written directions of College employees acting in the performance of their duties.
4. Theft of, or damage to, property on the College premises.
5. Unsupervised absence from classroom or a Teen College designated area.
6. Unauthorized departure from campus without the consent of parent/guardian and Teen College Staff.
7. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus except as permitted by law and College regulations.
8. Unacceptable use of any College owned computing equipment and/or network includes but is not limited to: knowingly spreading viruses; sending harassing, intimidating and/or threatening messages; pornography; re-posting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; online gambling; accessing the network using another individual's account; downloading or executing software without appropriate authorization; any other attempt to compromise the network integrity.
9. Use, possession, distribution of, under the influence of, alcohol or illegal or dangerous drugs on campus, except as expressly permitted by law and College regulations.
10. Aiding or encouraging others in committing, or inciting others to commit, any act of misconduct set forth in 1 through 9 of this Code of Conduct.



PIKES PEAK
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Centennial Campus

5675 South Academy Blvd. | Colorado Springs, CO 80906 | 719.502.2404

ppcc.edu/teencollege