COLLEGE IN THE HIGH SCHOOL STUDENT HANDBOOK

Skagit Valley College

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SVC | SKAGIT VALLEY COLLEGE
Dual Credit Programs

College in the High School Student Handbook

Contents

What is "College in the High School" (CHS)?

Skagit Valley College's "College in the High School" program is a cooperative program between local school districts and Skagit Valley College (SVC). The program allows 9th through 12th grade students the opportunity to earn SVC college credit while simultaneously earning high school credit in approved high school courses. The courses are taught by qualifying high school teachers who work closely with SVC faculty mentors to ensure that the course objectives and instructional strategies are consistent with those used in the equivalent course at SVC.

What are the Benefits of College in the High School?

- Students can maintain their high school experience while also earning credits towards their post-secondary goals.
- Students can experience college-level work in a familiar environment.
- Courses completed through the College in the High School can be applied toward a degree or certificate at SVC as well as transferred to other institutions.
- Upon completion of the course, the course is recorded on the official SVC transcript under a college course title and number.
- Completion of rigorous high school coursework and earning college credit may make a student's college application stronger.
- CHS students are considered SVC students and have access to SVC resources such as the Library.
- Significant savings! Tuition in College in the High School is now free!

Considerations when Earning College Credit in High School

While there are many benefits to obtaining college credit while taking high school classes, this is an important decision that each student should take seriously. Before deciding, students should consider:

Impact on Grade Point Average:
When you take a high school dual credit class, the grade becomes part of your official college transcript. That record becomes part of your college grade point average (GPA). Often, college admissions officers will consider GPA for admission.

Financial Aid:
Students in dual credit programs generally are not eligible for federal financial aid while in high school. After high school graduation, credits earned in dual credit programs will be considered in determining financial aid eligibility. In other words, CHS classes will count toward your total financial aid award.

College in the High School Application and Enrollment Process

An SVC representative may visit classes eligible for CHS to assist students with the enrollment process. High School CHS Teachers will notify students of enrollment dates. The student enrollment process is outlined below.

Step 1. Apply Online for Admission

Complete the SVC Admissions Application through the Washington State Community and Technical Colleges Application System at www.skagit.edu/apply.

- **Please enter a personal email address** (not a high school email address).
- For instructions, see Addendum C.
- You should receive a welcome email and a Skagit Identification Number within 5 business days.

Step 2. Activate your ctcLink Account

After receiving your Skagit ID Number (CTCLink ID Number), you need to activate your ctcLink account.

- For instructions, see Addendum C.
- You can find an instructional video at https://shorturl.at/pCHO9.

Step 3. Meet Prerequisite Requirements

If the CHS course has prerequisites, you are required to meet the prerequisites just as general SVC students do. Students who do not meet the pre-requisites for a specific course will not be allowed to register for college credit in that CHS course, unless they have received special instructor permission. (See *Appendix B* for a list of courses and prerequisite requirements).

- Your high school teacher will determine your eligibility.
- If it is determined that additional documents such as high school transcripts or Smarter Balance transcripts are needed to establish placement, they must be provided to SVC representatives. Students also have the option of taking the Accuplacer exam for placement.

Step 4. Register for college credit in ctcLink

Now that your account is activated, you need to register for your CHS course.

- You will need your **5-digit course number**, and you can get that from your teacher.
- For instructions, see Addendum C.

Note: Once the high school's CHS registration period for each term has ended, students cannot be retroactively registered into CHS Courses.

You are now an SVC student!

Once you have completed the necessary enrollment documents and paid dual credit tuition, you are now an SVC student. Not only does this grant you college credit for your CHS course, but it also makes you eligible for learning resources and student support services at SVC. These services and resources include but are not limited to:

1. Tutoring, Math and Writing Centers
2. Computer Labs
3. Advising and Counseling Services
4. Libraries

*Please note that in order to use some of these resources, you may need to get a student ID card for SVC. Once you are registered for your course, you may obtain your SVC student ID card

at the Enrollment Services office located in Lewis Hall on the Mount Vernon Campus or the SVC Library on the Whidbey Island Campus in Oak Harbor. The first student ID card is free.

What is a Skagit Identification (ID) Number?

All CHS students will be assigned a number to designate their student account at SVC. You will receive your ID number (also called a "ctc link" number) after you complete the Application for Admission; see "Step 1: Apply and Register for your CHS course(s)."

The ID number will be the number one tool available for you, as a student in a CHS course, to access your SVC student account. You will need to have your ID number when:

- Checking your CHS course grades
- Ordering a Transcript (Official or Unofficial)

Students who forget their ID number have two options for reclaiming that information.

- Visit www.skagit.edu and use the retrieval tool.
- Visit the Enrollment Services office or Information Desk located on the first floor of Lewis Hall (Mount Vernon Campus) or the Registration office located in Old Main (Whidbey Island Campus) with valid photo ID.

All requests to retrieve an ID number should be made by the student themselves, unless a current, signed Information Release Form is on file with the Enrollment Services office (Mount Vernon Campus) or the Registration office (Whidbey Island Campus).

Grading Procedure

Students enrolled in a semester-long CHS course (fall semester only or spring semester only) will have the grade they earn in the course transcribed to their SVC transcript. Students enrolled in year-long CHS courses will have the average of their fall and spring semester grades transcribed on their SVC transcript. Students should note that a Pass or Fail grade is not an allowable grade for CHS courses. Additionally, any accommodations for students will be organized and implemented by school district personnel for students enrolled for college credit in a CHS course. Course accommodations must align to those allowable in a college course at SVC. If you have questions regarding accommodations for a College in the High School Course, please visit our Disability Access Services (DAS) FAQ page, or contact the dual credit office at Skagit Valley College.

How do I Access my Grades and Transcript?

Approximately 2 weeks after the end of the CHS course through SVC, your grade will be recorded on your SVC transcript. In year-long courses (at the high school), the average of your semester 1 and semester 2 grades will be recorded on your SVC transcript.

To access your transcript go to

https://www.parchment.com/u/registration/6823716/institution.

- Official transcripts are often required when transferring to other institutes of higher education. Ordering an official transcript will incur a small processing fee and takes 10 – 15 days to process outgoing transcripts.

Student Withdrawal and Refund Policy

Students wishing to withdraw from a CHS course will need to withdraw from their course(s) by the set deadline. These deadlines correspond with specific transcript markings and refund rates, so the date of withdrawal is very important.

- CHS students who withdraw from CHS courses before the 100% refund date will not receive a grade posted to their transcript. CHS students who withdraw from their CHS course after the 100% refund date will receive a "W" on their SVC transcript.
- Students are responsible for officially withdrawing from a class by the "last day to drop" dates posted at www.skagit.edu/chs.
- Withdrawals from CHS courses must be done in writing, and the request should be sent to DualCredit@skagit.edu. In the email, please make sure to include your full name, your high school, and the course(s) you are requesting to drop.

*Please note: students must complete the entire course to earn CHS credits. If a student transfers out of the course or stops attending, they will not receive the college credit and may receive a failing grade if they do not withdraw from the college course. No partial credit is allowed.

Student Policy and Student Handbook

SVC is dedicated to ensuring a civil and respectful environment for our students, and has established several guidelines and procedures to work towards this commitment. A Student Handbook is published each year by our Student Life Offices which outlines the policies and procedures relating to student conduct, including the responsibilities for both students and SVC. It is your responsibility to review these policies since you, as a CHS student, will be held to the same standards for academic honesty and plagiarism as other SVC students. You can find the Student Code of Conduct at: http://www.mysvc.skagit.edu/news.asp?pagenumber=2501.

How can Credits be used Toward a College Degree or Certificate?

If you decide to continue your education at SVC after high school graduation or via the Running Start program, the credits and grades that you earned in your CHS courses will be automatically recognized for various degrees and certificates at SVC. College in the high school courses are transferrable to Washington State 2 and 4-year, public colleges/universities. Each receiving institution of higher education decides if and how they will award credit for coursework

completed elsewhere. If you choose to attend a private or out-of-state college/university, you should check with your intended college/university to ensure transferability.

The Family Educational Rights and Privacy Act (FERPA)

Signed into law in 1974, FERPA protects student privacy by limiting the release of or use of, student's academic record. This act limits SVC's ability to disclose a student's records with anyone other than the student; including but not limited to the student's parents/guardians. If families have a question about a student's academic record at SVC, the student must be the one to inquire (in person, with valid photo ID or via email from the email address on file) unless there is a current Information Release Form on file for the individual who is inquiring. For additional details about FERPA visit www.skagit.edu/FERPA.

If a student would like to release their own academic record information to any other party, an Information Release Form will be required to establish limited release of the information permitted on said form to those designated. Information Release Forms are considered valid for one year after the date of signing. Once expired, a new form must be submitted to maintain or re-establish permission for the third party to receive information about the student in question. Interested students may print out a blank form from www.skagit.edu/inforelease and submit a completed form to the Enrollment Services office in Lewis Hall (Mount Vernon Campus) or to the Registration Office in Old Main (Whidbey Island Campus).

Attending SVC After High School or for Running Start?

Once you apply for the College in the High School program, you will be classified as such in SVC's system. If you choose to attend SVC after your CHS class, please email enrollment@skagit.edu and let them know that you plan to attend SVC, which year/quarter, and for what program. Please provide your full name and your ID number in your email. Once the team updates your application, you will receive emails with instructions on how to enroll. To view the complete list of enrollment steps, please visit www.skagit.edu/gettingstarted. Please note, you do not need to apply for admissions again, you will start at the Application Supplement once you receive the link in your email on file. If you have already completed placement, you can skip that step or try to place higher when you are ready.

Available Courses, Placement and Prerequisite Requirements

View the CHS course list in Appendix B to determine if you will need to establish placement in English and/or Math prior to registering for a course. Placement can be established through a variety of methods, the most popular being the review of High School Transcripts and/or taking an ACCUPLACER test. To view all placement options, visit www.skagit.edu/placement.

If students are unable to place into the course via traditional methods, instructors may grant Instructor Permission by emailing dualcredit@skagit.edu.

*Please note that not all courses are offered at all high schools. To view course descriptions and prerequisites in the college course catalog, please visit https://www.mysvc.skagit.edu/cat_search2.asp.

Appendix A - Glossary of Terms

Admission (Application for Admission) is the process of being accepted as a student at SVC, and acceptance is signified by the awarding of an ID number. Students receiving CHS credit (and all certificate and/or degree seeking students) are required to complete this process in order to begin their process. Please note, students wishing to begin the Running Start program during their junior or senior year will need to complete a full Running Start application regardless of previous credit earned through dual credit programs.

Concurrent Enrollment is the term used to designate high school courses, taught to high school students, for which college credit may also be earned. Instructors of concurrent enrollment programs are pre-approved by SVC faculty and/or administration. The CHS program is an example of a concurrent enrollment program.

Dual Credit is a term of designation used at SVC to denote any program which provides high school students the opportunity to earn college credit prior to high school graduation. This includes programs like CHS, Running Start, and CTE Dual Credit, as well as (though to a lesser extent) credit by exam options such as Advanced Placement (AP).

Placement is the term used for a variety of methods available at SVC to determine a student's initial starting place in an English or Math series. Some CHS courses may require students demonstrate adequate placement in Math and/or English prior to registration into the course. For full details about the various opportunities for establishing placement at SVC visit www.skagit.edu/placement.

Prerequisite is the term used for a requirement that must be completed prior to enrollment into a course. Classes with prerequisites may require placement into or completion of certain courses, or other factors. A variation on this is a co-requisite, which requires students have previously completed or be simultaneously completing a requirement.

Registration is the process of enrolling into a course at SVC. Please note, this is a different process from applying to the college and will need to be completed in addition to applying for admission.

Transcribe is the term used for the entering of a grade or other notation onto a student's transcript.

Appendix B – Available Courses, Placement and Prerequisites

SVC Course Code	SVC Course Title	College Credits	English Placement	Math Placement	Other Prerequisite(s)
BIOL 205	Marine Biology	5	ENGL 099 with a C or higher or equivalent ENGL 101 placement	MATH 098 with a C or higher or equivalent MATH 099 placement	None
BUS 171	Latino Leadership 1	2	None	None	None
CHEM& 100	Preparatory Chemistry	5	None	MATH 097 with a C or higher or equivalent MATH 098 placement	Recommended completion of ENGL 099
CHEM& 110	Chemical Concepts w/ Lab	5	ENGL 099 with a C or higher or equivalent ENGL 101 placement	MATH 098 with a C or higher or equivalent MATH 099 placement	None
CSs 103	First Quarter Experience	2	None	None	None
EDUC& 150	Child/Family/Community	3	None	None	None
EDUC& 202	Intro to Education	5	None	None	None
ENGL& 101	English Composition I	5	ENGL 099 with a C or higher or equivalent ENGL 101 placement	None	None
ENGL& 111	Into to Literature	5	ENGL& 101 with a C or higher	None	None
ENGL& 236	Creative Writing I	5	ENGL& 101 with a C or higher	None	None
Math& 107	Math in Society	5	None	Placement into MATH& 107	None
Math& 141	Precalculus I	5	None	MATH 099 with a grade of C or higher, or equivalent math placement score	None
Math& 142	Precalculus II	5	None	MATH& 141 with a grade of C or higher, or equivalent math placement score	None
Math& 146	Introduction to Stats	5	None	Placement into Math& 146	None
OCEA& 101	Intro to Oceanography	5	ENGL 099 with a C or higher or equivalent ENGL 101 placement	MATH 098 with a C or higher or equivalent MATH 099 placement	None

POLS& 202	American Government	5	ENGL 099 with a C or higher or equivalent ENGL 101 placement	None	None
SPAN& 123	Spanish III	5	None	None	SPAN& 122
SPAN& 221	Spanish IV	5	None	None	SPAN& 123

Appendix C – Instructions for Applying and Registering for College Credit

See attachment below: SVC College in the High School Registration Booklet
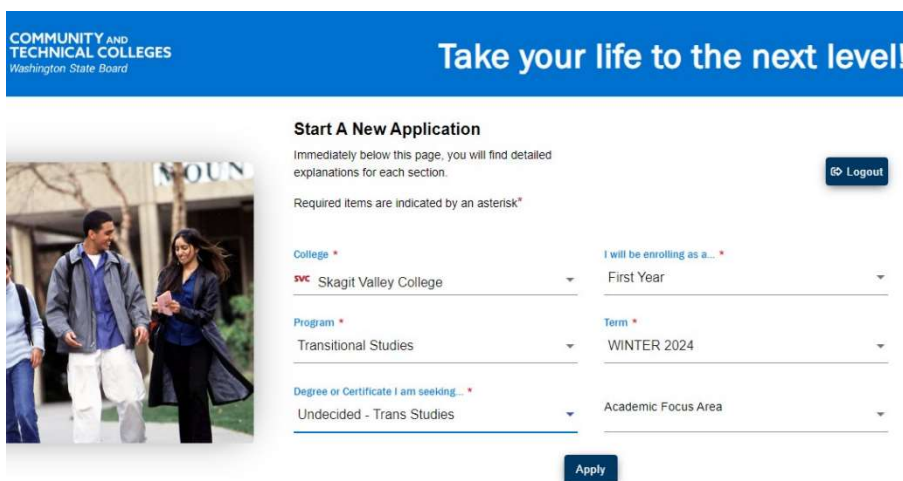
Step 1: Apply to SVC

How to apply for admission for SVC College in the High School courses:

1. Go to https://apply.ctc.edu/user. If this is your first time applying, create an account. Please use a personal email address and not your high school email address. Once you've created an account, the system will have you log in.

   If you have already applied using this application portal, then you have an account and you can log in.

2. Start a new application. Here are the selections to use for College in the High School (*THIS IS IMPORTANT*):
   - Select "Skagit Valley College" as your intended college.
   - Select "First Year" student.
   - Select "Transitional Studies" as the intended program.
   - Select "Winter 2024" as the term for first-semester and year-long classes.
   - Select "Undecided-Trans Studies" as the intended plan. There is no sub-plan.

3. On the High School Information page:
   - Search for your high school by typing the name. Make sure the County, State, and City information matches your high school's. Once you select your high school, the address information will auto-populate.
   - For attendance dates, you will need to indicate the attended from date at the high school (i.e. September 1 is recommended), and the attended to date will be the date you graduate from high school.
   - Select your current high school grade as your high school completion status. If you are a high school senior, you will select High School Diploma.

4. Please don't forget to hit the SUBMIT button once you've completed the application!

Once you submit your application, it can take 3 – 5 business days to process it (although it usually happens a lot faster than that). When your application is processed, you will receive an email with your ctcLink identification number and you're ready to move to

Step 2: Activating Your ctcLink Account:

Scan the QR code for an instructional video for activating your ctcLink account:
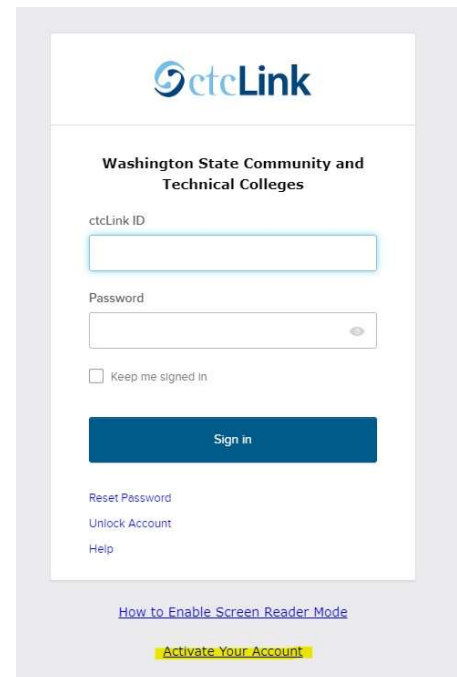
Step 2: Activate your ctcLink Account

Your CTC Link Account allows you to register yourself, view your schedule, and other important functions of being a student:

1. To get started, go to Skagit.edu, hover over "Students" then click "ctcLink":
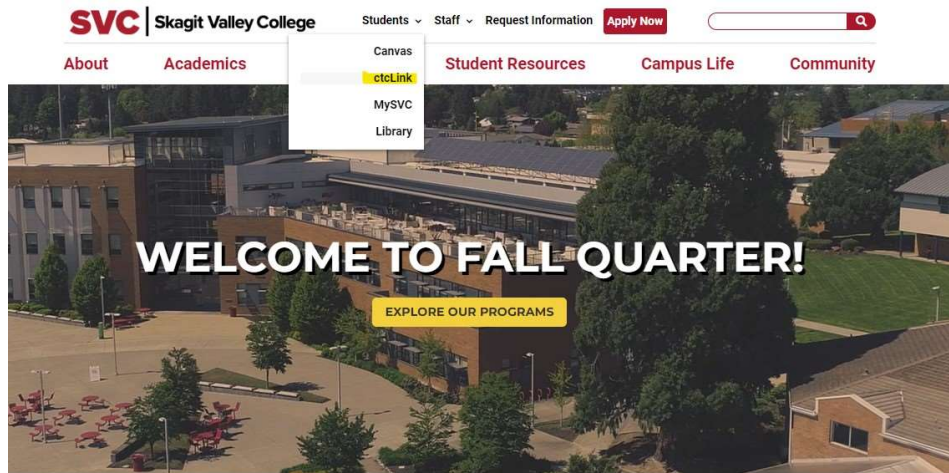

2. Click on the tile that says "CTC Link Login". Then, at the bottom of the page, click "Activate Your Account".

3. You will get a pop-up that says you are being redirected. Click "OK".

4. Follow the steps on the next two pages to enter your personal information, select a security question, password recovery information, and create a password (pay attention to the password rules!).

5. Your account is now active! Return to the login page and use your ctcLink number and new password to sign in.

6. You might want to write down your ctcLink number and password for future use – they will be your login credentials for ctcLink for any community or technical college in WA.

Step 3: Register for College Credit in Your CHS Class

Now that your ctcLink account is active, you need to register for the credit in your CHS class.

1. To get started, go to Skagit.edu, hover over "Students" then click "ctcLink" and then the "ctcLink Login" tile in the top left corner. Log in in using your ctcLink number and new password.

2. You will see the ctcLink Dashboard. It looks like this:
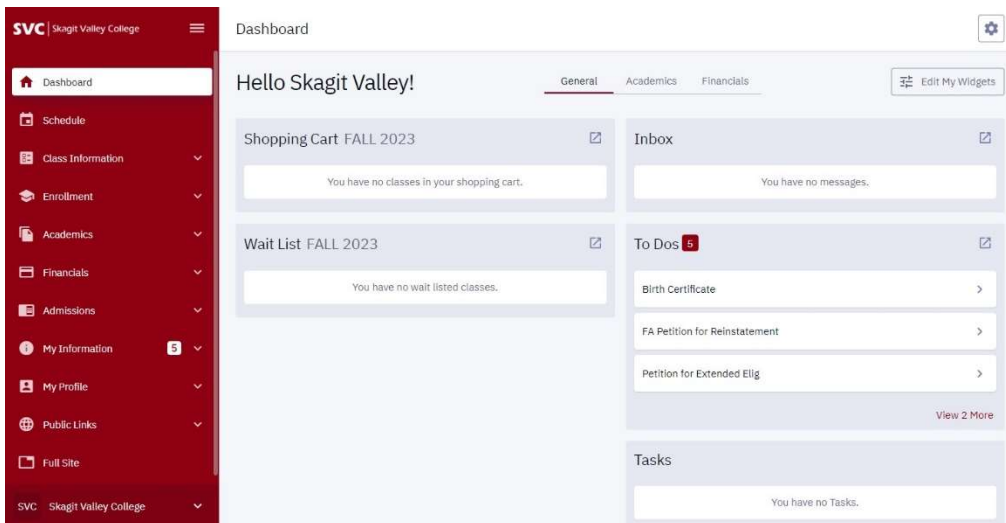
(Helpful Hint: You should see your name where it says "Hello Skagit Valley!" If it doesn't say your name, you may need to log in or close and reopen the page to refresh.)

3. Click on "Enrollment" and then "Shopping Cart" in the dropdown menu:
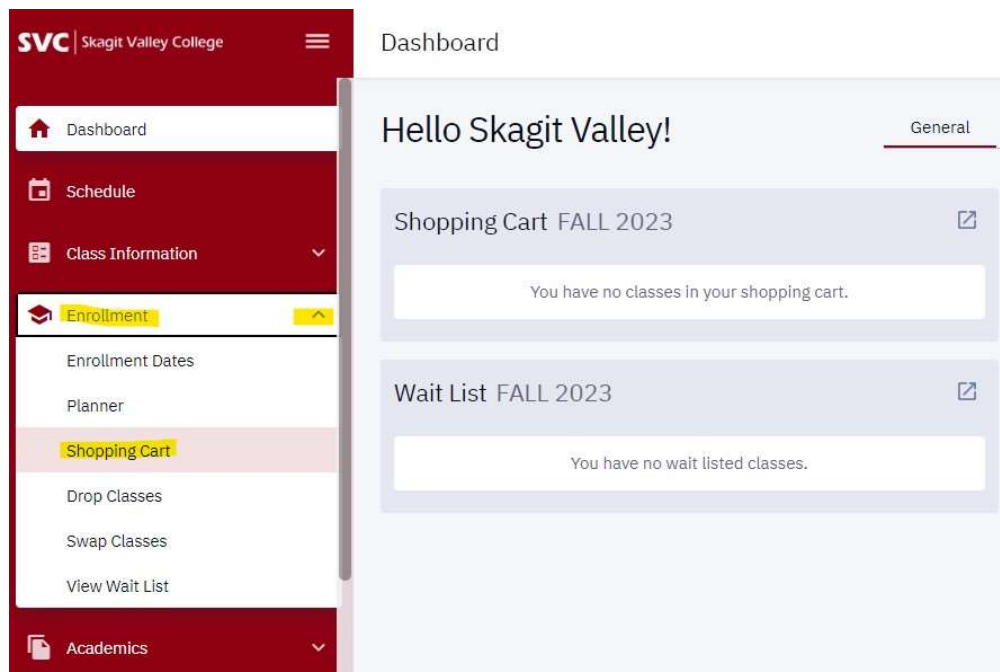
4. In the Shopping Cart, you first want to select the correct quarter, WINTER 2024:
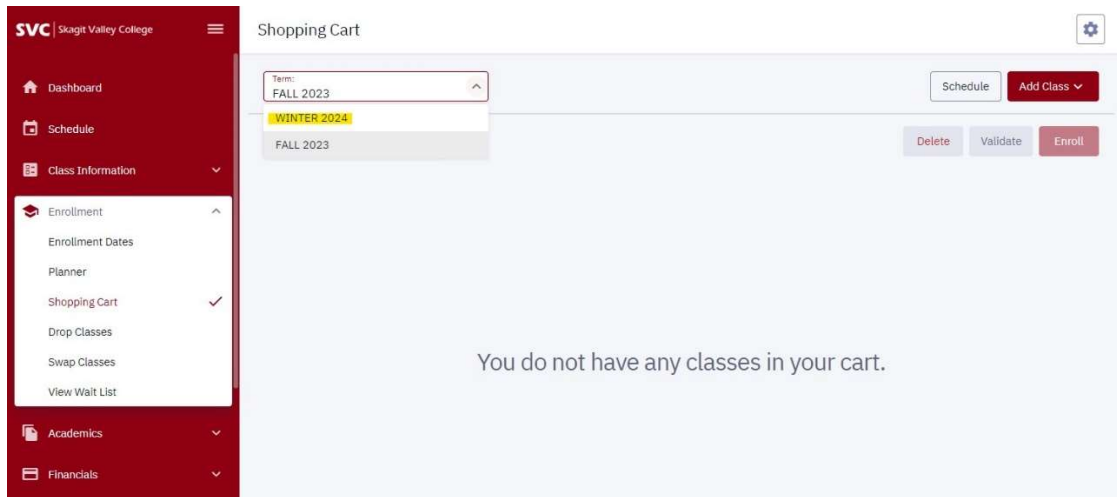
5. Next, in the right-hand corner click "Add Class" and select "Add by class number" from the dropdown menu:
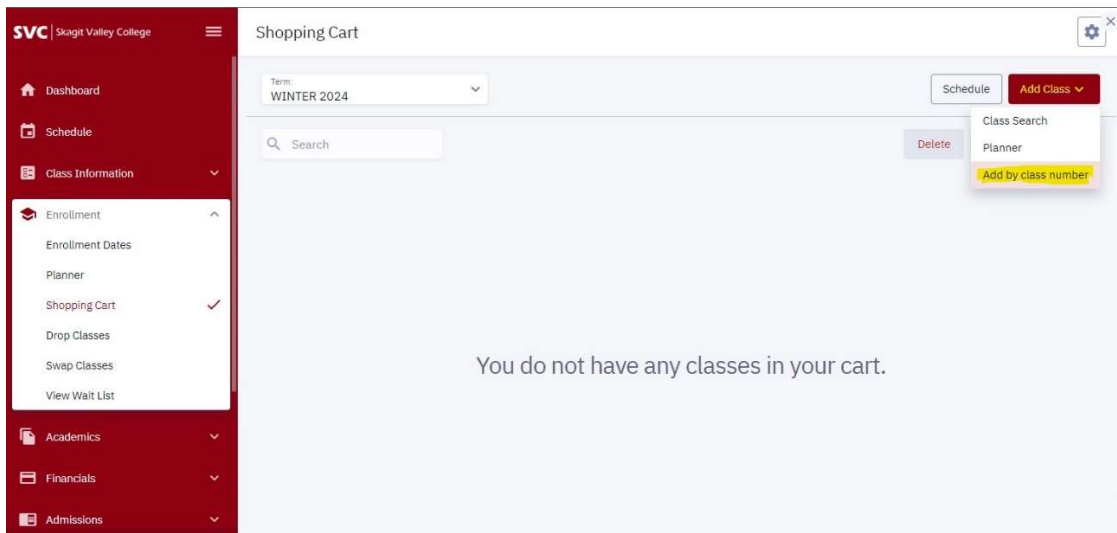
6. You'll get a pop-up where you'll enter the class number for your CHS course. Your high school teacher and high school administrators have the class numbers for each CHS course. Enter the number and click "Add"
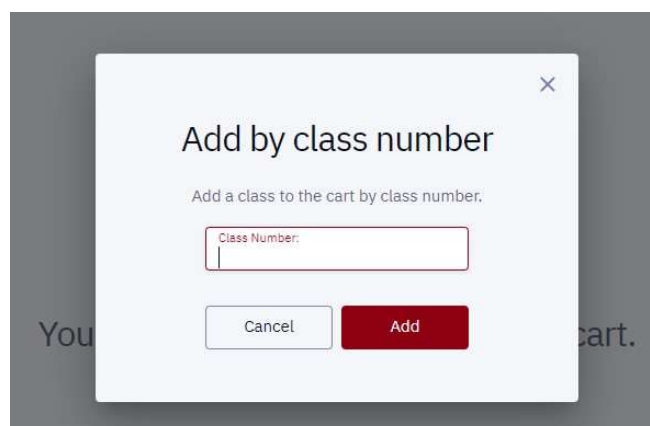
7. The name of the course will pop-up with a CHS designation and the class number. PLEASE CONFIRM THIS IS THE CORRECT NUMBER, then click "Save" (there is a box for a permission code, you do not need one):

8. Now that the course is in your Shopping Cart, all you need to do is click the check box next to it and then click "Enroll":

That's it, you're registered! YAY! Congratulations, you're a college student!

Here's the final screen you should see: