College in the High School Program

Student/Parent Handbook

(2016-2017)

Everett Community College’s College in the High School Program increases the educational options for highly motivated high school students who wish to earn college credit for challenging high school courses deemed equivalent in rigor and content to EvCC courses. This program allows students to accelerate their academic studies without sacrificing their high school experience.

EvCC's College in the High School program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. This accreditation demonstrates that our program meets or exceeds rigorous national standards of quality and compliance in the areas of curriculum, instructors, students, assessment, and program evaluation. EvCC is the first and only community college in the state of Washington to be awarded NACEP accreditation.
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What is the "College in the High School" (CHS) Program?

Everett Community College's College in the High School program is a cooperative program between local school districts and EvCC. The program allows high school students the opportunity to earn EvCC college credit while simultaneously earning their high school credit for approved advanced high school courses. The courses are taught by qualifying high school teachers who work closely with EvCC faculty mentors to insure that the work that the students perform in the high school course is equivalent to a similar course taught on campus.

How Does the Student Benefit from the Program?

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- Allows students the opportunity to experience college-level work in a familiar environment.
- The courses included in the program are those most often required in the freshman coursework of Washington’s community colleges and universities.
- Upon successful completion, the course is transcripted with the college’s course title and number; just as it appears in the college catalog.
- Having completed rigorous high school coursework and earning college credit may make the student’s university application(s) stronger.
- Tuition for a CHS 5-credit course is typically 60% less than an equivalent EvCC course.
- The cost for a 5-credit College in the High School course is $210. The cost for an equivalent course taken at EvCC can be as much as $513 not including textbooks. A significant savings to the student!
- Students who attend a high school in Snohomish County and are eligible for free or reduced meals, families who qualify for TANAF, Medicaid, or food assistance may qualify for our Fee Waiver Program. Apply when completing Step 2: Program Admission Management.
- Phi Theta Kappa EvCC Chapter: PTK is an international academic honor society that promotes scholarship, leadership development, service and the cultivation of fellowship among students at EvCC. College in the High School students who meet the eligibility requirements may join. For more information visit http://evcckappakappa.weebly.com/
Deadlines

**Full year or first semester only classes:**
- Apply for Admission: Friday, October 14, 2016
- Complete Program Application Management (PAM): Friday, October 28, 2016
- Register & Pay: Monday, November 14, 2016

**Second semester only classes:**
- We do not have specific deadlines to apply for admission or PAM. All steps should be completed by the registration/payment deadline of Friday, April 7, 2017.

Terms & Vocabulary

**Admission** (Apply for Admission) is the process of applying to EvCC to become a student. A student record is created and students are coded by program. Other demographic student information is collected.

**Program Application Management (PAM)** is an application program where students find their course placement requirements, apply for the fee waiver, and authorize the college to obtain required documents (SBA Score Report, Transcripts, or verification of free and reduced meals) from the high school. Students may not register and pay without completing PAM.

**Placement** is a term used to identify what level a student is at in terms of reading, writing, and mathematics. Placement is determined by completing the Placement test, taking the Smarter Balanced Assessment (SBA) as a sophomore or junior in high school, or using the Mathematics Alternative Placement Model which is based on your previous high school mathematics courses and grades.

**Prerequisite** is the term used for a requirement as a prior condition. For example, for Into to Chemistry, the prerequisite is “completion of ENGL& 098 with a grade C or better or placement into ENGL& 101.” The student would then authorize the college to obtain their SBA score report and high school transcripts for evaluation to see if they meet the placement, or take the Placement test for reading and writing.

**Registration** is the process of becoming an official EvCC student on the high school teacher’s roster. For the CHS program it also includes payment for the CHS course fee or applying the fee waiver to the student record.
How Can Credits Be Used Toward a College Degree or Certificate?

Courses in the program are “General Education Requirements (GERs).” Colleges and universities typically require a student to earn 90 quarter credits in a variety of courses to fulfill general requirements before the student chooses an area of concentration, or a major. Courses completed can be applied toward a degree or certificate at EvCC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution (GER), may be transferred as departmental general electives or may satisfy a prerequisite for a required course. We strongly recommend that you contact the college/university that you plan to attend and verify how these credits will be accepted.

Also see “Course Selection: What to Consider” on our website. This information shows how courses can apply to the Associate in Arts and Sciences - Direct Transfer Agreement: the designated transfer degree, accepted by many institutions in Washington and Oregon.

Each of the public, four-year colleges/universities within Washington State have agreed to accept transfer credits from this program. However, EvCC cannot guarantee whether the class(es) will meet a college/university’s graduation requirements or be accepted by a specific academic department at the college/university.

Students planning to attend a private college/university (either in Washington or out-of-state) should speak to the college/university admission office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

We do know that Whitman and the University of Puget Sound will not accept transfer credit from this program.

Most colleges and universities provide the ability for students to view how EvCC credits transfer. From the college/university home webpage type in “credit transfer equivalency” in the search field. This will generally get you to their transfer equivalency tables and guideline page.
How Do I Get a Transcript For My College Applications and Transfer My Credits to a University?

EvCC transcripts may be ordered online through the National Student Clearinghouse. The Clearinghouse provides online ordering 24/7 with processing in 5-7 business days. In addition to the convenience of credit card payment, this service provides email notifications as orders are received and processed by Enrollment Services. EvCC encourages students to use the online ordering system. If you need help or have questions about this service, contact the National Student Clearinghouse at transcripts@studentclearinghouse.org or phone 703-742-7791 (Mon-Fri, 9am-7pm, Eastern Standard Time-EST). Visit this EvCC weblink for more information.
http://www.everettcc.edu/enrollment/transcripts/requesting-transcript-evcc

If you only need to view your student records or obtain an unofficial transcript you can do so through My EvCC Student Portal at https://www.everettcc.edu/myevcc/
Once you are in the EvCC Student Portal select “Unofficial Transcript.” You will need your EvCC student identification number (SID) to use this feature. Your PIN is your six-digit date of birth.
The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. For full rights visit http://www.everettcc.edu/enrollment/ferpa/. These rights, as they pertain to the College in the High School program, do not permit college staff to disclose or discuss students’ records with anyone other than the student; this includes non-disclosure to parents or legal guardians. When inquiring about student records the student must make the inquiry.

Student Policies and Student Handbook

Everett Community College follows a number of guidelines that support a civil and respectful environment and provide procedures to assure fair treatment. EvCC’s Student Activities Office publishes an annual Student Handbook which outlines many of the policies and procedures that support student conduct and institutional responsibilities. As a College in the High School student it is your responsibility to review these policies as you will be held to the same standards for academic integrity, honesty, and plagiarism.

National Collegiate Athletic Association (NCAA) Eligibility

NCAA Bylaw 14.2.2.3 Joint College/High School Program states: “A student-athlete’s eligibility under the five-year rule does not begin while a student is enrolled in a collegiate institution in a joint high school/college academic program for high school students in which the courses count as both high school graduation credit and college credit, provided the student has not officially graduated from high school and does not participate in intercollegiate athletics while enrolled in the joint program.” (Revised: 11/01/2001 effective 8/01/2002)

College courses may be used to satisfy NCAA core-curriculum requirements if the courses are accepted and awarded credit by the high school for any student and meet all other requirements for core courses. College courses must be placed on the student’s high school transcript.
Student Admission, Placement Testing, and Registration Process

Registering for the College in the High School program is a 4-step process.

1. Apply for admission if you do not already have a student record with EvCC. There is no charge to apply for admission. The deadline to submit your admission application is Friday, October 14, 2016.

2. Complete Program Application Management (PAM). In PAM students will be notified if their course has a placement/prerequisite, apply for the Fee Waiver for eligible students, and authorize the college to obtain your high school transcript, SBA score report, or free or reduced lunch eligibility. Only students who complete PAM will be able to move on to Step 3. The deadline to complete PAM is Friday, October 28, 2016.

3. Register and pay for your CHS class(es) online. The deadline to register and pay for your full year or first semester class(es) is Monday, November 14, 2016. The deadline to register and pay for second semester class(es) is Monday, April 3, 2017.

4. Check your email!!!! You will receive email updates from PAM on the status of your enrollment through final registration.

Students much check email regularly. This is the primary communication tool used by the college. Students who neglect to check their email when there is an issue may miss the deadline and will not be able to earn the college credits. Meeting the deadline is critical.
Step 1: How to Apply for Admission

All CHS students should apply for admission. If the student is participating in Running Start, Tech Prep, or already has a student record at EvCC they **do not need to apply for** admissions but need to know their Student Identification Number (SID) to register.

Students can apply for admission online at EvCC’s Admission web page: [http://www.everettcc.edu/ApplyOnline](http://www.everettcc.edu/ApplyOnline) or download an admissions application and mail to Everett Community College. After the admission application has been processed, the student will receive a Student Identification number (SID) within one to three business days. **Students will need this number to move on to Step 2.** There is no cost to apply. The application processing may take up to 10 days depending on the volume of applications, so **apply as soon as possible.**

**The deadline to submit your admission application is Monday, October 10, 2016.**

Fee Waiver

If you are a student in the EvCC Service District (Snohomish County) who is receiving Free or Reduced Meals you may qualify for the EvCC College in the High School fee waiver program. This will waive the fee for two, 5 credit classes per year. You will request your fee waiver in Step 2 while completing PAM.

If you chose to self-pay for additional classes/credits you will need to register and pay online or visit us either on the main campus or at the Corporate & Continuing Education Center
Tips on completing the online application process:

Section 1 – Personal Information

Please complete in full including your social security number. By using your SS# you will be able to access and manage your student records including your college transcript. The IRS will also be notified for a 1098-T form. Without your SS# we are unable to notify the IRS. Including a social security number also ensures that no duplicate records are created, and that you can easily find your SID if you happen to forget it. Note: You are not required to be a US Citizen or provide a social security number.

Section 2 – Course of Study

1. Which quarter do you plan to start? Please select Winter for all-year or first semester only classes and Spring for second semester classes.
2. Which year do you plan to start? Please select 2017
3. What is your preferred time of class attendance? Please select Day
4. What is your intended major area of study? Type in “College in the High School.” If you do not type in “College in the High School” your application will not be processed.

Answer questions 5-6 as appropriate.

A step-by-step guide and screenshots of each page of the admission application process is provided at the end of this handbook.

Please keep in mind that this application is intended for high school graduates applying to EvCC, so not all of the questions are relevant to a current high school student. You can leave blank any questions that do not apply (i.e., GED testing, graduation date, former colleges).

Once your application is processed you will receive an email with subject line: Application for Admission to Everett Community College. This email will contain information about the college and registration. The only information you need to register for your College in the High School class(es) is your Student Identification Number (SID) which will appear at the very bottom of the auto-generated email.

Please ignore the sections labeled quarter begin date, mandatory orientation, mandatory advising, and financial aid information, as they do not apply to the CHS program.
Step 2: Complete Program Application Management (PAM)

The College in the High School (CHS) program requires that students meet the same prerequisites and/or placement test scores that are required of all EvCC students.

You will be alerted in PAM if your class(es) have a placement. You will also authorize the college to obtain any required documents from your high school to determine if you have met the course placement and your eligibility for Free or Reduced Meals.

You will receive email updates through PAM on the status of your enrollment and next steps. Only students who complete PAM are authorized to complete Step 3.

The deadline to complete PAM is Friday, October 28, 2016.

Step 3: To Register For Classes

You will receive an email through PAM when you are ready to move on to Step 3: Register and Pay. Online registration requires payment via credit card (Visa, MasterCard, or Discover). Students who wish to pay with a check, cashier’s check, or GET funds must register in person at the Corporate & Continuing Education Center located at 2333 Seaway Boulevard, Everett, WA 98203 (we cannot accept cash payments at this location) or in Enrollment Services on the main EvCC campus at 2000 Tower St., Everett, WA 98201.

The deadline to register and pay for full year and first semester only classes is Monday, November 14, 2016.

Second semester only classes:

We do not have specific deadlines to apply for admission or complete compass testing. All steps should be completed by the registration/payment deadline below:

Register and pay online by Monday, April 4, 2016.

Please Note: If you are also a Running Start student it is important that you register for your Running Start classes before you register for your College in the High School classes. Failure to do so may require you to register for Running Start classes in person rather than online and that increases the chance that the class is full before you are able to register in-person. Additionally, do not use the Running Start online registration system for classes in this program. The College in the High School program has a unique registration system and students who do not register through the CHS registration system do not appear on the high school teacher’s roster.
Go to www.EverettCC.edu/CHS and then select the “Register Here” for Step 3.

Click on your high school on the list, and then select your class. **Find the class with the item number and teacher’s name that matches the class you are attending at your high school and click “Add to Cart.” If you do not see the “Add to Cart” button you have not completed Step 2: PAM and are not authorized to register yet.**

Once student gets to the “add to cart” page:

After adding the course to the cart the student is directed to the shopping cart:

The student then selects “Check Out”
Sign In

You must sign in to your account to register for courses.
To sign in, enter your user name and password.
If you don’t have an account, you can create one quickly by specifying a user name, password, and e-mail address.

Sign in to existing account

User name: 
Password: 

Create new account

User name: 
Password: 
Retype password: 
E-mail: 
Retype e-mail: 

Find my Username 
Reset my Password 
Create account

Your username is your EvCC Student Identification Number (SID) and your password in your EvCC PIN (your six-digit date of birth). It is important to note that this is not the same system that you used to Apply for Admission.

After you have completed this step you will be taken back to your cart to confirm your purchases. Click “Check out” again and you can continue to billing information and complete your order. Please double check the expiration date on the credit or debit card before submitting your order. Thank you.
**Student Withdrawal or Refund Request**

Deadlines apply to withdraw or request a refund. Only the student can request to withdraw or a refund. To do so email Learn@EverettCC.edu

Deadline for Refund for full year and first semester class(es):
Friday, December 2, 2016. A 100% refund will be issued and no activity will be posted to their transcript. After that date, no refunds are given.

Deadline for Refund for second semester class(es): Friday April 28, 2017
A 100% refund will be issued and no activity will be posted to their transcript. After that date, no refunds are given.

Deadline for Withdraw for full year and first semester class(es):
Friday, January 20, 2017.
No refund is issued and a “W” grade is posted to the transcript. Students must notify the college in writing to withdraw from the CHS class. Notifying the high school does not notify the college. Failure to do so may result in a failing grade posted to the student’s transcript. Use email address above to notify the college.

Deadline for Withdraw from second semester class(es): Friday, May 26, 2017.
No refund is issued and a “W” grade is posted to the transcript. Students must notify the college in writing to withdraw from the CHS class. Notifying the high school does not notify the college. Failure to do so may result in a failing grade posted to the student’s transcript. Use email address above to notify the college.

Students who transfer out of a full year class at the high school will **not** earn their college credit. Full year classes require the student to complete the full year in order to earn credit. If the student does not complete the full year they will not earn any credit - partial credit is not awarded.
Grading Procedure: The high school teacher must follow the EvCC grading scale. This may be slightly different from the high school grading scale resulting in a different college grade from the high school transcript grade. Note: For full-year classes the two semester grades are averaged to calculate the one college grade.

Students on a 501, 504 or IEP plan please note that a Pass or Fail grade is NOT an option for this program.

FAQ

How do I know which class I should register for?

Your high school teacher will give you the course title and a four digit item number for the classes in which you are enrolled. If you do not have the course title or item number, please ask your high school teachers. Enrolling in the wrong course causes problems for everyone, including you! Only students in the qualified course at the high school may register.

How can I pay for my classes?

The easiest way to pay for classes is to use a credit or debit card with our online registration system. If you cannot use the online method you may register in person.

Are there scholarships or waivers for low-income students?

Yes we waive the fee for up to two class per year for a maximum of 10 credits for students who are approved for free and reduced lunch at high schools in Snohomish County. How do I know if I’m registered?

You will receive an email confirmation of registration and payment receipt. You are not registered until you receive this email.

I forgot my Student ID number. How can I find it?

Email Learn@EverettCC.edu with your full name, date of birth, and one other identifier like your mailing address or call our office with this information at 425-267-0150. Please note: we can only release this information to the student.

Do I need my student number to register?

YES. To get a student number you must apply to Everett Community College, or have attended Everett Community College (including College in the High School) in the past. Please see Admission instructions for directions on applying for admission (getting a student ID number).
My username and password won’t work on the registration site. What now?

Usually this is because you are using your Admission username and password to attempt to register. This will not work, since the Admission system is statewide, and registration is specific to EvCC’s College in the High School program. Please use your EvCC SID and PIN as your username and password.

How do I see my grades?

You will not receive regular grade reports from Everett Community College. You can view your grades in the My EvCC Student Portal. To check your unofficial transcript, go to https://www.everettcc.edu/myevcc/.

Select “Unofficial Transcript.”

Enter your Everett Community College SID and PIN. Unless you have changed your PIN, it will be your six digit birthday (example: November 9, 1994 will be 110994).
Step-by-step Guide for completing the online Admission Application

Page 1

Select Set Up My Web Admissions Account
Create your “Profile”
Select Complete Application for Admission
We highly recommend that you provide your social security number.
Apply for Winter, 2016, Day and MOST IMPORTANTLY, type in College in the High School
Section 3 - Residency Information

Please read this notice before responding to the questions in this section:
Effective July 1, 2009, Washington State law changed the definition of "resident student". The law makes certain students, who are not permanent residents or citizens of the United States, eligible for resident student status - and eligible to pay resident tuition rates - when they attend public colleges and universities in this state. The law does not make these students eligible to receive need-based state or federal financial aid. To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the United States but have met one of the following conditions:

Condition One:
- Resided in Washington State for three (3) years immediately prior to receiving a high school diploma, and
- Completed the full senior year at a Washington high school, and
- Continuously resided in the state since earning the high school diploma.

Condition Two:
- Completed the equivalent of a high school diploma, and
- Resided in Washington State for the three (3) years immediately before receiving the equivalent of the diploma, and
- Continuously resided in the state since earning the equivalent of a high school diploma.

If you meet one of these conditions and would like to pay resident tuition rates, you will need to print the affidavit from the link below, complete it, and mail it to the college or colleges you are applying to attend.

Click here to view PDF form (104KB)

1. Have you been a legal resident of Washington and lived continuously in Washington for the last 12 months? (A student cannot qualify as a legal resident of Washington for tuition calculation purposes if she possesses a valid out-of-state driver's license, vehicle registration, or other documents that give evidence of being a legal resident in another state.)
   - Yes
   - No
   [Number of months]

2. Were you claimed for federal income tax purposes by your mother, your father, or your legal guardian in the current calendar year?
   - Yes
   - No

3. In the past calendar year?
   - Yes
   - No

4. If YES, has your mother, father, or legal guardian lived continuously in the State of Washington for the past 12 months?
   - Yes
   - No

5. Will a public or private non-federal agency/institution outside the state of Washington provide you with financial assistance to attend college? (answer yes only if your eligibility for this assistance is based on being a resident of that state)
   - Yes
   - No

6. Are you active duty military stationed in Washington or a member of the Washington National Guard?
   - Yes
   - No
Section 4 - Race and Citizenship Information

Disclosure Statement: Response or non-response to any of the questions listed as voluntary in this section will not affect your consideration for admission.

1. Which race do you consider yourself to be? (Providing this information is voluntary.)

2. Are you of Spanish or Hispanic origin? (Providing this information is voluntary.) If you select Yes for this question, you must also select one option from the drop-down.

3. Are you a U.S. citizen?

   If not a U.S. citizen, what is your country of citizenship?

   If not a U.S. citizen, what is your visa status?

   - International student (with F or M visa)
   - Visitor
   - Temporary resident
     Alien No.
   - Immigrant/Permanent Resident
     Alien No.
   - Refugee/Parolee or Conditional Entrant
     Alien No.
   - Other - Explain
     Alien No.
Fill Out Application

Instructions: Read Me First
The Application for Admission consists of six sections. In order to submit your application to a college, you must complete all six sections. Enter the information as completely as possible. When you have finished with this section and are ready to go to the next section, click the Save and Continue button at the bottom of the form.

Section 5 - Testing Information

1. Have you taken the GED test?
   - Yes
   - No
   
   If yes, date earned (mm/dd/yyyy)

2. Which of the following pre-college tests have you taken?
   - ASSET
   - SAT
   - ACT

   Other tests taken?

   In what year did you take your last pre-college test?

Save  Save and Continue  Reset
It is important that you answer 1a. Name of last high school attended and 1d. Highest Grade Competed.
Select Everett Community College and scroll down and select Submit
Make sure you have the “Message from webpage.” You are done!!
Contact Information

Corporate & Continuing Education Center

2333 Seaway Boulevard
Everett, WA  98203

425.267.0150

Fax 425.259.8299

Learn@EverettCC.edu

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.

The Executive Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9216.

The Executive Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232.