COLLEGE IN THE HIGH SCHOOL PROGRAM
STUDENT/PARENT HANDBOOK
What is the College in the High School (CiHS) Program?
The College in the High School program at Centralia College is a cooperative program between local school districts and Centralia College. The program has ongoing collaboration between Centralia College and its secondary school partners to deliver college-level courses at the high schools. All CiHS teachers at the secondary schools work closely with a Centralia College Faculty Liaison. Courses administered through the CiHS program are Centralia College catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits. The CiHS courses offered at the high schools reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the discipline at Centralia College and award transferable college credits. Centralia 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 courses deemed equivalent in rigor and content to Centralia College courses.

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 on 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 5-credit course is typically less than an equivalent Centralia College course.

How can credits be used toward a college degree or certificate?
Courses successfully completed can be applied toward a degree or certificate at Centralia College, 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, 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.

Each of the public, four-year colleges/universities within Washington state have agreed to accept transfer credits from this program. However, Centralia College 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. Centralia College recommends that you contact the specific college/university admissions office and academic department for clarification.

Students planning to attend a private college/university (either in Washington or out-of-state) should speak to the college/university admissions office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions. Most colleges and universities provide the ability for students to view how Centralia College 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?

Centralia College transcripts may be ordered online through the National Student Clearinghouse. The Clearinghouse provides online ordering 24/7 with processing in 5-7 business days. Official transcript cost is $7.25 ($5 for each transcript plus a $2.25 processing fee). In addition to the convenience of credit card payment, this service provides email notifications as orders are received and processed by Enrollment Services. Centralia College 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 by phone 703-742-7781 (Mon-Fri, 9 am-7pm, Eastern Standard Time-EST). Visit this Centralia College web link for more information:
http://www.centralia.edu/admissions/transcripts.html

If you only need to view your student records or obtain an unofficial transcript you can do so through Centralia College’s Student Web Access at https://www.ctc.edu/~cent/student/webaccess/wac002.html. You will need your Student Identification number (SID) to use this feature. Your PIN is your six-digit date of birth (MMDDYY).

The Family Educational Right and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. For full rights visit http://www.centralia.edu/students/srtk/ferpa.html. These rights, as they pertain to the Concurrent Enrollment 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 or complete a FERPA Release.

Student Responsibilities

Centralia College follows a number of guidelines that supports a civil and respectful environment and provide procedures to assure fair treatment. The following link 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.

Student Admission, Placement Testing and Registration Process

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

1. Apply for admission. All students must apply for admission. Students can apply for admissions online at Centralia College’s Admissions web page, https://www.public.ctc.edu/ApplicantWebClient/Applicant/ApplicantWelcome.aspx. There is no charge to apply for admission. After the application has been processed; the student will receive a Student Identification number (SID) within 24-72 hours. Students will need this number to take the college placement test (if applicable) and register, so apply as soon as possible.

2. Take a placement test. The College in the High School program requires high school students meet the same prerequisites and/or placement test scores that all students of Centralia College must meet. Most students will need to take a college placement test in order to meet the required prerequisites for Math and English. College in the High School students can submit Smarter Balanced Assessment scores in order to determine whether or not the Math and/or English portions of the college placement test can be waived.
The Testing Center is located in the Kirk Library. Testing is offered on a drop-in basis during Testing Center hours: Monday – Thursday 8:00 am-5:00 pm; Friday 8:00 am-3:00 pm. Summer hours may vary, please call the Testing Center at (360) 623-8920 to confirm hours. Note: You must have your Centralia College SID (Student Identification number) prior to testing.

Testing fees are payable at the Cashier’s Office located on the second floor of the Transalta Commons building (TAC). There are no waivers for this testing fee.

- $15 – Reading, Writing, Math
- $10 – One test

If you are unsure whether the college placement test is required, ask your high school teacher. **Please Note:** Please tell the Cashier you are a Concurrent Enrollment, College in the High School, student. Your Student Identification number is tied to your score and you will be unable to test without it.

Additional information and resources can be found online by visiting the Centralia College Testing Center Services Site at [http://www.centralia.edu/students/testing.html](http://www.centralia.edu/students/testing.html). Students should allow two hours for testing. Students will need a current government issued photo ID and their Student Identification number prior to all testing. If they have a documented disability and request accommodations, they may apply for services through the Center for Disability Services, (360) 623-8966.

Once the college placement test has been completed the Testing Center will give the student a print out of their score. This print out is to be given to the high school teacher for review. Once students have successfully met the prerequisite placements, they can move on to the third step: Registration. Students who do not meet the required placement test scores may not register for the Concurrent Enrollment class. NO EXCEPTIONS.

3. Register for your Concurrent Enrollment, College in the High School class(es). Your high school teacher will provide Class Registration forms and the Parent/Guardian Acknowledgement and High School Release form to you. Parent and teacher signatures are required. After completing all fields, submit the forms to your high school teacher. **Once registration forms are complete, they are to be returned to your high school teacher, prior to the enrollment deadline set by your high school.**

4. Pay any required fees to your high school. There are no payment plans associated with the Concurrent Enrollment Program. Students are required to pay by the tuition and fee deadline, if applicable.

**Student Withdrawal or Refund Request**

Students who wish to withdraw from the program, may do so by the withdrawal deadline. If a student withdraws from a course during the first 10 calendar class days (8 calendar days for summer quarter), their name will be removed from the class list. Students must notify the college in writing to withdraw from the CiHS class via email to chastity.pennington@centralia.edu. Notifying the high school does not notify the college. They must notify the college by the 10th class day. An instructor’s signature is not required. No record of the class will appear on the student’s transcript. If a student withdraws from a class after the 10th class day (8th class day for summer quarter), but on or before the 35th class day,
instructor’s signature is not required. The student will receive a “W” grade on their transcript. If a student withdraws from a class after the 35th class day (20th class day for summer quarter), but before the last class day, they must contact their instructor by the last class day of the quarter to ask for a withdrawal. An instructor’s signature is required. The student will receive a “WP” grade (Withdrawal Passing) or a “WF” grade (Withdrawal Failing) on their transcript. The instructor will determine this grade based upon whether the student was passing or failing the course at the time of their withdrawal. Failure to do so may result in a failing grade posted to the student’s transcript. There are no payment plans or refunds associated with the College in the High School Program. Students are to pay by the tuition and fee deadline, if applicable.

**Grading Procedure**
The high school teacher must follow the Centralia College grading scale. Centralia College uses a numerical grading system. Instructors report passing grades from 4.0 to 1.0 in 0.1 increments. Instructors assign the number 0.0 for failing work and must assign a date of last attendance. Numerical grades are equivalent to letter grades as follow:

| 4.0-3.9   | A | Superior achievement |
| 3.8-3.5   | A- |
| 3.4-3.2   | B+ |
| 3.1-2.9   | B | High achievement |
| 2.8-2.5   | B- |
| 2.4-2.2   | C+ |
| 2.1-1.9   | C | Average achievement |

* Note: 1.9 is below the 2.0 minimum requirement program entrance or completion

| 1.8-1.5 | C- |
| 1.4-1.2 | D+ |
| 1.1-1.0 | D | Minimum achievement |
| 0.0     | F | Failure to meet minimum course requirements. |

**W**  Withdrawal. May be awarded only on or before the 35th class day. May only be student initiated. Requires dated signature of student. Not calculated in the grade point average. The college encourages students to speak with their instructor(s) before withdrawal.

**WP**  Passing withdrawal. Indicates student had completed enough work to pass the course (1.0 or above) at the time of withdrawal. May be awarded only after the 35th class day, but before the first day of finals. May only be student initiated. Requires dated signature of the student. Requires dated signature and “WP” grade of the instructor. Not calculated in the grade point average.

**WF**  Failing withdrawal. Indicates student was doing failing work (0.9 or below) at the time of withdrawal. May be awarded only after the 35th class day, but before the first day of finals. May only be student initiated. Requires dated signature of the student. Requires dated signature and “WF” grade of the instructor. Not calculated in the grade point average. Receiving institutions may treat this grade as a 0.0.

**I**  Incomplete; no grade points calculated. The student must have finished a substantial portion of the work, attended past the 35th class day, be passing the course (1.0 or above), and because of circumstances not ordinarily controllable by the student, was not able to finish the course prior to grading. The instructor and student must complete a detailed contract that specifies what work is remaining, and when it is due. The contract must specify the default grade, if the additional work is not accomplished by the time limit. The grade shall revert to the default grade, if no new grade is turned in.
by the instructor by the time limit. The instructor, student, and Enrollment Services receive copies of the contract. If there is no contract, or an incomplete contract when an “I” has been requested by the instructor, the grade shall be recorded as an *, until a complete contract is on file in Admissions and Records. Incompletes must be completed by the end of the next quarter, except that spring quarter incompletes must be completed by the end of the following fall quarter.

N Audit. No credit. Not calculated in grade point average.
S Passing with credit. Not calculated in grade point average. Used only by approved departments.
U Unsatisfactory progress. Not calculated in grade point average. Used only by approved departments.
Y In Progress; no grade point calculated. Used in courses, such as correspondence, that do not begin and end with the regular quarter calendar. Not calculated in grade point average. A student has two quarters to complete the class (an extension for a third quarter is available for an additional fee). The instructor will submit a change of grade form to Enrollment Services at the completion of the coursework within the time limit. If no new grade is turned in by the instructor a grade of 0.0 will be issued.

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

Access to Library Services
Currently enrolled students may use library materials and services. Students may visit Kirk Library in-person during business hours or access library materials online by visiting the website, http://library.centralia.edu/. Kirk Library Policies are accessible through the Centralia College, Kirk Library site at http://library.centralia.edu/about/policies.html. These policies include:

- Borrowing Library Materials
- Library Computer Use
- Food and Drink
- Cell Phone Policy
- Children in the Library
- Collection Development
- Donating to the Library
- Accessibility (ADA)
- Archives Collection

Materials Checkout Policy

- Books/Books on or with CDs: 5 items per subject, 25 max.—30 days
- Media Materials, VHS/CD/DVDs: 3 items per format—7 days
- Math DVDs: 2 max.—3 days, no renewals
- Periodicals: Library use only
- Reference/Archival Materials: Library use only
- Reserve Materials: Varies
- Headphones: Library use only

You may return items during library open hours at the Check Out Desk or when the library is closed in the Book Drop box, located outside the southeast corner of the library building in Parking Lot D. Interlibrary Loan books and equipment must be returned directly to the Check Out Desk—do not use the outside Book Drop to return these items.
Technology Resources
The college provides a wide range of computing resources and internet services to students, faculty, and staff. There are general-purpose computer labs with Windows-based PCs equipped with a variety of software applications. There are specialty labs supporting various programs including computer graphics, music, electronics, robotics, computer science, and civil engineering.

Email
Registered students will be issued a Centralia College email account. The college will send all official communication to this student email account. Students are responsible for activating and checking this account regularly. Students may choose to forward messages to a different email account; however, they are still responsible for all information sent to their student account.

TRiO Programs
TRiO Programs TransAlta Commons Building, Second Floor 8 a.m.-5 p.m. Monday-Friday (summer hours may vary) www.centralia.edu/students/trio/

Three federally funded TRiO programs – TRiO TS, Upward Bound, and Student Support Services – provide support services to help underrepresented college-bound students who meet federal eligibility requirements. The programs assist students as they prepare for college, attend college, and transfer to a four-year college or university.
TRIO TS triots@centralia.edu 360-623-8969 This program helps young people in grades 7-12 as they explore their career and educational options beyond high school.

UPWARD BOUND upwardbound@centralia.edu 360-623-8968 This program provides academic assistance for those in grades 9-12 as they prepare for success in college.

STUDENT SUPPORT SERVICES sss@centralia.edu 360-623-8970 This program provides a variety of levels of support to help students stay in college, graduate, and/or transfer to a four-year college. TRiO programs offer these services • Academic and career planning assistance • Assistance in completing college admission, scholarship, and financial aid applications • Assistance in preparing for college entrance examinations • Transfer information, planning, and college visits • Mentoring and tutoring • Cultural enrichment activities • Workshops/conferences and campus tours • Information to improve financial literacy

Disability Statement
Students with disabilities may contact the Director of Disability Services to determine their eligibility for reasonable accommodation. Disability Services is located on the 2nd floor of the Transalta Commons. Their telephone number is 360-623-8966.

Instructional Support
WRITING CENTER TransAlta Commons Building, Room 301 Hours vary by quarter 360-623-8841 writingcenter@centralia.edu www.centralia.edu/academics/writingcenter The Writing Center is a drop-in center with computer stations, resources, and staff to assist students with the writing process. The Writing Center also provides appointment-based tutoring, hands-on workshops, and supplemental instruction. Students can receive assistance online through the Online Writing Lab at www.owl.centralia.edu. Students can access self-help resources and submit their drafts for review by a writing consultant.
PROS (PRESENTATION RELIEF SQUAD) TransAlta Commons Building, Room 337 10 a.m.-1 p.m. Monday-Friday (closed in the summer) 360-623-8494 This drop-in center provides help to any student with an upcoming presentation or speech.

TUTORING CENTER Walton Science Center, Room 309 360-623-8952 www.centralia.edu/students/tutoring.html The Tutoring Center is a venue for students to study collaboratively and receive help and guidance from faculty members and peer tutors. The drop-in center provides free tutoring, computer workstations, and a group work area for science, technology, engineering, and math students.

PEER TUTORING Walton Science Center, Room 309 Hours vary by quarter 360-623-8652 www.centralia.edu/students/tutoring.html Peer tutoring is an instructional support technique used successfully with students at all levels. Peer tutors help students master a subject area. Tutoring can strengthen and improve students’ academic abilities and achievement. Upon request, tutoring is available for most classes taught at Centralia College. Peer tutoring is free to registered Centralia College students. To apply to be a peer tutor, students need to complete an application form and obtain approval from their instructor.

Copyright Notice
Materials used in connection with any Centralia College course may be subject to protection under Title 17 of the United States Code.

Student Rights & Policies

Additional information regarding student rights and policies can be found by visiting, http://www.centralia.edu/students/rights.html.

Who do we contact if we need assistance with College in the High School?
Please contact Chastity Pennington 360-623-8377 or chastity.pennington@centralia.edu
College in the High School Program
Student/Parent Handbook Acknowledgement Form

I ___________________________ (student’s name) hereby confirm that I have read the College in the High School Program Student/Parent Handbook.

____________________________
Student’s Signature

____________________________
Parent Signature

____________________________
Date