

The Smart Choice!

**College in the High School Program
Student/Parent Handbook (2020-2021)**

Lower Columbia College

Revised 9/1/2020

Table of Contents

What is the "College in the High School" (CHS) Program?	2
How Does the Student Benefit from the Program?	2
Can My Credits Be Used Toward a College Degree or Certificate?	3
How Do I Get a Transcript and Transfer to Another College or University?	4
The Family Educational Rights and Privacy Act (FERPA)	4
LCC Student Policies and Student Handbook	4
Admission and Registration Process	5
Tips for Completing the Online Admissions Application	6
College in the High School Policies and Procedures	7
Frequently Asked Questions	8
Do I need to apply for admission in order to register for my classes?	8
How do I know if I'm registered?	8
I forgot my student ctLink ID number. How can I find it?	8
How do I see my grades?	8
Who should I contact if I need help?	8

Visit lowercolumbia.edu/CHS for up-to-date resources and direct links to everything in this handbook.

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

Lower Columbia's College in the High School program is a cooperative program between local school districts and LCC. The program allows high school students the opportunity to earn LCC college credit while simultaneously earning high school credit for approved advanced high school courses. The courses are taught by high school teachers who work closely with LCC faculty partners to ensure the 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 and they meet degree requirements for most public and private colleges in Washington.
- Upon successful completion, the course appears on the student's transcript with the college's course title and number; just as it appears in the college catalog.
- Completing rigorous high school coursework and earning college credit may strengthen the student's application to another college or university, or future job opportunities.
- Tuition for a five-credit CHS course is typically about half of what other LCC students pay to complete the same course.
- The cost for a five-credit College in the High School course is \$325. The cost for an equivalent course taken at LCC can be as much as \$601.05, not including textbooks.

Can My Credits Be Used Toward a College Degree or Certificate?

Courses completed through CHS can be applied toward a degree or certificate at LCC or transferred to many other institutions. Depending on the institution and program the student pursues, credits may transfer as direct equivalents to existing courses, may transfer as departmental general electives, or may satisfy a prerequisite for other required courses.

We strongly recommend that you contact the college/university you plan to attend and verify how these credits will be accepted.

Each of the public four-year colleges and universities within Washington State have agreed to accept transfer credits from this program. However, LCC cannot guarantee whether individual classes will meet another college's graduation requirements or be accepted by a specific academic department. LCC recommends that you contact the specific university admissions office and academic department for clarification.

Students planning to attend a private college or university (either in Washington or elsewhere) should speak to that institution's admissions office to clarify whether these transfer credits will be accepted and applied toward degree requirements. Although it is uncommon for credits not to transfer, there have been some exceptions and each institution makes its own decisions about what transfer credits to accept.

Many colleges and universities provide the ability for students to check how LCC credits will transfer. Search the college or university website for "credit transfer equivalency" and you will generally find transfer equivalency tables and contact information to reach someone at the school who can help answer your questions.

How Do I Get a Transcript and Transfer to Another College or University?

LCC transcripts may be ordered online or in person. For processing time, payment information, and other official transcript information visit lowercolumbia.edu/transcripts.

If you only need to view your student records or obtain an unofficial transcript, you can do so through LCC's new online student portal, called ctLink. You will need to activate your ctLink account before you can access the system. For instructions go to lowercolumbia.edu/ctLink, click "Student Resources" on the left sidebar, and then select the "How to Activate Account" link. If you need help, contact LCC's One-Stop Center by visiting lowercolumbia.edu/one-stop.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law affording students certain rights with respect to their education records. For complete information about your FERPA rights, review the Academic Policies section of LCC's academic catalog at lowercolumbia.edu/catalog.

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. Students must give their written permission for anyone, even parents, to access their educational records and discuss class performance or grades.

When inquiring about student records, students should make the inquiry themselves. If a student wants to authorize another person to access their records, they must submit a FERPA Release of Information form signed by the student. Contact (360) 442-2370 or email registration@lowercolumbia.edu for additional information or to request a release form.

LCC Student Policies and Student Handbook

Lower Columbia College follows a number of guidelines that support a civil and respectful environment and provide procedures to ensure academic integrity and fair treatment are maintained. LCC 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. The Student Handbook can be found at lowercolumbia.edu/publications/student-handbook.

Admission and Registration Process

Registering to participate in the College in the High School program is a three-step process completed at the high school. Your CHS teachers or other school staff will help you with the process. If you have any questions, ask your teacher for help.

1. Submit your Admissions Application.

All CHS students must apply for admission, unless they are participating in Running Start or already have a student record and ctcLink ID number. If you already have a ctcLink ID number, you can skip to step two and register for your classes using the Registration Form.

[Click here for the LCC Online Admissions Application](#)

2. Register for your CHS classes.

Your high school will give you a list of the classes available at your school. Your teachers will help you identify which classes are right for you. You will enter the **course subject** (e.g. MATH), the **course number** (e.g. 101), and the **class number** (e.g. 12345) into the registration form.

[Click here for the College in the High School Registration Form](#)

3. Pay for your classes.

You can pay tuition online through your LCC student portal once you are registered for your classes, about a week after you submit your admissions application and registration form. You must pay your class tuition as soon as you are registered or you will be dropped from the class. Payment is due 10 days after the Enrollment Deadline shown on the CHS Academic Calendar attached to this handbook.

As of Fall 2020, tuition is \$325.00 per five-credit CHS course.

Some local high schools receive grant funding to assist with the cost of College in the High School courses. Check with your high school for additional information and eligibility criteria.

Direct links to all forms available at lowercolumbia.edu/CHS

Tips for Completing the Online Admissions Application

College in the High School students complete the same application used by Running Start. Be sure to select “Running Start” as your Admit Type when creating your application.

Select the following options when creating your new online application:

The screenshot shows the 'Academic Data Selection' form. At the top, it states: 'You may only apply to one college at a time. Required items are indicated by an asterisk (*). Where there is only one option, please choose that option.' The form contains several dropdown menus and buttons. Red boxes highlight the following fields and their values: '*Academic Institution: Lower Columbia College', '*Academic Program: Non-Award Seeking', '*Admit Type: Running Start', 'Academic Plan: Non-degree - Other', and '*Term: FALL 2020'. The 'Continue' button is also highlighted with a red box. There are also 'Application Summary' and 'Continue' buttons at the bottom right.

Academic Institution: Lower Columbia College

Academic Program: Non-Award Seeking

Admit Type: Running Start

Academic Plan: Non-Degree - Other

Term: Select *Fall 2020* for classes that last the full school year, or classes you will complete during the first semester.

Select *Winter 2021* for classes you will start and finish during the second semester.

Bio – Demo Information Section and Social Security Number (SSN)

Please complete this entire section, including your social security or tax ID number if you have one. Providing your SSN will make it easy to recover your account information if you lose access later. Including your SSN also ensures that no duplicate records are created, which can cause issues when transferring to another institution. If you plan to apply for financial aid at LCC in the future, your SSN is required to process and administer financial aid. The IRS requires us to ask for your social security or tax ID number, but you can still participate in the College in the High School program even if you do not have one or choose not to provide one to LCC.

College in the High School Policies and Procedures

Grading Procedure

The high school teacher will follow the LCC grading scale and process. This may be slightly different from the high school grading scale resulting in a different college grade from the high school transcript grade.

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 Pass/Fail grades are **NOT** an option for College in the High School classes.

Students who transfer out of a full-year class at the high school will **NOT** earn college credit. Full-year classes require the student to complete the entire year in order to earn credit. If the student does not complete the year they will not earn any credit - partial credit is not awarded.

Enrollment Deadline Policy

Students must officially enroll in College in the High School classes by the enrollment deadline specified in the CHS Academic Calendar attached to this handbook.

Withdrawal and Payment Policy

To officially withdraw from a class, students should first consult with their high school teacher. If the teacher agrees the student should withdraw, the teacher (or other high school official) must notify the LCC registrar before 5:00pm on the final withdrawal day.

Students may withdraw from a CHS class within 10 days after the enrollment deadline to avoid a "W" on their LCC transcript. Students withdrawing more than 10 days after the enrollment deadline will receive a "W" on their LCC transcript.

The last day to withdraw from a class is the last instructional day of the eighth week of instruction of the CHS class. The CHS Academic Calendar attached to this handbook includes all important dates and deadlines.

Students who do not pay tuition within 10 days after the enrollment deadline will be dropped from their classes.

Students suspected of academic dishonesty may not withdraw from a course to avoid consequences resulting from academic dishonesty until there is a resolution through the student conduct process. Information about the student conduct process for academic dishonesty can be found at <https://lowercolumbia.edu/publications/student-handbook/academic-dishonesty.php>.

Frequently Asked Questions

Do I need to apply for admission in order to register for my classes?

If you do not already have a student record at LCC, you will need to apply for admission to the college. Please see the Admission and Registration section for instructions on applying for admission. If you are unsure if you have an LCC student ID number, please submit an application for admission. This will assist us in locating your record, if one exists, or creating a new record for you if needed.

How do I know if I'm registered?

You can check your schedule in ctclink in the *My Classes* tile to verify you are registered. You will be registered for your classes about one week after you submit your admissions application and registration form online.

I forgot my student ctclink ID number. How can I find it?

Retrieve your ctclink ID by clicking *Get My Student ID* on this page:
www.lowercolumbia.edu/online-services

If you did not include your social security or tax ID number on your admissions application, you will not be able to use this tool.

If you have lost access to the email account associated with your ctclink account, can't retrieve your ctclink ID number, or have other issues accessing ctclink, contact the LCC One-Stop Center: lowercolumbia.edu/one-stop

How do I see my grades?

You will not receive regular grade reports from Lower Columbia College. After completing the course, you can view your grades and print an unofficial transcript in ctclink using the *Academic Records* tile.

Who should I contact if I need help?

For help with your classes, start with your high school CHS class teacher. If you need help with the admissions application, registration form, or accessing your student records contact:

Magnus Altmayer, Lower Columbia College Director of Registration/Registrar
Email: maltmayer@lowercolumbia.edu
Phone: (360) 442-2372