COLLEGE IN THE HIGH SCHOOL PROGRAM
STUDENT/PARENT HANDBOOK
SEPTEMBER 2017
College in the High School Program

Student/Parent Handbook

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

Centralia College’s College in the High School program is a cooperative program between local school districts and Centralia College. The program allows high school students the opportunity to earn Centralia College college credit for Centralia College courses taught by qualifying high school teachers who work closely with Centralia College faculty liaisons to ensure that the work that the students perform in the high school course is equivalent to the same course taught on campus. 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 CHS 5-credit course is typically less than an equivalent Centralia College course.

How can credits be used toward a college degree or certificate?

Courses 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/wacioo2.html. You will need your College in the High School student identification number (SID) to use this feature. Your PIN is your six-digit date of birth.

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 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 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** using the College in the High School application. There is no charge to apply for admission. The application form is available on the Centralia College website. [http://www.centralia.edu/cgi-bin/forms/forms.pl?form=2](http://www.centralia.edu/cgi-bin/forms/forms.pl?form=2) In 24-72 hours you will receive an email with your Centralia College Student Identification Number.

2. **Once you have your student identification number** take the Accuplacer test if your College in the High School course has a placement prerequisite. 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 Accuplacer Placement test can be waived. Email a copy of your Smarter Balanced Student Score Report to nicole.silva@centralia.edu and indicate Smarter Balanced Assessment in the subject line.

   Testing fees are payable at the Cashier’s Office located on the second floor of the Transalta Commons. There are no waivers for this testing fee.
   $15 – Reading, Writing, Math
   $10 – One test
   You can find a list of the prerequisite placements at the end of this guide under *Appendix A*. If you are unsure whether the Accuplacer test is required ask your College in the High School teacher.

   **Please Note:** Please tell the Cashier you are a College in the High School student. Your student identification number is tied to your score and you will be unable to test without it.

3. **Register for your CHS class(es).** Registration forms will be provided to you by your College in the High School Teacher.

4. **Submit completed Registration forms to your College in the High School teacher and pay any required fees to your high school.** 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.
How to Apply for Admissions

All CHS students must apply for admission. Students participating in Running Start, Tech Prep, or who already have a student record at Centralia College need to apply for admission using the College in the High School application form.

Students can apply for admissions online at Centralia College’s Admissions web page. [http://www.centralia.edu/academics/CHS/index.html](http://www.centralia.edu/academics/CHS/index.html) After the admissions 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 Accuplacer Test (if applicable) and register, so apply as soon as possible.

Accuplacer Placement Testing

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

Most students will need to take the Accuplacer placement test in order to meet the required prerequisites. 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) 736-9391, ext. 8920 to confirm hours. There are sample questions for the Accuplacer test online at [https://accuplacer.collegeboard.org/](https://accuplacer.collegeboard.org/)

Allow two hours for testing. You will need a current government issued photo ID and your Student Identification number prior to all testing. If you have a documented disability and request accommodations, apply for services through the Center for Disability Services, (360) 736-9391, ext. 8966.

Once the Accuplacer 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.

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 Accuplacer Placement test can be waived. Email a copy of your Smarter Balanced Student Score Report to nicole.silva@centralia.edu and indicate Smarter Balanced Assessment in the subject line.

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 College in the High School class. NO EXCEPTIONS.
Registering for Classes

Your high school teacher will assist you with the registration process. **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.**

Student Withdrawal or Refund Request

Students who wish to withdraw from the program, may do so by the withdrawal deadline identified in the grading scale below. Students must notify the college in writing to withdraw from the CHS class via email to nicole.silva@centralia.edu. Notifying the high school does not notify the college. Failure to do so may result is 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:

<table>
<thead>
<tr>
<th>Numerical</th>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0-3.9</td>
<td>A</td>
<td>Superior achievement</td>
</tr>
<tr>
<td>3.8-3.5</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>3.4-3.2</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>3.1-2.9</td>
<td>B</td>
<td>High achievement</td>
</tr>
<tr>
<td>2.8-2.5</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>2.4-2.2</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>2.1-1.9</td>
<td>C</td>
<td>Average achievement</td>
</tr>
<tr>
<td>1.8-1.5</td>
<td>C-</td>
<td>* note: 1.9 is below the 2.0 minimum requirement program entrance or completion</td>
</tr>
<tr>
<td>1.4-1.2</td>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>1.1-1.0</td>
<td>D</td>
<td>Minimum achievement</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
<td>Failure to meet minimum course requirements.</td>
</tr>
</tbody>
</table>

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. Degrees and certificates may limit the use of S credits.

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.

Who do we contact if we need assistance?

Please feel free to call (360) 736-9391, ext. 8613 or email nicole.silva@centralia.edu.
Appendix A:

Accuplacer Placement Rules follow charts below.

**ADVISING PLACEMENT CHART-ENGLISH**

Students are **ELIGIBLE TO TAKE** the following classes:

<table>
<thead>
<tr>
<th>ADP/TEST SCORES COLUMN</th>
<th>ENGLISH</th>
<th>ABE/ESL</th>
<th>ENGL 095</th>
<th>ENGL 098</th>
<th>ENGL 099/ WRT 105†</th>
<th>ENGL 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass: Writing</td>
<td>02</td>
<td>0-29</td>
<td>30-59</td>
<td>60-82</td>
<td>83+</td>
<td></td>
</tr>
<tr>
<td>ASSET</td>
<td>02</td>
<td>23-36</td>
<td>37-41</td>
<td>42-45</td>
<td>46-55</td>
<td></td>
</tr>
<tr>
<td>Accuplacer</td>
<td>02</td>
<td>0-56</td>
<td>57-71</td>
<td>72-87</td>
<td>88+</td>
<td></td>
</tr>
<tr>
<td>SBAC</td>
<td>02</td>
<td>1 or 2 or 23 or 24 or 25†</td>
<td>3 or 4 or 21 or 22</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Smarter Balanced scores are valid for one year following high school graduation.
†WRT 105 is only for workforce programs and is non-transferable. WRT 105 is not an alternative to, or preparation for, ENGL 101.
‡Advisor Guided Placement options:
a. Enroll into 096/099 bucket course  b. Retake Placement Test  c. Transcript evaluation

**Students have COMPLETED THE REQUIREMENTS for these classes:**

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>ABE/ESL</th>
<th>ENGL 095</th>
<th>ENGL 098</th>
<th>ENGL 099/ WRT 105</th>
<th>ENGL 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>02</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Reading**

<table>
<thead>
<tr>
<th>ADP/TEST SCORES COLUMN</th>
<th>READ 099</th>
<th>READ 100</th>
<th>NO REQ READING COURSE</th>
<th>COLLEGE LEVEL*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass: Reading</td>
<td>01</td>
<td>49-80</td>
<td>49-80 for Technical Students</td>
<td>81-90</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>01</td>
<td>29-89</td>
<td>90-107</td>
<td>107-120</td>
</tr>
</tbody>
</table>

*READ 110 might increase your speed

Note: The Other category can include placement tests not taken at CC, math/english classes taken at another college, AP Scores, etc.
Students are **ELIGIBLE TO TAKE** the following classes:

<table>
<thead>
<tr>
<th>MATH</th>
<th>ADPI TEST</th>
<th>SCORES COLUMN</th>
<th>ABE</th>
<th>MATH 095</th>
<th>MATH 096</th>
<th>MATH 098</th>
<th>MATH 099</th>
<th>College Math</th>
<th>Math 150 or 151</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass</td>
<td>Pre-Algebra</td>
<td>03</td>
<td>0-21</td>
<td>22-45</td>
<td>46-77</td>
<td>78-100</td>
<td>0-59</td>
<td>60-70</td>
<td>71-100</td>
</tr>
<tr>
<td></td>
<td>Algebra</td>
<td>06</td>
<td>32-42</td>
<td>43-50</td>
<td>51-55</td>
<td>32-47</td>
<td>48-55</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td></td>
<td>College Algebra</td>
<td>07</td>
<td>39-55</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td>ASSET</td>
<td>Numerical</td>
<td>03</td>
<td>0-34</td>
<td>35-66</td>
<td>67+</td>
<td>0-67</td>
<td>0-67</td>
<td>0-67</td>
<td>0-67</td>
</tr>
<tr>
<td></td>
<td>Algebra</td>
<td>06</td>
<td>32-42</td>
<td>43-50</td>
<td>51-55</td>
<td>32-47</td>
<td>48-55</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td></td>
<td>Intermediate Algebra</td>
<td>05</td>
<td>39-55</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td></td>
<td>College Algebra</td>
<td>07</td>
<td>39-55</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>Arithmetic</td>
<td>03</td>
<td>0-34</td>
<td>35-66</td>
<td>67+</td>
<td>0-67</td>
<td>0-67</td>
<td>0-67</td>
<td>0-67</td>
</tr>
<tr>
<td></td>
<td>Elem Algebra</td>
<td>04</td>
<td>32-42</td>
<td>43-50</td>
<td>51-55</td>
<td>32-47</td>
<td>48-55</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td></td>
<td>College Math</td>
<td>07</td>
<td>39-55</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
<td>0-50</td>
<td>51-100</td>
</tr>
<tr>
<td>SBAC (Smarter Balanced)</td>
<td>05</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2 or 23 or 24 or 25: Math 107</td>
<td>2 or 23 or 24 or 25: Math 107</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*after successful completion of Algebra II

Students have **COMPLETED THE REQUIREMENTS for these classes:**

<table>
<thead>
<tr>
<th>MATH</th>
<th>ADPI TEST</th>
<th>SCORES COLUMN</th>
<th>ABE</th>
<th>MATH 095</th>
<th>MATH 096</th>
<th>MATH 097</th>
<th>MATH 098</th>
<th>MATH 099</th>
<th>College Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>05</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

**Advisors:** Advising for the next course is determined by student’s program of study

8/29/2016
Agreement on the use of the Smarter Balanced 11th grade career and college readiness assessment for placement in Washington community and technical colleges

1. The agreements offer high school students the opportunity to use their scores on the 11th grade Smarter Balanced assessment to establish their readiness for college-level coursework when entering higher education institutions in Washington.
2. The agreements will be in effect for the high school graduating classes of 2016 through 2018. It will be reconsidered formally in winter 2018 based on student performance data.
3. The agreements apply only to college readiness and placement considerations for high school students with Smarter Balanced 11th grade assessment scores admitted to and enrolling in the academic year immediately following high school graduation or students enrolling in dual-credit courses as high school seniors.
4. The role the transition courses play in placement for students who score below college-ready on the 11th grade assessment is contingent on higher education faculty approval of the course material addressing college readiness. This endorsement is expected by summer 2015.

<table>
<thead>
<tr>
<th>SBAC 11th Grade Score Level:</th>
<th>Mathematics Placement Options available based on score</th>
<th>English Placement Options based on score</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Any entry college-level math course through pre-calculus I</td>
<td>An entry college-level English course (including but not limited to English Composition or its equivalent)</td>
</tr>
</tbody>
</table>
| 3                           | • An entry college-level terminal math course not on the calculus pathway  
• An entry-level calculus pathway math course, contingent on a B or better in a calculus pathway class in the senior year of high school | An entry college-level English course (including but not limited to English Composition or its equivalent) |
| 2                           | An entry college-level terminal math course not on the calculus pathway, contingent on a B or better in the statewide math college readiness/transition course or through local institutional processes (transcript, high school GPA, additional testing, etc.) | An entry college-level English course (including but not limited to English Composition or its equivalent), contingent on a B or better in a statewide English senior year college readiness/transition course or through local institutional processes (transcript, high school GPA, additional testing, etc.) |
| 1                           | Additional placement information, determined by local institutional processes (transcript, high school GPA, additional testing, etc.), needed for all entry-level courses | |

SBAC 11th Grade Score Level:

- 4: High
- 3: Mid
- 2: Low
- 1: Lowest

English Placement Options based on score:

- Entry college-level English course (including but not limited to English Composition or its equivalent)
- Entry college-level terminal math course not on the calculus pathway
- Entry-level calculus pathway math course, contingent on a B or better in a calculus pathway class in the senior year of high school
- Additional placement information, determined by local institutional processes (transcript, high school GPA, additional testing, etc.), needed for all entry-level courses
Notes:

1. For all levels in math, placement into more advanced courses than designated in the agreement will depend on additional local institutional placement processes (transcript, high school GPA, additional testing, etc.)

2. **For math**, colleges may require additional placement information for initial entry into college-level math courses beginning in the **winter term** of the entry year following high school graduation.

3. **For English**, colleges may require additional placement information for initial entry into college-level courses beginning in the **summer term** following the first academic year after high school graduation.

4. For both math and English individual colleges may also extend the time period for honoring the scores for placement.

5. The transition courses will need to be approved by higher education institutions before placement can be guaranteed.
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

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Legal Affairs, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, or call 360.736.9391, ext. 8474, or 360.807.6227/TTY.