**CTE Dual Credit Information**

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During this time of year, you may begin getting many questions from students regarding CTE Dual Credit as their high school academic year has closed and they are looking at enrolling at CBC for the fall. Below are a series of the most commonly asked questions of CTE Dual Credit students and some generalized responses that may help you in dealing with their scenarios:

1. **How do I know if I was eligible to receive CTE Dual Credit?**
* If you are a student in 9th to 12th grade who enrolled in a high school CTE class that is articulated for college credit, then you are eligible to participate in CTE Dual Credit. Check with your high school counselor or advisor to determine if your high school class was articulated. You can also view the list of articulated courses by high school from the CBC CTE Dual Credit webpage: columbiabasin.edu/ctedualcredit (click on For Students and Parents)
* To earn college credit, students must register for the articulation online in the Student Enrollment Reporting System (SERS) database. Typically students do this in their high school class.
* Students must register online by the deadline, print and sign the registration form, and submit the registration form to Keeley Gant at CBC (typically done by the high school instructor) by the submission deadline.
* Students must earn 85% or better EACH semester enrolled in the CTE Dual Credit class. Maintaining an average of 85% does not mean you will be eligible as you must meet the minimum GPA threshold each semester of enrollment to qualify.
* Failure to meet any of the deadlines means you are ineligible to earn CTE Dual Credit college credit. There is no back-dating of credit; you can only earn credit in the year in which you were enrolled in the high school course.
1. **How do I know if I actually earned college credit for CTE Dual Credit?**

As a student with login access to the [Student Enrollment Reporting Systems](http://sers.techprepwa.org/) (SERS) website, you can always check the system for the status of credit progress. Typically, colleges will begin the transcription process during the summer concluding your academic year in high school with a college transcript completed by September 1. If you've met the eligibility criteria and are on schedule to earn CTE Dual Credit, you can expect some type of congratulatory correspondence by late summer with an unofficial copy of your transcript enclosed.

1. **I see on my transcript that I’m enrolled in summer class but I’m not taking any kind of college class. Why am I registered for summer school at CBC?**

We realize that you did not take this particular class this summer, however we had to register you for the CTE Dual Credit articulated course during the summer semester as we will be transcribing grades between July and August in order to have them visible on your transcript by September 1.

1. **I just completed the high school course and already registered at CBC but yet I don’t see the credit on my transcript, why?**
* You may have earned college credit, but at the time you enrolled here at CBC, the transcription of those grades from last year may not have been transcribed yet. They won’t be visible on a transcript until September 1.
* You may also have credits on a transcript that were earned in prior years. We may not have had your social security number back then and perhaps we created two accounts and SID’s for you here at CBC. Let me look in the system and if I find another account for you, we’ll merge the files.
1. **I don’t see a past CTE Dual Credit class on my transcript. I know I met the eligibility criteria and though I forgot to sign up then, I’d like to do so now so I can earn the credit.**

Unfortunately, it is CTE Dual Credit regulations that credit can only be earned in the year in which the student registered for CTE Dual Credit and was enrolled in the high school course. Therefore, we cannot backdate and award past credit.

1. **How do I go about getting my transcript?**

CBC will transcribe college credit during the summer quarter following the completion of the course. A copy of your unofficial transcript will be mailed to you with a congratulatory letter on behalf of CBC; typically in late August. To request your original transcript be mailed (electronically or manually) to another college, be sure to use the [Parchment](https://securetranscript.docufide.com/admin?rhid=32875) Exchange service and follow the instructions on the [CBC Transcripts](http://www.columbiabasin.edu/index.aspx?page=158) page. (CTE Dual Credit students do not have access to the student kiosk and therefore must pay and order official transcripts)

*{During any “down” time you may have, please feel free to visit the CTE Dual Credit pages to learn more about the program: columbiabasin.edu/ctedualcredit}*