

# How-to Post CTE Dual Credits

To be eligible to post dual credits on a college transcript, you must have completed the following:

- registered on SERS ([www.ctesers.org](http://www.ctesers.org)) and completed your dual-credit class within the current school year
- earned a 'C' grade or better

## **Bates Technical College**

1. E-mail [postcollegecredit@pc3connect.org](mailto:postcollegecredit@pc3connect.org) with the following information:
  - a. Legal first and last name
  - b. Date of Birth
  - c. High School
  - d. Official high school transcript (used for verification purposes)
2. Bates representative will send an email to requestor with information on how to go about ordering an official transcript. For follow-up contact Student Records Clerk at (253) 680-7164.

## **Clover Park Technical College**

1. Download and complete Dual Credit Request form located on the PC3 website ([www.pc3connect.org/dualcredit/studentparent.html](http://www.pc3connect.org/dualcredit/studentparent.html))
2. Email the dual credit request form and Official high school transcript to [postcollegecredit@pc3connect.org](mailto:postcollegecredit@pc3connect.org)
3. CPTC representative will send an email to requestor with information on how to go about ordering an official transcript. Allow 5 to 7 business days to complete the transcription process. For follow-up contact Student Records Clerk at (253) 589-5638

## **Pierce College District**

1. Download and complete Dual Credit Request form located on the PC3 website ([www.pc3connect.org/dualcredit/studentparent.html](http://www.pc3connect.org/dualcredit/studentparent.html)) *\*\*handwritten signature is required and if you are a current running start student, write your student ID # in the Social Security # section.*
2. Submit an admissions application (<http://www.pierce.ctc.edu/apply-admission>) *Note: this is required to generate a student ID # for transcription purposes. If you currently a running start student, you may skip this step and reference your student ID # on the Dual Credit Request form.*
3. Submit an OFFICIAL high school transcript with authorized signature OR order an official transcript through [www.parchment.com](http://www.parchment.com).
4. Completed dual credit request form and sealed official high transcript can be submitted in person to the Transcription Department located at Fort Steilacoom location or by mail to the following address:
  - a. Pierce College District  
9401 Farwest Drive SW  
Lakewood, WA 98498
5. Pierce College representative will send an email confirmation to requestor with information on how to go about ordering an official transcript. If all necessary documents are complete, allow 5 to 7 business days to complete the transcription process. To follow-up on status of request, e-mail [jmarple@pierce.ctc.edu](mailto:jmarple@pierce.ctc.edu).