

CTE DUAL CREDIT PROCESSES

HIGH SCHOOL STUDENT

High school student sign up for a Statewide Enrollment & Reporting System (SERS) account. (www.ctesers.org)



HS student must register for all eligible CTE High School Dual Credit Course by June 15. Connect with Career Specialist for more information.



Starting July 15 HS student can request to post CTE dual credits to college transcript. Complete one or more of the following in the box to the right.

NOTE: Students have up to five (5) years from graduation year to request to post dual credit on college transcript.



CTE TEACHER

CTE Teacher must assign student grades no later than June 30.

HS Student must register for CTE dual credit course and earn a 'C' or better to receive college credit¹.

PC3 Consortium

PC3 Personnel will review and verify documents received from student and relay information via e-mail to one or more of the three colleges.

The student is copied on the e-mail as confirmation.

COLLEGE REPRESENTATIVE

The college will transcribe credit and notify the student within five (5) business days regarding the status of their college transcript via e-mail. Information for transferring dual credits is available upon request.

In the box below are the point of contact for each of the participating colleges for follow-up purposes.

Students must complete one or more of the following to receive credit:

BATES TECHNICAL COLLEGE:

There is currently no official form. Send the following information to postcollegecredit@pc3connect.org

- Full first and last name
- Date of Birth
- Home High School
- Personal E-mail Address

CLOVER PARK TECHNICAL COLLEGE (CPTC):

Download Dual Credit Request form (www.pc3connect.org), complete, and submit to postcollegecredit@pc3connect.org

PIERCE COLLEGE:

- Download Dual Credit Request form located on our PC3 website (www.pc3connect.org), complete, then print and provide your handwritten signature.
- Submit a Pierce College Admissions Application (<http://www.pierce.ctc.edu/apply-admission>). (NOTE: if you are a current running start student, it is not necessary to submit admissions application; enter your college student ID # on Dual Credit Request form)
- Submit an OFFICIAL high school transcript with authorized signature OR order an official transcript through www.parchment.com.

Send completed dual credit request form and official high school transcript to the following address by mail, in person or to postcollegecredit@pc3connect.org:

PIERCE COLLEGE DISTRICT
 ATTN RECORDS TRANSCRIPTION DEPT
 9401 FARWEST DRIVE SW
 LAKEWOOD WA 98498

COLLEGE CONTACT INFO

- Bates Tech - Angie Henderson
ahenderson@batestech.edu
- CPTC - Tracy Songao / Marie Ott
tracy.songao@cptc.edu
marie.ott@cptc.edu
- Pierce - Jewel Lee Marples
jmarples@pierce.ctc.edu

¹ Note: 'C' or better does not apply retroactively to previous school years