



**COLLEGE IN THE HIGH SCHOOL PROGRAM**  
**STUDENT/PARENT HANDBOOK**

## **College in the High School Program Student/Parent Handbook**

### **What is the College in the High School Program?**

The College in the High School (CiHS) program at Centralia College is a cooperative program between local school districts and Centralia College to deliver college-level courses at the high schools. All CiHS teachers at the secondary schools work closely with a Centralia College Faculty Liaison. Courses administered through the CiHS program are Centralia College catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits. The CiHS courses offered at the high schools reflect the learning objectives, rigor and the pedagogical, theoretical and philosophical orientation of the discipline at Centralia College and award transferable college credits. Centralia College's CiHS program increases the educational options for highly motivated high school students who wish to earn college credit.

### **How do students benefit from the program?**

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- CiHS 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 transcribed with the college's course title and number just as it appears in the college catalog.
- Having completed rigorous high school coursework and earning college credit may make students' university application(s) stronger.
- CiHS courses are offered at no cost to students or partnering districts.

### **Can credits earned through a CiHS course be used toward a college degree or certificate?**

Courses successfully 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 students contact the college/university that they plan to attend and verify how these credits will be accepted.

Each of the public, four-year colleges/universities in 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 students 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 be transferred, there have been some instances.

### **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 \$7.50 (\$5 for each transcript plus a \$2.50 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](mailto: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/resources/transcripts.aspx>

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/waci002.html>. You will need your Student Identification number (SID) to use this feature. Your PIN is your six-digit date of birth (MMDDYY).

### **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/about/policies/student.aspx>. These rights, as they pertain to the Concurrent Enrollment 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 or complete a FERPA Release.

### **Student Responsibilities**

Centralia College follows many guidelines that support 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.

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132L-120-080>

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**

#### **STEP 1 – See your High School's College in the High School Counselor**

Your CiHS counselor will help students determine which CiHS courses they may take.

#### **Step 2 – Apply for Admission**

[Apply online to Centralia College](#) or visit the Welcome Desk (first floor of the TransAlta Commons on the main campus or Centralia College East in Morton) for in-person help. There is no cost to apply. Please call 360-623-8971 with questions.

#### **Step 3 – Submit Placement & Transcripts**

Centralia College offers several ways for students to complete academic placement into Math and English courses. Work with CiHS staff to determine which of the following options is best for you:

1. High School transcript (used for English Placement only).
2. College placement test. Visit the [Testing Center](#) for options and availability.
3. Assessment taken at another college/university.
4. Transcript from another college with successful completion of specific classes.
5. Approved Academic Credit for Prior Learning: Credit by Testing such as Advanced Placement (view [Advanced Placement equivalencies \(pdf\)](#)), International Baccalaureate (IB) (view [International Baccalaureate equivalencies \(pdf\)](#)), or Cambridge International (CI) (view [Cambridge International \(CI\) equivalencies \(pdf\)](#)).

For the most current list of acceptable placement options, including minimum scores required and expiration periods, contact Enrollment Services at 360-623-8976 or [admissionsCC@centralia.edu](mailto:admissionsCC@centralia.edu). Submit other college/university assessments, transcripts, or AP/IB/CI scores to Enrollment Services.

#### **Step 4 – Register for College in the High School class(es).**

CiHS staff will work with CiHS teachers and provide class registration permission codes to register the students. CiHS teachers will help students complete a High School Release form, which requires Parent/Guardian and High School consent before they send it back to the CiHS Representative. Parent/Guardian and teacher signatures are required.

#### **Student Withdrawal**

Students who withdraw from their class(es) before the Enrollment Census Date will have their name removed from the class list and no record will appear on their transcript. If a student withdraws from the class, after the census date and by the last class day, the student will receive a grade of “W” on their transcript. Students who stop attending class will not be withdrawn automatically.

#### **Instructor Initiated Withdrawal**

Students are expected to attend all classes for which they enroll. Faculty will notify [cihs@centralia.edu](mailto:cihs@centralia.edu) of all students who do not attend class or secure approval for their absence. This notification will take place after the end of the second class session, but before noon on the sixth business day from the start of the term.

**NOTE:** *The Enrollment Services Office must be notified of this withdrawal by noon of the sixth business day from the start of the class. If a student has attended before the first day that an instructor can drop the student for non-attendance, the student cannot be dropped from the class for non-attendance.*

#### **Administrative Initiated Withdrawal**

The most common reason for administrative withdrawal is class cancellation. Administration may withdraw students for non-grade related reasons such as, but not limited to, medical, disciplinary, error, or military assignment.

#### **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:

4.0-3.8	A	Superior achievement
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3.7-3.5	A-	
3.4-3.2	B+	
3.1-2.8	B	High achievement
2.7-2.5	B-	
2.4-2.2	C+	
2.1-1.8	C	Average achievement *Note: 1.8 and 1.9 are below the 2.0 minimum requirement for program entrance or completion.
1.7-1.5	C-	
1.4-1.2	D+	
1.1-1.0	D	Minimum achievement
0.0	F	Failure to meet minimum course requirements.

### **“W” Withdrawal**

Withdrawal. May be awarded only on or before the last 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.

### **“I” Incomplete**

The instructor and student must complete the Individual Agreement 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 the Enrollment Services Office 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 missing, until a complete contract is on file with Enrollment Services.

Incomplete work must be completed and submitted to the instructor by the deadline established by the instructor but not to exceed 180 days past the end of the quarter.

### **“N” Audit**

No credit. Not calculated in grade point average.

### **“S” Passing with credit**

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**

Unsatisfactory progress. Not calculated in grade point average. Used only by approved departments.

### **“Y” In Progress**

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.

### **Academic Resources**

For an overview of the academic resources available at Centralia College, please visit <http://www.centralia.edu/resources/academic/default.aspx>.

### **Access to Library Services**

Currently-enrolled students may use library materials and services. Students may visit Kirk Library in-person during business hours or access library materials online by visiting the website, <https://www.centralia.edu/library/default.aspx>. Students may also view the Kirk Library Policies regarding the following:

- Borrowing Library Materials
- Library Computer Use
- Food and Drink
- Cell Phone Policy
- Children in the Library
- Collection Development
- Donating to the Library
- Accessibility (ADA)
- Archives Collection

You may return items during library open hours at the Library's Check Out Desk, or you may use the after-hours Book Drop box, located outside the southeast corner of the library building in Parking Lot D. Interlibrary Loan books and equipment must be returned directly to the Check Out Desk—do not use the outside Book Drop to return these items.

### **Technology Resources**

Centralia College provides a wide range of technological resources and internet services to students, faculty, and staff. There are general purpose computer labs with Windows-based PCs equipped with a variety of software applications. There are specialty labs supporting various programs including computer graphics, music, electronics, robotics, computer science, and civil engineering.

### **Email**

Admitted or enrolled students are assigned a Centralia College email address. Students can select a non-college email address as their preferred email account. Centralia College will send all official communication to the preferred email account on record. If a student does not enter and/or designate an email address in ctclink as "preferred," all official communications will be sent to the Centralia College email address.

Students are responsible for checking this account regularly. Students who choose an alternative email account do so at their own risk as Centralia College cannot guarantee the security or function of non-college services. Students are expected to read all official emails in a timely manner, and failure to read email, or problems with a non-college email service, are not acceptable excuses for missing official college email communications.

## TRiO Programs

TRiO Programs TransAlta Commons Building, Second Floor

8:00 am – 5:00 pm, Monday – Thursday, and 8:00 am – noon on Fridays (summer hours may vary)

<http://www.centralia.edu/resources/trio-programs/default.aspx>.

Centralia College's three federally-funded TRiO programs (TRiO Talent Search [TS], Upward Bound [UB], and Student Support Services [SSS]) provide support services to help underrepresented college-bound students who meet federal eligibility requirements. The programs assist students as they prepare for college, attend college, and transfer to a four-year college or university.

**TRIO TS** | [ts@centralia.edu](mailto:ts@centralia.edu) | 360-623-8969

This program helps students in grades 7-12 as they explore their career and educational options beyond high school.

**UPWARD BOUND** | [ub@centralia.edu](mailto:ub@centralia.edu) | 360-623-8968

This program provides academic assistance for students in grades 9-12 as they prepare for success in college.

**STUDENT SUPPORT SERVICES** | [trio.sss@centralia.edu](mailto:trio.sss@centralia.edu) | 360-623-8970

This program provides a variety of levels of support to help students stay in college, graduate, and/or transfer to a four-year college.

TRiO programs offer the following services:

- Academic and career planning assistance
- Assistance in completing college admission, scholarship, and financial aid applications
- Assistance in preparing for college entrance examinations
- Transfer information, planning, and college visits
- Mentoring and tutoring
- Cultural enrichment activities
- Workshops/conferences and campus tours
- Information to improve financial literacy

## Disability Statement

Students with disabilities can contact the Disability Services Office to apply for college-level disability services and determine their eligibility for reasonable accommodation. Disability Services is located on the 2<sup>nd</sup> floor of the TransAlta Commons. Their telephone number is 360-623-8966.

<http://www.centralia.edu/resources/disabilities.aspx>.

## How to Access Disability Services

1. Apply for services by filling out the [Request for Services Form \(pdf\)](#).
2. Provide appropriate medical documentation from a medical professional (fill out the [Consent Form \(pdf\)](#) and take to a medical professional.
3. Complete an in-person or phone intake interview with the Disability Services office

To be eligible for services, you must provide medical documentation that provides information about a substantial limitation to one or more major life activities, specifically as it applies to meeting the demands of college life, in and/or out of the classroom.

Although some disabilities do not change over time, the medical documentation must address the student's current level of functioning. IEP's and 504 Plans are generally not considered sufficient to make a student eligible for services. However, every student will be evaluated on a case-by-case basis.

Services may be provided to students who identify themselves as disabled on their college application and request services in a timely manner. Centralia College will, in good faith, demonstrate its willingness to offer reasonable accommodations, provided the student meets the basic requirements to perform activities of the program or occupation he or she plans to pursue. Accommodations are based on documentation by an appropriate professional.

You have a right to services and reasonable accommodations that allow you to compete on an equal basis as long as you meet basic requirements to perform the activities of a college program.

### **Instructional Support**

**Writing Center** | [writingcenter@centralia.edu](mailto:writingcenter@centralia.edu) | 360-623-8841

TransAlta Commons Building, Room 301

Hours vary by quarter

<https://www.centralia.edu/resources/academic/writing-center.aspx>

The Writing Center is a drop-in center with computer stations, resources, and staff to assist students with the writing process. The Writing Center also provides appointment-based tutoring, hands-on workshops, and supplemental instruction.

**Blazer Central** | [blazercentral@centralia.edu](mailto:blazercentral@centralia.edu) | 360-623-8737

TransAlta Commons Building, Room 333

8:00 am – 5:00 pm, Monday – Thursday, and 8:00 am – noon on Fridays (summer hours may vary)

<https://www.centralia.edu/resources/academic/blazer-central.aspx>

Blazer Central is a student resource and success hub. It is a relaxed and supportive study and collaboration space that offers programming that promotes student success.

**Tutoring Center** | [tutoring@centralia.edu](mailto:tutoring@centralia.edu) | 360-623-8952

Walton Science Center, Room 309

Hours vary by quarter

<https://www.centralia.edu/resources/academic/tutoring.aspx>

The Tutoring Center is a venue for students to study collaboratively and receive help and guidance from faculty members and peer tutors. The drop-in center provides free tutoring, computer workstations, and a group work area for science, technology, engineering, and math students.

Peer tutoring is an instructional support technique used successfully with students at all levels. Peer tutors help students master a subject area. Tutoring can strengthen and improve students' academic abilities and achievement. Upon request, tutoring is available for most classes taught at Centralia College. Peer tutoring is free to registered Centralia College students. To apply to be a peer tutor, students need to complete an application form and obtain approval from their instructor.



## **Copyright Notice**

Materials used in connection with any Centralia College course may be subject to protection under Title 17 of the United States Code.

## **Student Rights & Policies**

Additional information regarding student rights and policies can be found by visiting, <http://www.centralia.edu/about/policies/student.aspx>.

## **Who Do We Contact for Assistance?**

Please feel free to contact Lindsey Garcia, Director, at 360-623-8377, or via email at [lindsey.garcia@centralia.edu](mailto:lindsey.garcia@centralia.edu) or [CIHS@centralia.edu](mailto:CIHS@centralia.edu).

*Centralia College is committed to equal opportunity, respect, and success of all students, faculty, staff, and administrators of the college, regardless of race or ethnicity, religion or creed, national origin, gender or sexual orientation, age, or presence of disability and veteran status. To this end, we seek to maintain: (1) a qualified faculty and staff representative of the diverse community we serve, (2) an array of course offerings and support services designed to assure quality education of all students, and (3) a campus atmosphere respectful and appreciative of the contributions of diverse people. Further, we commit to monitoring our success in accomplishing equal opportunity, respect, and success of all students, faculty, staff, and administrators. If you have questions, please contact the person designated to coordinate compliance under Title IX and Section 504/ADA: Joy Anglesey, Vice President of Human Resources and Legal Affairs, 600 Centralia College Blvd, Centralia, WA, 360-623-8474.*