



College in the High School Program

Student/Parent Handbook (2024-2025)

College in the High School is a program designed for highly motivated high school students who want to earn college credit while meeting their high school graduation requirements. The courses are taught by a qualified high school teacher who closely collaborates with a WWCC faculty liaison to ensure that they meet the same standards as the equivalent college course. This program enables students to accelerate their academic progress without compromising their high school experience.

WWCC Vision Statement:

Walla Walla Community College will be the catalyst that transforms our students' lives and the communities we serve.

WWCC Mission Statement:

Walla Walla Community College inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services.

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CIHS Overview

What is the "College in the High School" (CiHS) program?

Walla Walla Community College's College in the High School program is a cooperative program between local school districts and WWCC. The program allows high school students to earn WWCC college credit while earning their high school credit for approved courses. The high school courses are taught by qualified teachers who work with WWCC faculty to ensure equivalence with college-level courses.

WWCC is working towards the National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation. NACEP "works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus."

How do students benefit from CiHS?

- **Accessibility:** Students can take college courses at their high school during regular school hours without the need to travel to a college campus, allowing them to stay involved in school activities.
- **Academic Rigor:** Students engage with more challenging academic content in a college-oriented environment.
- **Confidence and Comfort:** Students build academic confidence in a familiar setting, envisioning their success in college.
- **College Credit:** Students earn credits upon completion of CiHS courses, which are recorded on their college transcripts.
- **The Cost** of a College in the High School course is **FREE** for students and families!

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

Successfully completed courses can be applied toward a degree or certificate at WWCC or 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.**

Is CiHS right for me?

There are several factors to consider when choosing to take a College in the High School Course.

- **College Level Rigor-** A CiHS course expects the same level of effort, participation, and critical thinking as if you were sitting in a WWCC classroom. The material is assessed in similar ways via tests, quizzes, essays, papers, and group work, just like any other college course. We encourage learning and exploration, but academic dishonesty is prohibited. While our CiHS teachers have the same academic freedoms as WWCC instructors, students should not expect CiHS instructors to accept late work for credit or offer opportunities for extra credit. If you have the time, ability, and discipline to commit to college coursework, you can do well in a CiHS course. Contact your high school instructor or counselor for information and guidance.
- **Concurrent Enrollment**—When you take a CiHS course, you are enrolled in both high school and college simultaneously, and you receive two grades, one from your high school and one from WWCC.
- **Transcribed Credit**—The CiHS courses offer transcribed credit, which means that the credit and grade you earn will be recorded on your official college transcript. Once the credits and grades are there, they will be part of your educational record, whether you continue your studies at WWCC or elsewhere. They will be factored into your grade point average (GPA) and the total credits earned toward your degree or program.
- **Other Options:** Your high school may offer various dual credit options, such as AP, Running Start on the WWCC campus, and CTE Dual Credit. Each option has its own advantages and disadvantages. For more information, please contact:
 - Running Start: 509.527.4315
 - CTE Dual Credit: 509.527.4619

Student eligibility for CiHS

All high school students in grades 9-12 are eligible to register for CiHS classes through WWCC. CiHS students must meet the exact placement and prerequisite requirements as students taking the WWCC class on campus. Your high school teacher can help verify your eligibility in advance and can assist with placement testing if needed.

WWCC offers placement through Guided Self-Placement, which can be completed online. If you have any questions about placement, please email testing@wwcc.edu or call 509.527.4267.

How do I sign up for College in the High School?

Registering for the College in the High School program is a **four-step process**.

- APPLY ONLINE** for admission if you do not already have a student record. There is no cost to apply for admission. Write down your password.
- Activate** ctcLink and Net ID. You will receive an email asking you to complete this task. Write down your ctcLink ID number and password.
- Placement Test**- If needed, take the guided self-placement test online. Your high school teacher can help you determine if there are any prerequisites.
- Register** for the CiHS class by the deadline. Return a signed CiHS Parent Letter with your course Add/Drop Form

Applying for Admission

All CiHS students must apply for admission to WWCC and obtain a ctcLink number. If you are enrolled in Running Start or have a student record at WWCC, you do not need to reapply unless it has been more than a year since admission.

Students can apply for admissions online. Go to the WWCC website at <https://wwcc.edu>. On the WWCC homepage, click the “APPLY NOW” link at the top right-hand corner. Follow the steps to apply for admission. After WWCC processes your admissions application (generally 1 to 3 business days), you will receive an email with a unique student identification number. You will need this number to register, so apply as soon as possible. *****After receiving your student ID, make sure to activate your CTC Link and your Net ID.**

Tips on completing the online application process:

Personal Information Page

Please complete in full including your **social security number (SSN) if possible**. Including a social security number ensures that no duplicate records are created and makes it easy to recover your account information if you lose access.

New Application Page

On the New Application Page, please enter the following:

- College – Please select Walla Walla Community College.
- I will be enrolling as a – Please select the “First Year” option.
- Program – Please select the “Transitional Studies”
- Term – Please select the “Fall 20XX” option.
- Plan- “Undecided-Trans Studies”
- Academic Focus Area – This will be left blank; there are no options to select.
- Click on the “Apply” button to continue

Please keep in mind that this application is intended for high school graduates applying to WWCC, so not all of the questions are relevant to a current high school student. You can leave any questions that do not apply (i.e., GED testing, graduation date, former colleges) blank.

Once your application is processed, you will receive an acceptance email from admissions@wwcc.edu. You will be prompted to activate your ctclink number as well as your Net ID number. **The only information you need to register for your College in the High School class(es) is your ctclink number.**

Registering for Class

To register for a College in the High School (CiHS) course, you need to be enrolled in the class at your high school. Your CiHS instructor will provide you with a WWCC Registration Add/Drop Form with some sections already filled out. You will need to provide your personal information, including the ctclink number that was emailed to you after submitting your application. After filling out the form, you should sign and date it and then submit the completed form to your CiHS instructor.

Withdrawal Policy

If you decide that you do not wish to take the CiHS course, you may drop it shortly after registering, and it will not create a record on your transcript. There are certain dates that will affect whether you have no transcribed credit or a "W" on your permanent transcript. Please be sure to consult the CiHS Academic Calendar for these drop deadlines. If you choose to drop the CiHS course, you will continue enrollment in the class for high school credit but will not receive transcribed college credit. Students who transfer out of a CiHS class will not earn college credit. Students must complete the entire course to earn credit; partial credit is not awarded. **YOU MUST NOTIFY WWCC BY FILLING OUT AN ADD/DROP FORM TO DROP A CIHS CLASS. Notifying the high school does not notify the college. Failure to do so will result in a grade being posted to your official transcript.**

Resources Available to CiHS Students

As a registered WWCC CiHS student, you are welcome to access the following resources:

Warrior Tutoring Services

- Access tutoring online or on-campus for a variety of subjects, including writing, mathematics, and science

Library

- Borrow materials from the Library on campus
- Access online research databases
- Get help from Librarians

Career Services

- Explore career interests, receive resume and interview assistance
- Email any questions to careerservices@wwcc.edu

Disability Services

- If you anticipate or experience a physical or academic barrier based on your disability, please contact the Office of Disability Support Services to discuss reasonable accommodations.
- Walla Walla Campus: Kristen Duede, kristen.duede@wwcc.edu
- Clarkston Campus: Heather Markwalter, heather.markwalter@wwcc.edu

College Transcripts

WWCC transcripts, both official and unofficial, may be ordered online at wwcc.edu/transcripts. Only unofficial transcripts are provided free of charge for informational purposes only and are not accepted for transfers.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights concerning their education records. These rights, as they pertain to the College in the High School program, do not permit college faculty or staff to disclose or discuss students' records with anyone other than the student; this includes non-disclosure to parents or legal guardians. If a student wishes to give permission to another person (such as a family member) to access their records, they must first complete a [Release to Access Educational Records](#) form located in the appendix of this handbook. After completing the form, please submit it to your CiHS instructor.

Grades and Grade Reporting

CiHS courses are dual-enrollment classes. Your CiHS instructor will submit grades to WWCC. Final grades earned for CiHS classes follow WWCC grading system and standards. WWCC grading standards are often more rigorous than high schools, so the grade you earn on your WWCC transcript may be different from the grade you receive for the high school class. Year-long CiHS class grades are averaged between the two high school semesters. The list below explains how WWCC grades translate to a 4.0 GPA scale.

Outstanding Achievement

A 4.0 points per credit hour

A- 3.7 points per credit hour

High Achievement

B+ 3.3 points per credit hour

B 3.0 points per credit hour

B- 2.7 points per credit hour

Average Achievement

C+ 2.3 points per credit hour

C 2.0 points per credit hour

C- 1.7 points per credit hour

Minimum Achievement

D+ 1.3 points per credit hour

D 1.0 points per credit hour

Unsatisfactory Achievement

F 0.0 points per credit hour

While 501, 504, and IEP plans do not transfer to WWCC, students can use the accommodations they have with their school while participating in WWCC CiHS classes. Please note that a pass or fail grade is NOT an option for this program, even if that is included in your accommodation plan. [WWCC Disability Support Services](#) is still available if you have questions.

For more information on our Grading Policy, scan the QR code below:



Course Grades

At the end of the high school year, grades are processed for each student enrolled for credit. Students will not receive regular grade reports from WWCC but may view their grades by getting an unofficial copy of their transcript online.

Academic Integrity & Student Code of Conduct

As a CiHS student, you are also considered a WWCC student, and maintaining academic honesty and integrity is of vital concern to the college community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:

- Cheating
- Fabrication and falsification
- Plagiarism
- Abuse of academic materials and/or equipment
- Complicity in academic dishonesty

Please scan the QR code below to refer to our website for the most current Student Code of Conduct policy.



**Contact Information:
Walla Walla Community College
Linda Clark, CiHS Coordinator
linda.clark@wwcc.edu
509.524.5187**

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; titleix@wwcc.edu.

Appendix

WWCC uses Guided Self-Placement for placement testing. This will help determine your correct Math, English, and Reading placement. If you have any questions, please contact the Testing Center at 509.527.4267 or email placement@wwcc.edu. You can find direct links to both the English and Math Guided Self-Placement [here](#).

High School/WWCC Course Prerequisites

Course Title	Course #	Reading	Writing	Math
Practical Accounting	ACCT 101			
Principles of Accounting I	ACCT& 201			
Chemical Concepts	CHEM& 105		Appropriate placement score or Grade of C or higher in ENGL 087	Appropriate placement score or Grade of C or higher in MATH 074C or MATH 075
Introduction to Chemistry	CHEM& 121		ENGL 087 or AENG 100 with a grade of C or higher or appropriate placement	MATH 046 with a P or appropriate placement
Composition I	ENGL&101		Appropriate placement score or Grade of C or higher in ENGL 097	
Composition II	ENGL&102		Grade of C or higher in ENGL& 101	
Genre Literature	ENGL 270			
Pacific NW History	HIST& 214			
US History III	HIST& 148			
American Government	POLS& 202			