Dual Credit

A CTE dual credit course is a rigorous, college-level high school class that allows you to earn both high school and college credit at the same time.

Benefits include:

- **Free College Credit**
  Example: Taking "Computer Applications" in high school can earn you 5.0 credits at Renton Technical College for "MAP 114 – Computer Fundamentals: Office 365" AND save you $665.25 (the cost to take a 5.0 credit course at RTC).
- **College Preparation**
  Rigorous courses in high school will prepare you for a smooth transition to college education.
- **Earlier College Graduation**
  You may be able to graduate college sooner by earning college credit early while in high school.
- **Higher Pay in the Military**
  If you are planning to enter the military after high school, you may be able to enlist at a higher pay grade based on earned college credits.

Scholar Requirements:

Complete a qualifying CTE High School course with a "C" (2.0) or better and be granted credit by your High School. *(See the FWPS Dual Credit Course List for eligible courses.)*

General Directions on How to Access This Free College Credit:

(Procedures may vary by college, please see the Dual Credit Procedures by College chart for more details)

1. Apply for admission to enroll at the qualifying college.
2. Request for an official high school transcript to be sent to the college.
3. Complete the required CTE Dual Credit Request Form.
4. Allow time for processing, then contact the college representative listed below to follow-up on the status of your CTE Dual Credit transcription:

   Green River College – Lindsey Morris lmorris@greenriver.edu (253) 288-3367

   Highline College – Amy Chhom achhom@highline.edu (206) 592-4077

   Renton Technical College – Faye Watanabe fwatanabe@rtc.edu (425) 235-5831

   Spokane Falls Comm. College – Elizabeth Thomas SFCC.CTEDualCredit@sfcc.spokane.edu (509) 533-3134

Special Note About Credit Transfers:

- College credits may or may not transfer to four-year institutions or other colleges outside the WA state community/technical college system.
- Students should consult with those colleges concerning specific credit transfer and admissions requirements.

Dual Credit Procedures by College:

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Lindsey Morris
Director, Running Start and College in the High School
(253) 288-3367
lmorris@greenriver.edu

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Students have four (4) years from date of course completion to request for dual credit. To claim dual credit at GRC:

- **Apply for admission to Green River College HERE**

  Activate your account in ctcLink upon admission.

- **Request for an official high school transcript**

  Connect with your high school's front office to have a sealed official high school transcript mailed to:

  Office of the Registrar
  12401 SE 320th St
  Auburn, WA 98092

- **Complete GRC's CTE Dual Credit Request form**

  Fill & submit the request form HERE.

  *Allow 2 weeks for processing.

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Amy Chhom
Program Manager
Career & Technical Education
Workforce Partnerships & Extended Learning
(206) 592-4077
achhom@highline.edu

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- **Apply for admission to Highline College HERE**

  Obtain your Student Identification Number.

- **Request for an official high school transcript**

  Connect with your high school's front office to have a sealed official high school transcript mailed to:

  CTE Dual Credit Program
  Highline College
  P.O. Box 98000
  Des Moines, WA 98198

  Or have it emailed to: achhom@highline.edu

- **Complete Highline's CTE Dual Credit Request form**

  Fill & submit the request form HERE.

  *Allow 2-6 weeks for processing.

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Faye Watanabe CTE Dual Credit Coordinator (425) 235-5831 fwatanabe@rtc.edu	*Students have two (2) years from date of high school graduation to request for dual credit. To claim dual credit from RTC:* • **Apply for admission to Renton Tech. College HERE** Obtain your Student Identification Number • **Request for an official high school transcript** Connect with your high school's front office to have a sealed official high school transcript mailed to: Faye Wantanabe Renton Technical College 3000 NE 4th Street Renton, WA 98056 Or have it emailed to: fwatanabe@rtc.edu • **Complete RTC's CTE Dual Credit Request form** Fill & submit the request form HERE. *Allow 3-4 weeks for processing.
Elizabeth Thomas Program Specialist 2 Office of Concurrent Enrollment Programs (509) 533-3134 SFCC.CTEDualCredit@sfcc.spokane.edu	• **Connect with your CTE teacher** Let them know about your interest in dual credit for the CTE course that they teach. • **Create an account on the SERS website HERE** Register for the CTE course that your teacher teaches, before you complete the course. • **Apply for admission to Spokane Falls Community College HERE** Dual credit will be added to your college transcript by the end of the summer after you graduate high school.