



EDMONDS COLLEGE
COLLEGE IN THE
HIGH SCHOOL

Edmonds College CHS Student Handbook

Greeting from the President

Welcome to Edmonds College!

Whether you are the first in your family to attend college or carrying on a family tradition by earning a college degree, we are here to support you. As an enrolled College in the High School (CHS) student, you are part of the Edmonds College Triton community with all college resources available to you. We are pleased to offer all student support services face-to-face this fall. The library, Learning Support Center, Learning Resource Center, advising, and tutoring will be open; however, appointments may be required for some services. We will also continue to offer virtual appointments and opportunities for students.

CHS is a unique opportunity for you to earn dual (high school and college) credit while remaining at your high school. Your high school teacher has been recognized for exemplary teaching and meets the qualifications of the college necessary to be appointed as CHS Associate Faculty.

EC faculty and staff are committed to excellence – every day. Our goal is to help you create a foundation for success. EC has over 120 affordable degrees and certificate programs. We have a place for you and a path for you following high school graduation.

With a minimum of 2.0 (C grade) GPA, the credits you earn at EC through the CHS program will transfer to all Washington state public colleges and universities. Both your college and high school transcripts will show that you have taken a rigorous CHS class, which is viewed positively by admissions offices. EC believes in you and your potential. My best wishes for an ambitious and exciting school year.

Sincerely,

[Dr. Amit B. Singh](#)

President, Edmonds College

Program Overview

Edmonds College's CHS (College in the High School) program is designed to offer concurrent enrollment (at the same time), where Washington public high school students can earn dual credit (both high school and college credit) in courses. Students earn .5 semester credit for each 5 college credits earned.

CHS instructors are approved to teach courses by the college academic department. Classes are designed to offer a similar experience and rigor to college classes taught on campus. CHS classes at Edmonds College are **tuition-free!**

CHS students are also eligible to use college resources, such as the college library, student services, advising, and more.

Courses Offered

Edmonds College offers a variety of courses for College in the High School credit in a variety of departments, including:

- Biology
- Business
- Career & College Success
- Diversity Studies
- Economics
- English
- Engineering
- French
- History
- Journalism
- Mathematics
- Political Science
- Spanish

Which school districts offer CHS courses?

- Bellevue School District
- Edmonds School District

- Everett School District
- Lake Stevens School District
- Mukilteo School District
- Seattle Public Schools
- Snohomish School District

(ask if your instructor is participating in CHS)

Which schools offer CHS courses?

- Alan T. Sugiyama HS
- Ballard HS
- Bellevue HS
- Bothell HS
- Cascade HS
- Chief Sealth HS
- Cleveland HS
- Edmonds Heights K-12
- Edmonds Woodway HS
- Everett HS
- Franklin HS
- Garfield HS
- Ingraham HS
- Interlake HS
- International School
- Jackson HS
- Kamiak HS
- Lake Stevens HS
- Lincoln HS
- Lynnwood HS
- Mariner HS
- Meadowdale HS
- Mountlake Terrace HS
- Nathan Hale HS
- Newport HS
- North Creek HS
- Nova HS
- Rainier Beach HS

- Roosevelt HS
- Sammamish HS
- Scriber Lake HS
- Sequoia HS
- Snohomish HS
- West Seattle HS

Who can enroll in CHS?

If you are in 9th, 10th, 11th or 12th grade and your high school teacher has been appointed CHS Associate Faculty (just ask), you can begin college now. Your teacher will advise you as to whether you are prepared to start a college program.

Your teacher may review your high school transcript or Smarter Balanced scores to be sure you have the background to successfully complete a CHS course. Or, you may be asked to take the Edmonds College Math Placement Exam (online options are available).

Some but not all CHS courses require a placement exam. Instructor permission, placement for success in the class, and completing any required course prerequisite can all be discussed with your teacher.

Experience suggests that if you have a minimum “B” grade point average and the motivation to work hard, you can succeed in CHS coursework. In addition to your Edmonds College transcript, your high school transcript will have a notation that you have taken a CHS course, illustrating to college/university Admissions Offices that you can do rigorous college coursework, and for every college class, you will be awarded an additional .5 semester credit on your high school transcript.

How much does CHS cost?

Edmonds College CHS courses are tuition free, and are a great opportunity for students to save money compared to normal Washington State resident community college tuition.

Edmonds College CHS students do not pay tuition for CHS classes. A 5 credit undergraduate class at the University of Washington is \$1,799 plus books/transportation. Admission and the Edmonds College placement exam, if needed, are free.

Note: should you need to retake the Edmonds College placement exam, there is a \$25 retake fee.

You do not need to purchase books or arrange for transportation (no car/gas costs).

How difficult are CHS Classes?

CHS classes are the same as classes offered on the main Edmonds College campus. Compared to high school classes, your CHS classes will go into greater depth, may require more work and offer greater challenge. You may have increased demands on your ability to conceptualize, understand hidden meanings and draw conclusions from reading and research.

These are the same challenges that you will experience when enrolling at any college or university. You should be prepared for rigorous academic work. You could experience more rigorous grading standards than those to which you may be accustomed. Grading criteria will be the same as that main campus class.

Who teaches CHS classes?

High school teachers who meet Edmonds College's hiring requirements for Associate Faculty teach the CHS courses. Edmonds College faculty serves as curriculum coordinators and liaisons who work closely with CHS Associate Faculty. CHS courses taught at high schools are the same as the courses taught on the Edmonds College campus.

Course curriculum, assignments, exams and grading requirements are the same as at the college. You may be required to do additional work for the college credit vs the course for only high school credit. Once you have enrolled, your teacher will provide you with a CHS course syllabus that outlines course requirements and expectations.

How are the credits you earn through CHS transferred to other colleges/universities?

To transfer Edmonds College credits earned through CHS to another college/university, you will need to follow the process of that institution; sometimes called a "Transcript Evaluation" or "Request for Transcript Evaluation." All college/universities outline this process on their website.

You will need to ask Edmonds College to send the college/university an official transcript. It can be ordered online and has a nominal fee. Go to the [transcripts page](#) and follow the steps. The official transcript will be sent directly to the college/university you have identified.

You can also download a free unofficial transcript. It can be ordered from the website above. Unofficial transcripts are essentially a record of classes/credits/grades you have earned and are primarily used for advising purposes. Always obtain an official transcript if you want to formally have your credits transferred.

If you do not remember your Student ID (student identification) number, you may contact Edmonds College's Enrollment Services Department 425.640.1000 or registration@edmonds.edu. This college department has a specific protocol for releasing the information.

NOTE: If you earn at least 1.0 in the Edmonds College's CHS course, the credits will be accepted by Edmonds College and will be counted in your Edmonds College GPA. For transfer of credits to four-year colleges/universities, it is standard practice for ALL (not just CHS) students to earn a minimum grade of 2.0 for another institution to accept transfer credits. Less than a 2.0 will mean the credits will not be accepted and you will need to repeat the class. Transferred credits do not count toward the GPA of your future college/university.

How will the credits you earn through CHS be transcribed?

You will receive a CHS course syllabus that outlines the grading criteria, assignments and expectations to earn college credit. CHS courses have the same learning outcomes and assessment standards (how well you do on homework, projects, quizzes, tests, class participation) as the same class on the main campus. The credits and your decimal grade earned for a CHS course will be entered onto your Edmonds College transcript. Remember, these are concurrent or dual enrollment classes so you will also be earning high school credit. Your high school transcript will have a notation that you have taken a college class (and will include if it was AP, Honors, or IB) and will demonstrate to college/university Admissions Offices that you have done rigorous coursework.

It is important for you to understand that you are beginning a college transcript when you enroll in a CHS class. Your goal should be earning a minimum grade of 2.0 (C) in a CHS course.

Learn more about [transcripts](#) or email transcripts@edmonds.edu.

What resources are available to me as an Edmonds College CHS student?

CHS enrollment means that you may take advantage of services offered by Edmonds College. [Advising](#) is available to all students, in addition to the [Triton Resource Hub](#), on-campus computer labs, [Services for Students with Disabilities](#), and the [counseling and wellness center](#).

What is Edmonds College's policy on academic integrity/plagiarism, and what is the student conduct policy?

WAC 132Y-125-001 – Student Code of Conduct

Statement of Student Rights

As members of the Edmonds College academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following rights are guaranteed to each student within the limitations of statutory law and college policies necessary to achieve the educational goals of the college, and also acting pursuant to Edmonds College Academic Freedom Policy (B.1.4):

Academic freedom

Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

Due process

The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in the student conduct hearing procedures.

Student Misconduct

The college may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which includes, but is not limited to, any of the following:

Academic Dishonesty. Any act of academic dishonesty including, but not limited to: Cheating including, but not limited to, intentional use or attempted use of unauthorized material, information, or study aids, misrepresentation of invention or any information such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Plagiarism including, but not limited to, presenting or submitting another person's, entities', and/or sources' ideas, words, or other works in an instructional course without assigning proper credit.

Unauthorized collaboration including, but not limited to, intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.

Academic dishonesty including, but not limited to, presenting or submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

Assault, intimidation, harassment. Assault, battery, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property

Cyber Misconduct. Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, text and image messaging, electronic bulletin boards, and social media sites to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person.

Property Violation. Attempted or actual damage to, or theft or misuse of, real or personal property, or money

Failure to comply with Directive. Failure to comply with the direction of a college official or employee who is acting in the legitimate performance of their duties, including refusal to properly identify oneself to such a person when requested to do so.

Weapons. Possession of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm, unless previously authorized in writing by the president or designee.

Hazing. Hazing includes, but is not limited to, any initiation into or affiliation with a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

Tobacco Violation. (k) Alcohol. The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

Marijuana. The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug, narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW except in accordance with a lawful prescription for that student by a licensed health care professional.

Lewd Conduct. Conduct which is lewd, or obscene.

Discrimination. Conduct which harms or adversely affects any member of the college community because of their race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy, marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity and expression;

veteran's status; any other legally protected classification; or any violation of the college's nondiscrimination policy.

Sexual Misconduct. The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

Retaliation. Retaliation against any individual for reporting, providing information, exercising one's own rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

Misuse of Electronic Resources. Theft of or other misuse of computer time or other electronic information resources of the college.

Unauthorized Access. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

Safety Violation. Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

Violation of Other Laws or Policies. Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

Ethical Violation. The breach of any generally recognized and/or published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or program.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal investigation or prosecution.

The list is not all-inclusive, and more details on this policy are available by visiting our policy website: [Student Code of Conduct](#)

How do I request disability accommodations and resources?

Accommodations for CHS classes are approved by Services for Students with Disabilities (SSD). Edmonds College CHS students who are on a section 504 plan or have an IEP (Individualized Education Program) at their high school are eligible for disability resources and accommodations.

Accommodations for Edmonds CHS courses must be approved by Edmonds College's Services for Students with Disabilities (SSD). Please contact SSD to request accommodations for College in the High School courses.

Students must communicate with Services for Students with Disabilities directly. Edmonds College is unable to speak with parents or guardians without an active FERPA release. Please see the next section for more information about FERPA.

Services for Students with Disabilities (SSD) works to ensure that students with disabilities have equal access to Edmonds College and its various programs. The goal of SSD is to facilitate a college environment that is fully accessible in both physical and digital spaces, collaborating with faculty, staff, and students at Edmonds College to empower educational success.

Please visit the Services for Students with Disabilities office online here: [Services for Students with Disabilities](#)

What is FERPA and how might it affect me?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds from the U.S. Department of Education.

Within FERPA guidelines, the CHS Office may share your student information with appropriate staff of your school district. This could be your CHS Associate Faculty (high school teacher), designated high school counselors and registrars. What could be given to them are: CHS rosters of enrolled students with Edmonds College Student ID number, CHS course names/numbers, grades and college credits earned.

FERPA gives parents certain rights with respect to their children's education records. These rights **transfer to you** when you **reach the age of 18 or attend a school beyond the high school level. This means that when you enroll in CHS, you are the only person with rights to your college records.** Your parent(s) do not have rights to your college records because the rights have been transferred to you. **Therefore, college staff are not permitted to disclose or discuss your student records with anyone other than you. When inquiring about student records, you must make the inquiry.**

CHS Associate Faculty and other college personnel will not talk with your parent or legal guardian without your permission or you being at the meeting. Any academic conversation is between the administrator/faculty member and you. Ideally, your parent's role is to listen, give moral support and summarize information and agreements if needed. With parental help, you can move from expecting parents to take care of issues and become comfortable as your own self-advocate.

You have the option of granting others (generally parents or legal guardians) access to your college records and grant college personnel the permission to discuss your academic progress. See the [Enrollment Services](#) website for more information about your rights and the "FERPA-Release of Records, Student Form."

College students are expected to reach out to their teacher if they don't understand content or expectations. That means that as a CHS student, you should discuss any concerns with your CHS Associate Faculty (high school teacher).

What should I do before registering for CHS classes?

- Complete the Edmonds College online admission form (there is no fee)
- Demonstrate any required placement/prerequisite courses. Your teacher will review your high school/college transcript or Smarter Balanced score. Another option might be a recommendation to take the placement exam (there is no fee for the initial exam).
- **Remember that even if you have taken College in the High School or Running Start classes from another state technical or community college, you will need to apply to Edmonds College in order to take Edmonds College CHS courses. You will use the same ctcLink ID (student ID).**

Placement exam(s) and transcript reviews are reviewed by your high school teacher. Registration for CHS classes is completed online outlined in the ["How do you register for](#)

[CHS classes and what are the important deadlines?" Frequently Asked Questions \(FAQ\) section of this website](#) which also includes ["Important Student Deadlines."](#) **CHS classes are tuition free**, and also offer additional cost savings including no required purchase of textbooks, transportation to the college or other college per credit fees.

Because CHS courses are taught on the high school's academic schedule, you have more time to complete the course requirements. There is no credit for AP or IB courses. College websites provide information regarding how AP/IB scores are transcribed for college credit. If you earn at least a 2.0 (C) grade, the college credits will fast track your degree completion. You will transfer credits that meet prerequisites which provide the opportunity to take more advanced college classes. Additionally, when you do well in a CHS class, the Edmonds College transcript as well as the notification on a high school transcript demonstrates to the college admissions offices that they have the ability to do college level coursework.

Edmonds College's College in the High School Program is nationally accredited by the [National Alliance of Concurrent Enrollment Partnerships](#), one of only four colleges in Washington state.



Please see the next pages for application and registration instructions.

How to Apply at Edmonds College for College in the High School

NEW STUDENTS or **STUDENTS** with a ctcLink **STUDENT NUMBER** from **ANOTHER WA COLLEGE**:
If this is your first Edmonds College class, you will need to complete an online Edmonds College Admission. It is very important that **this information is completed by YOU, the registering student, not a parent or relative.**

Start at apply.ctc.edu/user (known as the Online Admissions Application Portal [OAAP])

1. If you already have a ctcLink ID number, you can use that to log in as an existing user. Otherwise, select the **CREATE AN ACCOUNT** link.
2. Enter your information and create a **Username** and **Password**.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!

Online Admissions Application Portal (OAAP) for Washington State Community and Technical Colleges

To apply to a college, please create an admissions application account.

[Create a New Account](#)

or [Existing Users Login](#)

Create Username *

Password * **Confirm Password ***

Title

First Name * **Middle Name**

Last Name * **Name Suffix**

Date of Birth * **Email Address ***

Submit

3. After you verify your email address with a one-time password (OTP), complete the **Address Information** and enter your **Contact Information**. Please make sure that your contact information is correct and you provide an email address that accepts non high school emails. Please choose an email address that you check regularly.
4. Choose your **Password Recovery Options** (if you provide a phone number).
5. Click **SUBMIT**. You will get a confirmation page with your **User ID**. Select **LOGIN NOW**.
6. For College, select **EDMONDS COLLEGE**
7. For "I will be enrolling as a", select **FIRST YEAR**
8. For Program, select **TRANSITIONAL STUDIES**
9. For Term, select the upcoming term you plan to start CHS
10. For "Degree or Certificate I am seeking", select **UNDECIDED - TRANS STUDIES**
11. Click **APPLY**

12. Fill out the rest of the **Application Questionnaire** — use the links on the right of your screen to fill out each section until all sections are checked off either in **green** as "**Completed**", or in **dark blue** as "**All required fields are filled out**"

13. Check the **YES, I ACCEPT** box to accept the Certification Statement
 14. Click **SUBMIT**
 15. In 3-5 business days, you will get an email from the college with **your ctcLink ID number—make a copy of it!**

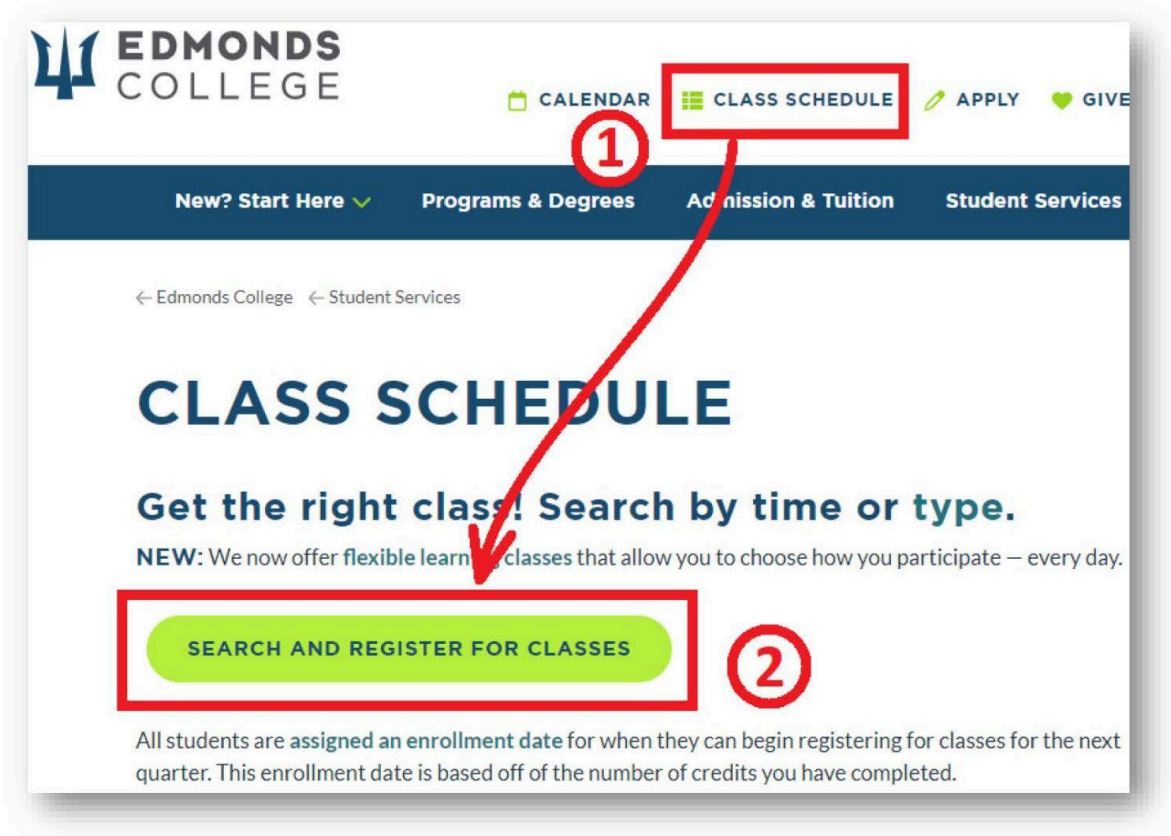
(Rev. 10/16/24)

How to Register for College in the High (CHS) School Classes at Edmonds College

If you haven't already been admitted to Edmonds College, you'll need to apply first. The following steps for registration assume you're already been admitted and have activated your ctcLink account.

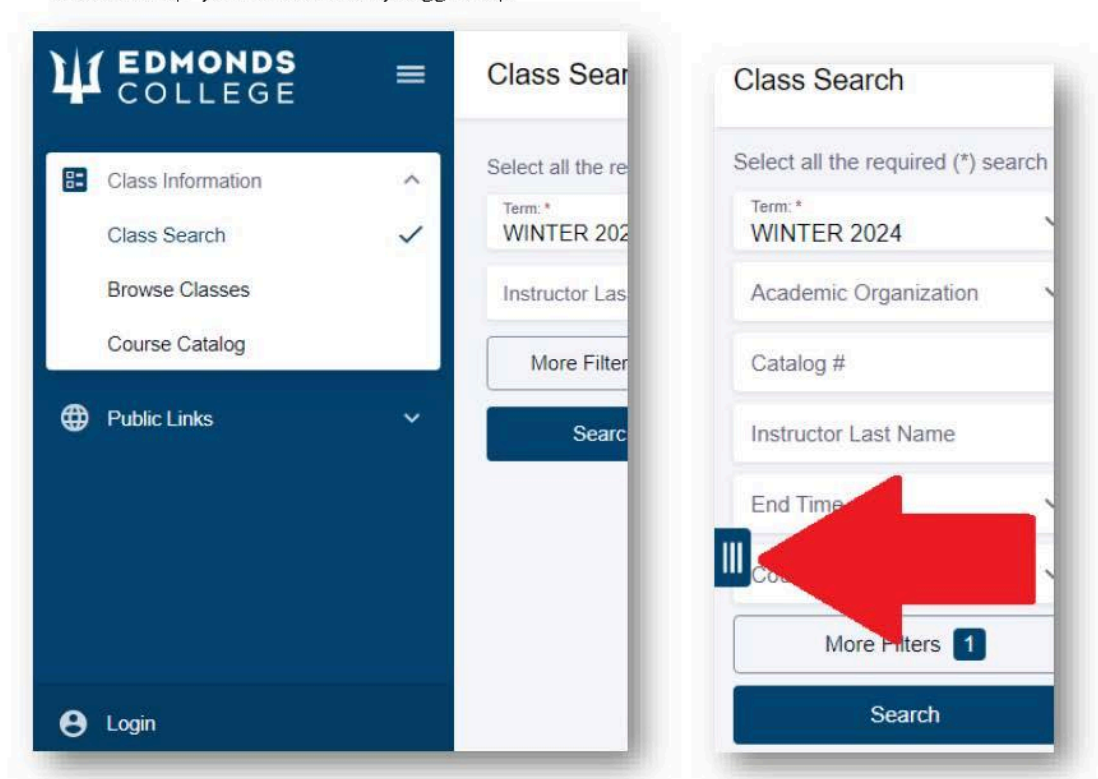
Start at www.edmonds.edu

1. At the top-center, click on "Class Schedule". NOTE -- If you're on a mobile device, click the menu button (≡) at the top-right, then scroll down to find the "Class Schedule" link.
2. Scroll down a little bit and click on the green "Search and Register for Classes" button.

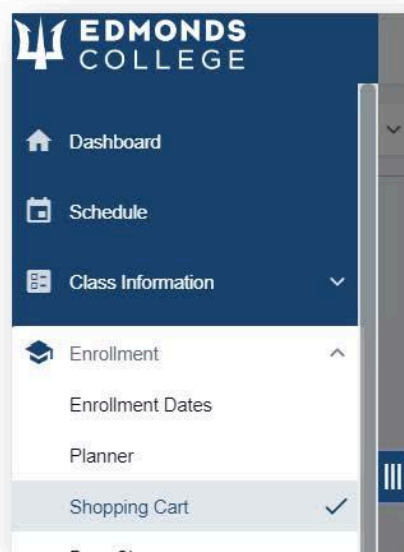


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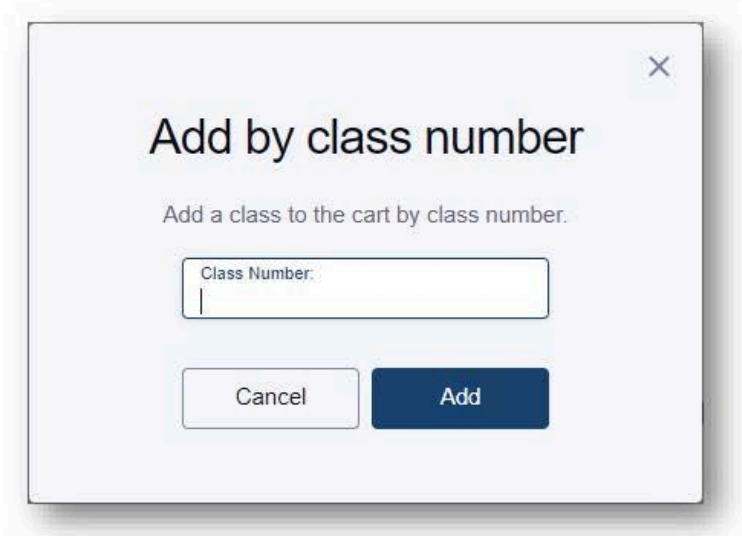
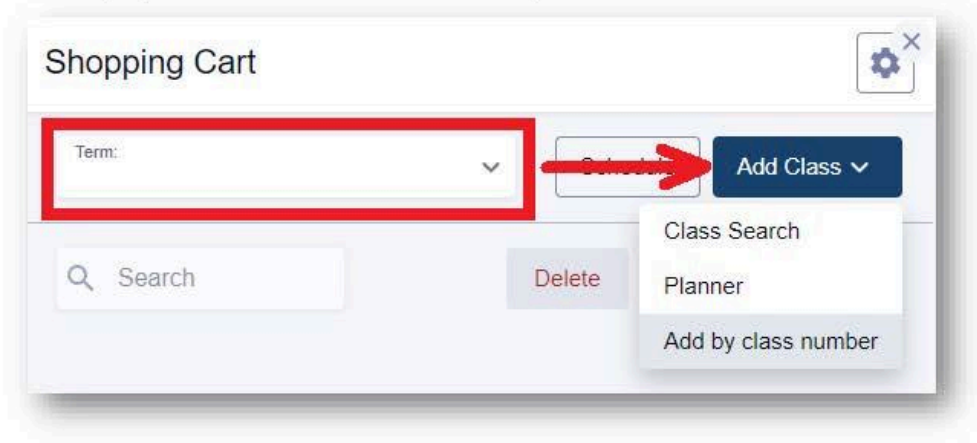
3. Take note of the blue menu bar on the left. Depending on your screen/device, you may need to click the button with the three horizontal or vertical lines to open the menu. Make sure you click "Login" at the bottom (if you're not already logged in).



4. After logging in, you should see a much longer list of links in the blue menu, along with your initials and name at the bottom.
5. In the menu, navigate to "Enrollment" > "Shopping Cart". If you don't see these options, you may need to log out, close your browser, and log back in to refresh it.



6. Make sure the correct term is selected.
7. At the top-right, click on "Add Class", then "Add by class number".

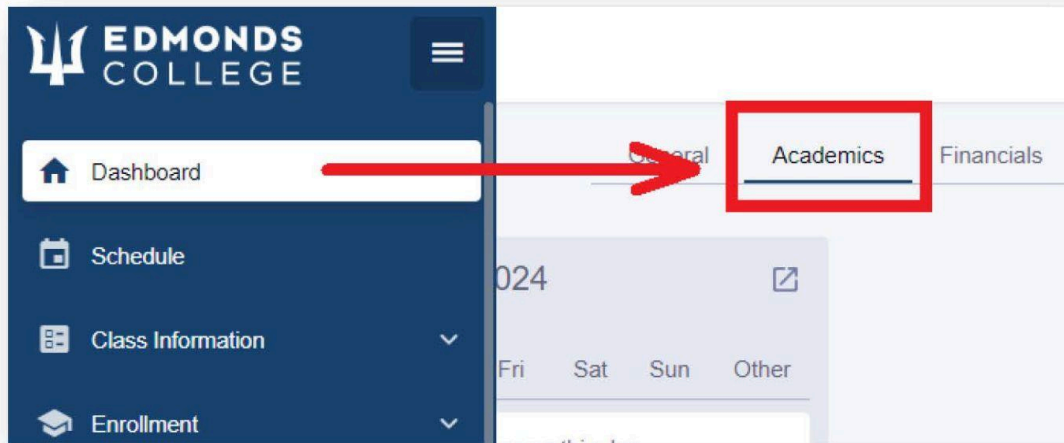


8. Enter the 4 or 5-digit class number that should've been given to you by your CHS instructor. (Don't get that confused with the unique permission number that your instructor should've also given to you.)

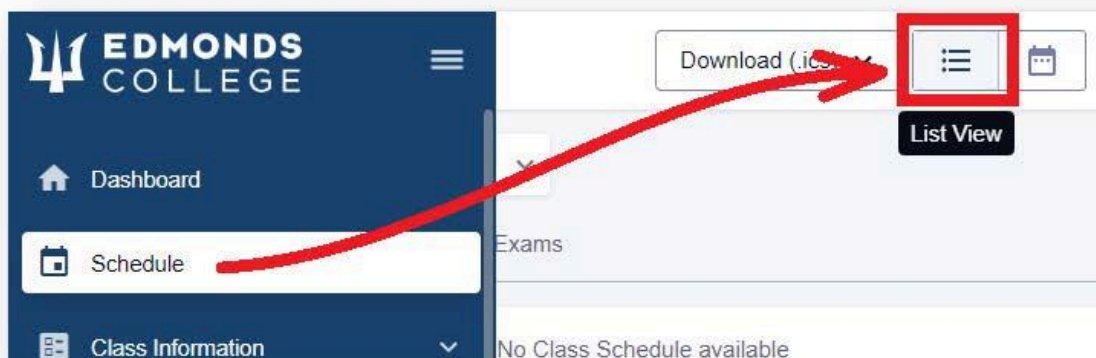
9. After you click “Add”, you’ll see a pop-up that asks you for a “permission number”, which you’ll want to enter (again, you should’ve gotten this from your CHS instructor).

The image shows a pop-up window titled "Enrollment options" with a close button (X) in the top right corner. Below the title, the text "MATH& 151: Calculus I|" is displayed. Underneath, there is a text input field labeled "Permission Number" with an information icon (i) to its right. At the bottom of the pop-up, there are two buttons: a white "Cancel" button and a dark blue "Save" button.

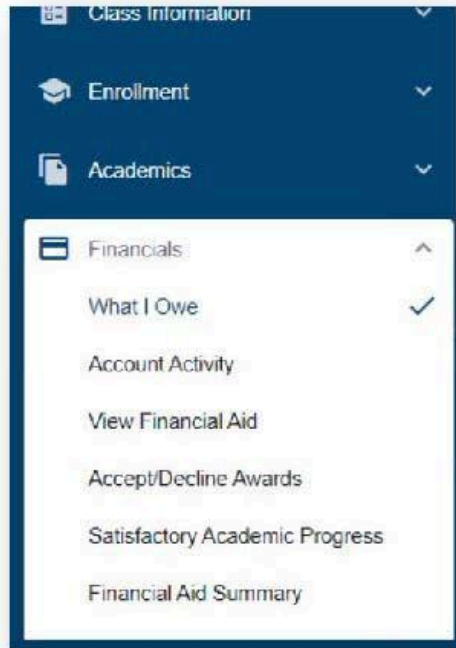
10. Once you’re done, click “Save” and it should say whether you are now enrolled or if it ran into any errors. If you do get any errors, take note of the message (preferably via a screenshot) and include that, along with the class details, your name, and ctcLink ID, and send it in an email to both chs@edmonds.edu and registration@edmonds.edu so that we can assist you further.
11. To double-check your schedule, in the blue menu bar on the left, go to “Dashboard” and click on “Academics”. This lets you see all classes you’re currently registered for.



12. You can also go to "Schedule" and click on the icon for "List View"



13. To make payment (if applicable—e.g., for Running Start students), go to "Financials" > "What I Owe".



14. After verifying the amount, click on the blue "Make Payment" button.

What to do if you have an issue with applying or registering for CHS

For issues with ctcLink, contact [Edmonds College I.T. Support](#). I.T. Support offers Zoom virtual assistance with varying hours, please check this website for the most up to date Zoom hours: [Zoom Assistance](#) or visit our in-person hours.

For issues with registration, email chs@edmonds.edu and registration@edmonds.edu and staff will assist you.

CHS Contacts

CHS staff members are always happy to help. If you require assistance, please contact us at the following email addresses.

General questions: chs@edmonds.edu

CHS Director

Travis Nelson: travis.nelson@edmonds.edu

CHS Program Coordinator

Trevor Hittle: trevor.hittle@edmonds.edu

Thank you for reading this handbook and for your interest in CHS, we hope you will take advantage of and enjoy this opportunity.

Travis Nelson

Director, CHS

Trevor Hittle

Program Coordinator, CHS

