Welcome to College in the High School

at Clover Park Technical College!



What is College in the High School (CHS)?

College in the High School provides college-level courses taught at the high school by college qualified high school teachers.

Freshman, sophomores, juniors, and seniors can earn college credit when they successfully pass the college-level course.

What can you do with this credit?

- Minimized time and cost of earning your college degree or certificate.
- Begin or add to your permanent college transcript. Since these are college courses, the grade you earn will automatically be added to your college transcript.
- Utilize college credits towards high school graduation requirements (ask your counselor for details).

What You Should Know

- College in the High School (CHS) is FREE to high school students.
- Depending on the courses you take, there could be costs associated, such as fees for taking state certification tests after completing the course (i.e. Nursing Assistant state testing fees).
- College in the High School courses are real CPTC college courses taught at your high school.
- Once the course is completed, it will automatically be transcribed at CPTC for the student.
- There is a cost to order an official college transcript ($15), however students always have access for free to their unofficial college transcript at CPTC through CTC Link.
- College credits may transfer to other colleges or universities, depending on their transfer policies.
- Your college records are protected by FERPA, a federal law that protects the privacy of your educational records.

Before You Register

• Review this information sheet • Complete the CPTC Admissions Application • Submit the Student Acknowledgment Form.

Questions?

Talk with your High School Instructor or Counselor for more information or contact CPTC cihs@cptc.edu

CLOVER PARK TECHNICAL COLLEGE

Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Sarah Addington, Manager of Student Disability Services, 253-589-5755, sarah.addington@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499.

CPTC College in the High School (CiHS)

Follow these steps to to start your CPTC College in the High School journey and begin earning college credit while still in high school.

1. Learn About Your Course

Review the course description, learning outcomes, credits earned, and course expectations.
Talk with your teacher or school staff if you have questions.

2. Review Program Information

Read the CPTC College in the High School Information Sheet.
Learn about college credit, transcripts, transfer opportunities, and FERPA protections.

3. Complete the Student Acknowledgment Form

Review the program information.
Submit the required Student Acknowledgment Form.

4. Apply to CPTC

Complete the CPTC Admissions Application.
Use your legal name as it appears on school records.

5. Activate Your ctcLink Account

Watch for your CPTC welcome email.
Locate your ctcLink ID.
Activate your ctcLink account.
Save your login information.

6. Register for Your Course

Log in to ctcLink.
Register for your assigned CPTC course(s).

7. Verify Your Schedule

Review your class schedule in ctcLink.
Confirm all CPTC courses appear correctly.
Report any issues immediately.

Checklist

- ☐ Reviewed course information
- ☐ Reviewed CiHS program information
- ☐ Submitted Student Acknowledgment Form
- ☐ Completed CPTC Admissions Application
- ☐ Activated ctcLink Account
- ☐ Registered for CPTC Course(s)
- ☐ Verified Schedule in ctcLink

Important

You must complete both the Student Acknowledgment Form and CPTC Admissions Application before registering for classes.

Need help? Contact your teacher, counselor, or school staff member.