CAREER & TECHNICAL EDUCATION (CTE) DUAL CREDIT

EVERETT COMMUNITY COLLEGE

WHAT IS CTE DUAL-CREDIT

Each year, more than 2,000 students earn college credits through Everett Community College's CTE Dual Credit program. You could do the same! CTE Dual Credit is a cooperative effort between K-12 schools and EvCC that allows students to earn college credits in approved high school courses.

HOW DOES CTE DUAL CREDIT WORK?

The class must be designated as dual credit. Students must earn the indicated passing grade or higher in each high school class of articulation to be eligible to earn college credit. Other requirements may apply. There is no guarantee that these credits will transfer to any other community college, four-year college, or university. To learn more, visit EvCC Dual Credit.

When your class concludes, your teacher will enter your grade. **Remember you must obtain a "C" or better to obtain college credit.**

Your college credits become part of your Everett Community College record/transcript.
The college transcribes CTE Dual Credit classes once a year. This will occur in late August. If you need those credits on your transcript earlier, please email cte@everettcc.edu.

PROGRAM FEE

PLEASE NOTE THAT THE $50.00 FEE WILL BE PAID BY EVERETT PUBLIC SCHOOLS CAREER AND TECHNICAL DEPARTMENT.

WHY SIGN UP FOR CTE DUAL CREDIT?

After you graduate from high school and register for classes at EvCC, you will already have college credits. Some of these credits may apply to a degree or certificate you choose to pursue. These credits are earned while you are in your high school course. Everett Public Schools is paying the $50 fee this year. You save money on tuition, books, and no travel.

Don't worry if you plan to take some time off after graduation, You may decide to work, travel, or enlist in the military, the credits will be waiting for you.

OPTION 1: APPLYING for the CTE DUAL CREDIT ONLY	OPTION 2: APPLYING FOR CTE DUAL CREDIT AND EVCC CREDIT
Use this option if you do not want these credits to be reflected on an EvCC transcript.	*Use this option if you want these credits to be reflected on an EvCC transcript.*

Go to the SERS website to sign up.
- **NEW USERS ONLY**, Follow the directions in **STEP 1, STEP 2, and STEP 3**.
- **RETURNING USERS**, Follow the directions in **STEP 2 and STEP 3**.

⭐ If you have previously created an account during a prior year or at another high school, and do not remember your login information – **DO NOT CREATE A NEW PROFILE** and move to **STEP 2.**
1. Ask your teacher to do a search for your name in the SERS system. They will be able to tell you your username after your information has been verified.
2. OR - Use your username and your birthdate (mm/dd/yyyy including the slashes) to access your account, your teacher can give you your CTE Dual Credit/Tech Prep ID number which you can use to log in.

STEP 1: NEW USERS ONLY (PLEASE READ EACH STEP IN THE DIRECTIONS):
1. From the Student Log-in screen, click on **Create a New SERS Account**.
2. Create a username and password.
   - If the username is already taken, you will be asked to select another name. The other fields on the screen will become available once a valid username is entered.
   - Save time, trouble, and headaches ~ write this information down somewhere or store it in your phone as a contact.
3. Enter the additional basic information required - **Red dots indicate required fields**.
   - Email: **Please use an email address that can receive messages from SERS.** Preferably your personal email.
   - Gender and race: This information is collected and supplied to the State and impacts funding throughout K-12 and Higher Education.
   - Social security number: This will be linked to your EvCC transcript and is used as a secondary identifier on your college record. Federal Law prevents the college from using social security numbers as a primary identifier of student records. If you don't

Complete the following steps:
⭐ You do not need to re-apply if you already have an EvCC ctcLink student ID (SID) number.
⭐ Your acceptance email will include your ctcLink student ID (SID) number.
⭐ If you already have an EvCC ctcLink student ID (SID) number move to **STEP** 2.

STEP 1: APPLY TO EVCC
Apply for admissions using the EvCC Online Admission Application Portal (OAAP)🔗
- The steps for starting a new application (**Create an Account**) are the following. Make sure to use your **personal email** address and not your high school email address.
1. Select **Everett Community College** as your intended college.
2. Enroll as a **First-Year** student.
3. Select **Academic, Professional-Technical**, or **Non-Award Seeking** as your intended program.
   We recommend selecting Academic or Professional-Technical if you will participate in Running Start in the future or take classes at Everett Community College after high school graduation.
4. Select either **Winter 2023, Spring 2024, or Summer 2024** as your intended term.
   Due to the long application period for CTE Dual Credit students, applications can be submitted during different terms.
5. If you choose Academic or Professional-Technical as your program, you must **select a degree or certificate and a focus area**.
   If you decide Non-Award Seeking, you will choose **Non-degree - Other** as the intended degree or certificate, and there will not be an academic focus area.

⭐ After you receive your ctcLink SID number, you will need to activate your ctcLink account.

Go to the SERS website to sign up.
- **NEW USERS ONLY**, Follow the directions in **STEP 2, STEP 3, STEP 4, and STEP 5.**
- **RETURNING USERS**, Follow the directions in **STEP 3, STEP 4, and STEP 5**.

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know your social security number, you can go back and edit your profile later to include it. DO NOT guess or use a parent's number.

- Address and phone: self-explanatory, but please make sure it is complete, i.e. house number and street.
- Parent Name: Line one is designated for the parent's first name, and line two is for the parent's last name. Only one parent's name is required.
- Graduation Year: Anticipated date/year of graduation. This is a drop-down selection.
- School District and High School: Both of these fields for the selection are drop-down menus and should be the current school the student attends.
- Career Cluster: Use the drop-down menu to fill in this field. You are not locked into this career path.
- Future Plans: Use the drop-down menu. This information is also supplied to the State on our end-of-year reports.
4. Make sure you click **"SUBMIT"**.

STEP 2: SEARCHING FOR CLASSES
To search for classes:
1. Select **Register for Classes** from the **Registration** menu.
2. To begin your search, **SELECT ONLY YOUR HOME HIGH SCHOOL IN THE SEARCH FIELD.**
3. Click the **Search** button.

STEP 3: REGISTERING FOR CLASSES
1. To register for classes:
2. Check the checkbox next to the class or classes you want after searching. **MAKE SURE TO SELECT ONLY YOUR TEACHERS NAME.**
3. When done, click the **Register Classes** button.
4. The **Select Class Offerings & Complete Registration** screen appears.

1. Ask your teacher to do a search for your name in the SERS system. They will be able to tell you your username after your information has been verified.
2. OR - Use your username and your birthdate (mm/dd/yyyy including the slashes) to access your account, your teacher can give you your CTE Dual Credit/Tech Prep ID number which you can use to log in.

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3. When done, click the **Register Classes** button.

STEP 5: Request your transcript
SUBMIT the [EvCC CTE Dual Credit Class Transcription Request](#).

- You must complete and submit the EvCC CTE Dual Credit Class Transcription Request Form to obtain college credit.
- Students can only request college credit for classes taken within the **same academic year**.

Receive a grade of "C" or higher to get your CTE class transcribed!

- After submitting your EvCC CTE Dual Credit Transcription Request Form, your CTE Dual Credit classes will be transcribed on your official EvCC college transcript.
- Classes are transcribed after high school instructors submit grades in the SERS system.
- Only classes with a "C" or higher will be transcribed on your college transcript. You will receive an email from the CTE Dual Credit staff after your class(es) has been transcribed.

NOTE: Don't forget to check your email! You'll receive updates on the status of your enrollment from Everett Community College. Check your spam/junk folders, as well as your Inbox