



College in the High School Admissions/Registration

Step 1 Let your high school counselor know that you are interested in College in the High School.

Complete an online application for admissions @ www.scc.spokane.edu. Students will apply as “Transitional” students with an academic plan of “undecided”. Additionally, students will need to complete all the supplemental questions.

If you are already a CiHS student at SFCC, please complete a Student Information Update form. No online application needed.

Step 2 Meet eligibility by one of the following (also listed at the bottom):

- Self-placement into English 101 (student should be English 101 ready)
- Any CiHS math course must be met with eligible Smarter Balanced score

Step 3 Registration will take place in the classroom with your CEP teacher or with the Dual Enrollment Coordinator using an Add/Drop form. All registration forms will be collected by the Dual Enrollment Coordinator and submitted directly to the SCC Registration Office for processing.

Step 4 Tuition will either be billed directly to your high school’s district office or to you directly. It is up to the high school to determine whether or not they will cover the cost or if they will defer the tuition bill to the students.

Step 5 If you drop a class or withdraw from college, it is your responsibility to complete an Add/Drop form and begin the drop/withdrawal process by contacting the SCC Registration Office prior to the quarterly drop/withdrawal date.

Math Eligibility Requirements

- Smarter Balance score of 3 or 4 for Math Placement
 - Schools will provide documentation of eligibility during initial meeting with Dual Enrollment Coordinator