



# CONCURRENT ENROLLMENT

To be completed EVERY SCHOOL YEAR  
by High School instructor teaching Dual Credit eligible classes

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

High School: \_\_\_\_\_ District: \_\_\_\_\_

High School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List high school classes or sequence of classes.

College Course Name & Course Number	HS Class Name	Yearlong course If "No" Indicate course length
		<input type="checkbox"/> Yes <input type="checkbox"/> No - _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No - _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No - _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No - _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No - _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No - _____

## UNDERSTANDING AND RESPONSIBILITIES



By signing this form, I understand that I am responsible for the following:

- Teaching 100% of competencies outlined in the articulation agreements with CCS
- Informing students of the Dual Credit opportunity (see statement that must be included in syllabus)
- Assisting students with course registration process (SERS, etc.)
- Submitting grades into the online registration system or other required process

## REQUIRED SIGNATURES

### Career and Technical Education (CTE)

\_\_\_\_\_  
CTE Instructor Print Signature Date

\_\_\_\_\_  
CTE Director Print Signature Date

### College in the High School (CiHS)

\_\_\_\_\_  
CiHS Instructor Print Signature Date

\_\_\_\_\_  
HS Principal or designee Signature Date

## **For Career and Technical Education (CTE) Dual Credit Use:**

The high school syllabus MUST include a notice to students indicating the course is CTE Dual Credit approved and articulated with one college. Please use the following statement:

### **CTE Dual Credit Program**

This course is CTE Dual Credit approved and articulated with CCS. Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH term enrolled in the articulated high school class, may earn college credit through the College CTE Dual Credit program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for CTE Dual Credit will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College's. Credit and/or grades will not be removed once they have been transcribed.

Students may earn credit for the following college courses:

(Course Prefix and Number) (Course Name) – (Number of Credits)

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(Course Prefix and Number) (Course Name) – (Number of Credits)

## **For College in the High School (CiHS) Use:**

The high school syllabus MUST include a notice to students indicating the course is Dual Credit approved and articulated with one college. Please use the following statement:

### **CiHS Program**

This course is Dual Credit approved and articulated with CCS. Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH term enrolled in the articulated high school class, may earn college credit through the College Dual Credit program. Only students who meet deadlines and eligibility requirements will be awarded college credit. Participation in the CiHS program is voluntary. High school students registered for CiHS Dual Credit classes will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College's. Credit and/or grades will not be removed once they have been transcribed.

Students may earn credit for the following college courses:

(Course Prefix and Number) (Course Name) – (Number of Credits)

(Course Prefix and Number) (Course Name) – (Number of Credits)

(Course Prefix and Number) (Course Name) – (Number of Credits)

**Attach class syllabus and return to the campus where course is articulated.**

### **Concurrent Enrollment Office**

Spokane Community College  
1810 Green St, MS 2151  
Spokane WA 99217-5399

Spokane Falls Community College  
3410 W Fort George Wright Dr, MS 3011  
Spokane WA 99224

CTE: [scc.cte@scc.spokane.edu](mailto:scc.cte@scc.spokane.edu)  
CiHS: [scc.cihs@scc.spokane.edu](mailto:scc.cihs@scc.spokane.edu)  
509-533-8062

[sfccdualenrollment@sfcc.spokane.edu](mailto:sfccdualenrollment@sfcc.spokane.edu)  
509-533-3134



# Concurrent Enrollment Steps for Completing Annual High School Instructor & Class Verification

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## Submit Dates and Deadlines

<p><u>2019-2020</u> Preferred: September 20, 2019 Final day to submit: October 1, 2019</p>
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## High School Instructor Information

1. Fill in first and last name
2. Fill in high school and school district
3. Fill in high school address, instructor phone numbers and email

## Class Information

4. Fill in college course name and number  
(For example: College course – Accounting Course # - ACCT 151)
5. Fill in high school class name
6. Fill in high school class course length  
(Indicate yearlong and if it is not a yearlong course then fill in semester, quarter, etc.)

## Required Signatures and Documentation

7. Read “Understanding and Responsibilities” section before signing
8. Print name and sign area should match to the program signing for  
(For example: If for CTE, then signatures should be for the CTE section only. Do not need principal’s signature)
9. Attach a class syllabus for each class listed in the class information section  
(Remember: Syllabus is required to have the college dual credit information provided)
10. Return to college campus where classes are articulated