



College in the High School Program
Student/Parent Handbook
2017-2018

Welcome to College in the High School!!

College classes, taught by qualified high school teachers, with students earning both college credit and high school credit at the same time – this is College in the High School (CiHS)! High School teachers work closely with BBCC faculty mentors so that the course work in the CiHS course is equivalent to the same course taught on the Big Bend campus. Students earn college credits without sacrificing their high school experience.

Table of Contents

What is the “College in the High School” (CiHS) Program? 2

Student Benefits..... 2

Deadlines..... 2

Terms and Vocabulary 3

How Can Credits Be Used Toward a College Degree/Certificate?..... 3

Academic Advising 4

How Do I Get a Transcript for My College Applications? 4

The Family Educational Rights and Privacy Act (FERPA)..... 5

Student Policies and Student Handbook 5

National Collegiate Athletic Association (NCAA) Eligibility..... 5

Registering for the College in the High School Program 6

Student Withdrawal or Refund Request..... 6

Grading Procedure 7

Frequently Asked Questions (FAQ)..... 7

Contact Information..... 10

What is the “College in the High School” (CiHS) Program?

College in the High School programs provide college-level academic courses in high schools for qualified students. To provide CiHS classes, a high school contracts with a college or university. CiHS courses are taught at the high school by high school teachers. High school teachers must meet college qualifications to teach the class. CiHS courses must be approved college curriculum, listed in the college catalog; they are the same courses offered at the college, held to the same standards of prerequisite, grading, and evaluation, but are taught at the high school.

Currently, BBCC courses are offered as CiHS classes at Ephrata High School and at the Columbia Basin Technical Skills Center.

Student Benefits

- Students can accelerate their academic studies by earning college credit while attending high school without sacrificing their high school experience.
- Allows students the opportunity to experience college-level work in a familiar environment.
- The courses included in the program are those most often required in the freshman coursework of Washington’s community colleges and universities.
- Upon successful completion, the course is transcribed with the college’s course title and number; just as it appears in the college catalog.
- Having completed rigorous high school coursework and earning college credit may make the student’s university application(s) stronger.
- Continue your career at Big Bend! Once you enroll in a CiHS class, you become a BBCC student. This allows you to easily continue taking college classes once you have graduated. You will register as a continuing student, avoiding the delays associated with New Student Registration.
- Tuition for a CiHS class varies from school district to school district, but the tuition and fees are significantly less than a BBCC equivalent course. Please contact your high school CiHS program for more information on what your expenses would be.
- Phi Theta Kappa BBCC Chapter: PTK is an international academic honor society that promotes scholarship, leadership development, service and the cultivation of fellowship among students at BBCC. College in the High School students who meet the eligibility requirements may join. For more information visit our [Phi Theta Kappa](#) web page.

Deadlines

Deadlines for CiHS are publicized in coordination with each participating high school, please contact your high school's CIHS program for further information.

Terms and Vocabulary

ADMISSION

(Apply for Admission) The process of applying to BBCC to become a student. A student record is created and students are coded by program. Some demographic student information is collected.

PLACEMENT

a term used to identify what level a student is at in terms of reading, writing, and mathematics. Placement is determined by completing a Placement test, taking the Smarter Balanced Assessment (SBA) as a sophomore or junior in high school, or using the Mathematics Alternative Placement Model, which is based on your previous high school mathematics courses and grades. Please contact the BBCC Testing Center at 509-793-2064 for more information.

PREREQUISITE

The term used for a requirement as a prior condition. For example, for MATH&107, the prerequisite is “Successful completion of MATH 098 or placement into MATH 099/017/146.” A student would authorize the college to obtain their high school transcripts for evaluation to see if they meet the placement requirements, or the student would need to take the appropriate Placement test.

REGISTRATION

The process of becoming an official BBCC student on the high school teacher’s roster. Please check with your high school CiHS program for specific registration procedures.

How Can Credits Be Used Toward a College Degree/Certificate?

Courses in the CiHS program are usually General Education Requirements (GERs). Colleges and universities typically require a student to earn 90 quarter credits in a variety of courses to fulfill general requirements before the student chooses an area of concentration, or a major. Courses completed can be applied toward a degree or certificate at BBCC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution, may be transferred as departmental general electives, or may satisfy a prerequisite for a required course.

Some CiHS courses are intended to apply to a specific Career or Technical certificate or degree. Some of these credits may transfer to a college or university as a general elective, while other credits may not transfer or apply to a degree in a different area of study. We recommend that you contact the college/university that you plan to attend and verify how these credits will be accepted.

Each of the public, four-year colleges/universities within Washington State have agreed to accept transfer credits from this program. However, BBCC cannot guarantee whether the class(es) will meet a college/university’s graduation requirements or be accepted by a specific academic department at the college/university.

Students planning to attend a private college/university (either in Washington or out-of-state) should speak to the college/university admission office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

Most colleges and universities provide the ability for students to view how BBCC credits transfer. From the college/university home webpage type in “transfer credit equivalency” in the search field. This will generally get you to their transfer equivalency tables and guideline page.

Academic Advising

We want you to be successful as a College in the High School student and beyond! As a BBCC student, you have access to educational and career planning. Advisors can help you understand how a course will apply towards your desired degree. Advisors can also assist you with degree or area of interest selection. More information can be found on the [Advising page](#) of the Big Bend Website, www.bigbend.edu. The Counseling and Advising Center is located in the 1400 Building on the BBCC campus and can be reached by phone at 509.793.2035; appointments are preferred.

How Do I Get a Transcript for My College Applications?

The BBCC Admissions/Registration Office issues official transcripts. You may request an official transcript online, by mail, or in person. Transcripts are not available if you have an outstanding financial obligation. An extra fee of \$25.00 is charged if you are requesting FedEx overnight delivery for any of the transcript options below.

ONLINE

BBCC official transcripts may be ordered online through the National Student Clearinghouse. The Clearinghouse provides online ordering 24/7 with processing in 2-3 business days and the convenience of credit card payments. If you need help or have questions about this service, go to the [National Student Clearinghouse](#) website or contact by phone 703.742.7791 (Monday-Friday, 9am-7pm, EST). More information can be found on the [Transcript Request page](#) of the Big Bend Website, www.bigbend.edu.

MAIL

Transcript requests may be mailed to BBCC for processing. Please complete the BBCC [Diploma/Transcript Request form](#). Official transcripts are normally mailed within five days of receipt of a completed request. There is no charge for this service.

IN PERSON

Official transcripts may be picked up in the BBCC Admissions/Registration Office located on the first floor in Building 1400 during regular business hours. You must present photo ID when picking up transcripts. There is no charge for this service.

The Family Educational Rights and Privacy Act (FERPA)

FERPA, the Family Educational Rights and Privacy Act, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. For a detailed discussion of this law, visit the [FERPA page](#) at the U.S. Department of Education website. These rights, as they pertain to the College in the High School program, do not permit college staff to disclose or discuss students' records with anyone other than the student; this includes non-disclosure to parents or legal guardians. Unless a FERPA waiver has been signed granting permission for another person to access a student's records, any inquiries about a student's records must be made by the student. The parent may contact the high school with concerns of the student's progress.

Student Policies and Student Handbook

Published each year by the Big Bend Community College Student Activities Office, the [Student Handbook](#) is a valuable resource for BBCC students. This handbook contains an extensive list of resources available to BBCC students, a summary of useful information and procedures helping students to know where to go and what to do when they need some kind of assistance, and also includes the Student Code of Conduct, the list of rules that all BBCC students are expected to uphold. As a College in the High School student, it is your responsibility to review these policies, as you will be held to the same standards for academic integrity, honesty, and plagiarism as are all BBCC students. The Student Handbook is found on the Big Bend webpage within the Student Life tab, under Need to Know.

National Collegiate Athletic Association (NCAA) Eligibility

NCAA Bylaw 14.2.2.3 Joint College/High School Program states: "A student-athlete's eligibility under the five-year rule does not begin while a student is enrolled in a collegiate institution in a joint high school/college academic program for high school students in which the courses count as both high school graduation credit and college credit, provided the student has not officially graduated from high school and does not participate in intercollegiate athletics while enrolled in the joint program." (Revised: 11/01/2001 effective 8/01/2002)

College courses may be used to satisfy NCAA core-curriculum requirements if the courses are accepted and awarded credit by the high school for any student and meet all other requirements for core courses. College courses must be placed on the student's high school transcript.

Registering for the College in the High School Program

Registering for the College in the High School program is a 6-step process.

1. ADVISING

Ask a CiHS teacher for information about the CiHS courses available and how each course fits into college degree requirements. More information can be found on the [Advising page](#) of the Big Bend Website, www.bigbend.edu.

2. CLASS SELECTION

Choose a CiHS class at your high school that you wish to take.

3. PREREQUISITES AND PLACEMENT

Check the [BBCC Course Catalog](#) to determine what course prerequisite(s) or placement must be met.

4. PLACEMENT TEST (IF NEEDED)

Plan to take the necessary placement test if needed at the BBCC Testing Center. More information can be found on the [Placement Testing page](#) of the Big Bend Website, www.bigbend.edu.

5. APPLY FOR ADMISSION

Click on the blue [Apply Now](#) box at the center of the Big Bend Home page. Click [Apply online](#) to go to the Web Admissions Center for the Washington State Community and Technical Colleges. Click to read the **Quick Start Instructions**, and then click **Set Up MY Web Admissions Account**. Once you have set up your Web Admissions Account, **Login to the Web Admissions Center**. Follow the directions to apply.

Do not pay the \$30 application fee now. Some high schools pay your application fee! Check with your high school CiHS program to see if your high school pays your application fee.

6. REGISTER FOR CLASS(ES)

Register for your CiHS class at the appropriate time. Your CiHS instructor will provide you with the resources and directions needed to register for your class. You will use the [BBCC Student Kiosk](#) to complete your registration online.

Student Withdrawal or Refund Request

Deadlines apply to withdraws. Only the student can request to withdraw. You may use the [BBCC Student Kiosk](#) to withdraw from a class. More information can be found on the [Withdrawing and Refunds](#) page of the Big Bend Website, www.bigbend.edu.

Grading Procedure

The CiHS high school teacher must follow the BBCC grading scale. This may be slightly different from the high school grading scale resulting in a different college grade from the high school transcript grade. Note: For full-year classes the two semester grades are averaged to calculate the one college grade.

BBCC GRADING SYMBOLS/OPTIONS

Big Bend Community College uses a numerical grading system with instructors reporting grades from 4.0 to 0.7 in 0.1 increments and also the grade 0.0. The number 0.0 is assigned for failing work for which no credit hours are earned. Letter grade equivalents are approximate by the following distribution:

Decimal Grade	Letter Grade	Decimal Grade	Letter Grade
4.0 – 3.8	A Excellent	1.8 – 1.5	C-
3.7 – 3.5	A-	1.4 – 1.2	D+
3.4 – 3.2	B+	1.1 – 0.9	D Below Average (1.0 lowest transferable grade in DTA)
3.1 – 2.9	B Very Good	0.8 – 0.7	D-
2.8 – 2.5	B-	(0.7 lowest passing grade)	
2.4 – 2.2	C+	0.0	F Failing
2.1 – 1.9	C Average		

Frequently Asked Questions (FAQ)

How do I know if I'm registered?

Go to the [BBCC Student Kiosk](#) to check your **Student Schedule** or check with your CiHS instructor.

I forgot my Student ID number. How can I find it?

Go to the [BBCC Student Kiosk](#) to **Display My Student ID Number**.

How do I see my grades?

You will not receive end-of-term grade reports from Big Bend Community College. After your CiHS course(s) are complete, you can view your course grades in the [BBCC Student Kiosk](#). Select **Grades/Unofficial Transcript**. Enter your BBCC Student ID and Student PIN. Unless you have changed your PIN, it will be your six digit birthday (example: November 9, 1994 will be 110994). **NOTE:** Registration PINs for students who have earned less than 30 credits change on a quarterly basis. Your CiHS instructor will provide you with your registration PIN.



Contact Information

Big Bend Community College
7662 Chanute Street NE
Moses Lake, WA 98837
509-793-2222
www.bigbend.edu

Big Bend Community College District 18 provides equal opportunity in education and employment and does not discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or the presence of any sensory, mental or physical disability, or status as a disabled person or Vietnam era veteran, in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries may be made to:

Kim Garza
Vice President of Human Resources and Labor

If you are a person with a disability and require an accommodation, please contact Loralyn Allen at 509.793.2010 (or TDD 509.762.6335) or loraa@bigbend.edu as soon as possible to allow sufficient time to make arrangements.

Loralyn Allen
Disability Services Coordinator / Student Advisor