

REQUEST FOR CTE (TECH PREP) DUAL CREDITS



Some Career and Technical education classes offered to high school students are also eligible for college credit. There are potential benefits and drawbacks to having these credits awarded at the college. You should consider carefully if this is best for you.

- These credits are intended to apply to a Career or Technical degree; however, they may not transfer to a university or apply to a degree in a different area of study.
- Your official transcript is a legal document that cannot be changed once it is created. You will be creating a permanent record.
- Credits earned may impact your future eligibility for financial aid.

Before completing the form, we recommend you go to the SERS website at www.ctesers.org to review a list of your completed CTE classes (log in, then select View History under the Registration menu). If you have any questions about missing or inaccurate information, please contact your instructor or the high school.

To request successfully completed courses be entered onto your official Big Bend Community College transcript, please complete this form. PLEASE PRINT CLEARLY!

Name: _____ Birth date: _____

High School: _____ Year credits earned: _____

Your mailing address: _____

Phone: _____ Email Address: _____

Courses requested (Please be specific. For example: "ACCT 105 & BIM 102" or "Only ECED credits" or "All welding credits"):

Student signature: _____ Date: _____

Parent signature (for students under 18): _____ Date: _____

Submit this completed form to the Admissions office. You may:

- Drop it off at the 1400 Building at Big Bend Community College
- Mail it to BBCC Admissions, 7662 Chanute St NE, Moses Lake WA 98837
- Scan and email it to admissions@bigbend.edu

Please allow 2 to 4 weeks for processing. You will be notified by email once credits are transcribed, so please be sure your email above is correct and easy to read.