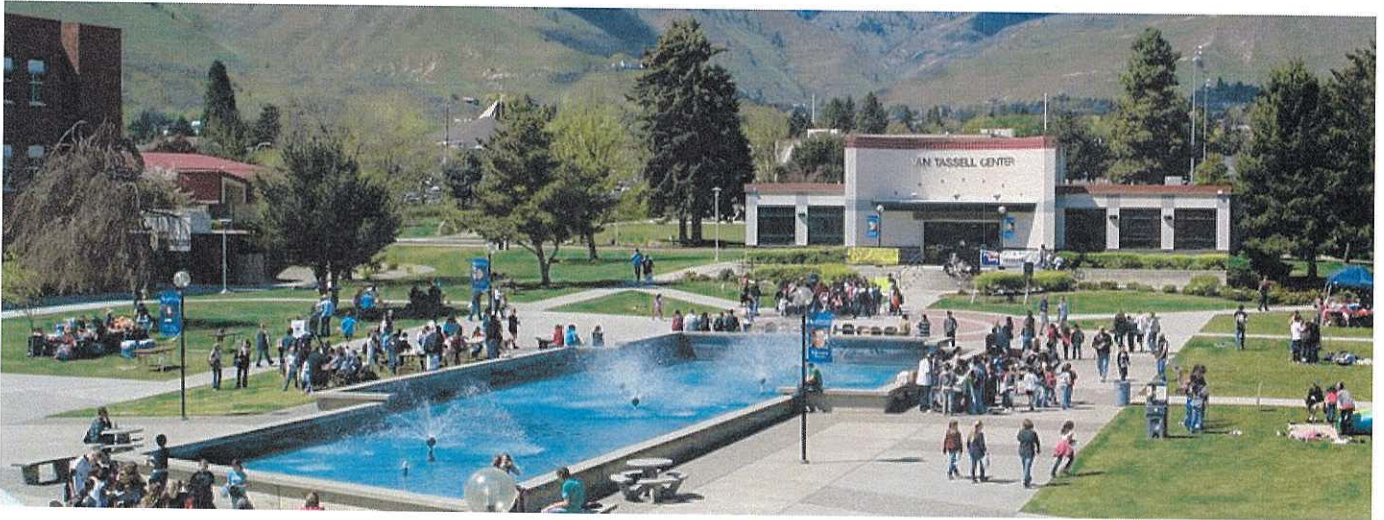


# WENATCHEE VALLEY COLLEGE

## COLLEGE IN THE HIGH SCHOOL

## STUDENT HANDBOOK



### WVC Mission Statement

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college is committed to diversity, equity and inclusion for all students and employees and provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

#### Our Core Themes:

- Educational Achievement
- Support for Learning
- Responsiveness to Local Needs
- Diversity and Cultural Enrichment



Welcome to Wenatchee Valley College's College in the High School program! This is an incredible opportunity for you to earn college credit before graduating from high school. High School 9<sup>th</sup> through 12<sup>th</sup> graders are eligible for this program. You will find that this experience will not only reward you with college credit, but also valuable experience that will assist you in future college endeavors.

This handbook will address many questions you may have about your enrollment with WVC. However, please feel free to reach out with any additional questions.

Sincerely,

Maria Christina Monroe

Director of Concurrent Enrollment  
509.682.6848  
mmonroe@wvc.edu  
1300 5th Street  
Wells Hall room 1070B  
Wenatchee WA 98801

### WVC Concurrent Enrollment Staff

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Program Address  
1300 Fifth Street  
Wenatchee WA 98801  
Website: <https://www.wvc.edu/chs>

### The Area We Serve . . .

The Wenatchee Valley College district is the size of Massachusetts and Rhode Island combined, covering more than 10,000 square miles of Chelan, Douglas, and Okanogan counties. The Wenatchee campus is located near the eastern slopes of the Cascade Mountains, midway between Seattle and Spokane. The WVC at Omak campus is located near the Canadian border in Omak, about 100 miles north of Wenatchee.



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*Revised 9/20/2023*

## COLLEGE IN THE HIGH SCHOOL (CHS)-WHAT IS IT?

College in the High School through WVC is an opportunity for high school students to earn college credit while still in high school. Students who complete articulated courses taught at their high school by qualified high school faculty providing the same rigor and content as an on-campus college class are eligible to receive WVC credit.

Students must meet entrance qualifications for Wenatchee Valley College, outlined further on in the handbook.

Students can earn WVC credit in:

- University transfer courses that count toward a bachelor's degree in subject areas such as Literature, Composition, Math, Science, History, Psychology, and more.
- Career & Technical Education courses which lead to an associate degree or certificate in one of our many career-focused degrees.

### **BENEFIT TO STUDENTS**

- Enhances ability and skills to do college level work and gain confidence for college success.
- Saves money by receiving free/reduced tuition college credit and reducing the amount of time after high school to complete a college degree.
- WVC credits are transferable to all college/universities within the state and many other institutions outside of the state.
- Students entering the military may earn a higher rank with earned college credit.
- Provides access to WVC student support services such as MyWVC, ID cards, use of WVC library and tutoring services.
- Research shows CHS students are more likely to finish college and earn more credits by the second year of college.

## CHS WASHINGTON STANDARDS

### WAC 392-725-130 STUDENT STANDARDS

- Ensure students meet the course prerequisites of the institution of higher education.
- Officially register or admit the students as degree-seeking, non-degree-seeking, or non-matriculated students of the institution of higher education and record courses administered through college in the high school program on official institution of higher education transcripts.
- Provide students and high schools with a comprehensive publication that outlines the rights and responsibilities of enrolled students.

### WAC 392-725-160 EVALUATION STANDARDS

- Participating institutions of higher education shall:
  - Conduct an end of term student course evaluation for each college in the high school section offered.
  - Conduct surveys of participating high school instructors, principals, and guidance counselors at least once every three years. Surveys shall include the following as outlined in the most current NACEP survey guide:
    - NACEP essential questions (additional questions may be used);
    - One follow-up contact with nonrespondents within the methodology; and
    - Collaboration of a qualified institutional evaluator or researcher in the development of the survey and data analysis.
  - Conduct annual survey of alumni who are one year out of high school and who are four years out of high school, at least once every three years. Surveys shall include the following as outlined in the most current NACEP survey guide:
    - NACEP essential questions (additional questions may be used);
    - One follow-up contact with nonrespondents within the methodology; and
    - Collaboration of a qualified institutional evaluator or researcher in the development of the survey and data analysis.
  - Provide evidence of meeting the evaluation required standards of this section.

## STUDENT ELIGIBILITY

Students wishing to enroll in a CHS course at their high school must first qualify for the program. In accordance with Washington state rules governing College in the High School, students in grades 9-12 are eligible for WVC CHS courses. They must meet WVC requirements for placement into college-level coursework (see rubric below).

Test	Score	Placement
High School Transcript:	2.5 gpa or higher	ENGL 101
PSAT Reading	500 or higher	ENGL 101
Smarter Balanced Assessment: ELA (English Literacy Assessment)	Level 3 or higher	ENGL 101 (all college-level coursework except math OR courses with additional prerequisites)
Smarter Balanced Assessment: Mathematics	Level 3	MATH 107, 140, 146, 171, 200, PHIL 120  MATH 141 contingent on a B or higher in Math Bridge to College course.
Smarter Balanced Assessment: Mathematics	Level 4	MATH 107, 140, 141, 142, 146, 148, 151, 171, 200, PHIL 120
ACT English	20 or higher	ENGL 101 (all college-level coursework except math OR courses with additional prerequisites)
ACT Reading	21 or higher	ENGL 101 (all college-level coursework except math OR courses with additional prerequisites)
SAT Reading	500 or higher	ENGL 101 (all college-level coursework except math OR courses with additional prerequisites)
SAT Mathematics	580-649	MATH 107, 140, 146, 171, 200, PHIL 120
SAT Mathematics	650 or higher	MATH 107, 140, 141, 142, 146, 148, 151, 171, 200, PHIL 120
High School Transcript Placement-Algebra 2	C or higher	MATH 107, 140, 146, 171, 200, PHIL 120
High School Transcript Placement-Algebra 2	B or higher	MATH 107, 140, 141, 146, 171, 200, PHIL 120
High School Transcript Placement-Precalculus	C or higher	MATH 107, 140, 141, 146, 171, 200, PHIL 120
High School Transcript Placement-Precalculus	B or higher	MATH 142, 148, or lower
High School Transcript Placement-Precalculus w/Trigonometry	B or higher	MATH 151 or lower
Calculus	C	MATH 151 or lower
AP Calculus AB	A	MATH 152 or lower
AP Calculus BC	A	MATH 153 or lower

## Registration Process

Scores/transcripts are submitted to the Director of Concurrent Enrollment at Wenatchee Valley College, who ensures student has qualified to enroll in the CHS course. Any issues with the qualifying document of any student, the Director will contact the instructor, counselor, or HS Office personnel so the student can be informed immediately that participation in the requested College in the High School course has been denied. High school teacher, counselor, or office staff will help in collecting documentation. If the course has additional prerequisites outside of the placement rubric, student must provide documentation of meeting the requirement to the Director of Concurrent Enrollment. Qualifying students must enroll in the CHS course on their high school campus in order to receive college credit. The Director of Concurrent Enrollment will then work with high school staff and qualified students to complete the WVC application and registration process on a designated day that works best for all parties involved. Registration is completed on paper and submitted to Director of Concurrent Enrollment for processing to ensure that CHS students are enrolled in the specified sections for their high school. Students must then pay tuition by the 20<sup>th</sup> day of class, in order to avoid being withdrawn from the course (if the school is not a paying district).

## A Permanent College Transcript

By registering for WVC College in the High School courses, you are taking college courses. The grades you get in these courses are the grades you will get on your college transcript. They will begin your college GPA and stay on your record permanently. College courses demand considerable work outside of the classroom. Successful students have discipline and are willing to dedicate the necessary time to these courses.

The credits you earn through the WVC College in the High School program are highly transferable to many colleges. **If you choose to attend a different college after high school graduation, you are responsible for requesting that a WVC transcript be sent to the other college or university.** Please call the Registration Office at 509.682.6839, if you would like to request an official transcript. There is a small fee that you will need to pay up front in order for Registration to complete your request. The other institution will determine if and how those credits will apply to your program of study. Credit transfer issues might occur when transferring to a private or out-of-state institution. It is important to do your research beforehand, in order to ensure credit transfer.

When you graduate high school and once you apply for financial aid for college, factors will include how well you are doing in college.

## Advising

Students should request to meet with the Director of Concurrent Enrollment for advising and completing a 2-year plan. This is a great opportunity to help students better understand how the College in the High School courses meet degree and high school graduation requirements. The session lends itself to give students the opportunity to ask lingering questions such as transferring credits and requesting transcripts after high school graduation. High School counselor or teacher and the Director will discuss a day and time to offer an advising day or a day to complete a 2yr plan. The ultimate responsibility is with the student to inquire/inform the Director if any scheduling changes are made after the initial meeting. Students are not allowed to withdraw from the program without prior approval. Students need to connect with their high school teacher to complete proper documentation.



## STUDENT RIGHTS AND RESPONSIBILITIES

**You are seen and treated as a WVC college student.** To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. The following “Rights and Responsibilities” suggests the kinds of mutually respectful behaviors that create a healthy learning environment.

**Each student has the right to expect a campus climate in which all students:**

- are given the opportunity and encouragement to succeed
- are treated with dignity and respect
- demonstrate good manners and courtesies
- are safe from sexual harassment and discrimination
- are free to ask for help, anytime.

**In addition to rights, each student has a responsibility to:**

- support a learning environment that provides opportunities for all students to succeed
- prepare mentally and physically to be the best they can be
- treat all students and staff with dignity and respect
- exhibit good manners and common courtesies at all times
- serve as a positive role model for less experienced students
- respect the property and space of others
- help keep the campus litter free
- refrain from swearing and using any inappropriate communication
- read and abide by the college rules in the student handbook
- be accountable for your own actions

## STUDENT CODE OF CONDUCT

### **Academic Dishonesty**

Any student who engages in any form of academic dishonesty may be subject to discipline. Common instances of academic dishonesty include (but are not limited to): cheating; fabrication; plagiarism; facilitating, aiding or abetting others in academic dishonesty; collusion; or resubmitting work previously submitted for another course without instructor permission. Academic dishonesty may be subject to both academic sanctions and/or code of conduct sanctions.

### **Student responsibilities**

Students are expected to maintain high standards of academic honesty and integrity in accordance with the Code of Student Conduct.

1. A student shall not give unauthorized information to another person or receive unauthorized information from another person during any type of examination.
2. A student shall not obtain or provide without authorization questions or answers from the examination prior to the time of the examination.
3. A student shall not use unauthorized sources for answers during any examination.
4. A student shall not engage in any form of plagiarism. Plagiarism is defined as submitting to a faculty member any work product which the student fraudulently represents to the faculty member as the student's own work product, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as a part of the student's program of instruction. Students are expected to know and comply with accepted classroom procedures and academic standards as set forth by the College faculty.

### **Student sanctions**

A student may be subject to academic sanctions as well as disciplinary action for acts of academic dishonesty for

failure to meet the accepted academic standards of the college or in violation of the Code of Conduct. Disciplinary action can result in disciplinary sanctions up to and including dismissal from the college.

The following academic sanctions may be imposed:

1. The instructor may assign to the student a failing grade for an individual project/test/paper, etc.
2. The instructor may assign to the student a failing grade for a course.
3. A department may recommend that a student be dismissed from a WVC program. Any student who engages in any form of academic dishonesty shall be subject to discipline. Common instances of academic dishonesty include (but are not limited to): cheating; fabrication; plagiarism; facilitating, aiding or abetting others in academic dishonesty; collusion; or resubmitting work previously submitted for another course without instructor permission.

### **Rules of Conduct**

The student conduct code shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, or to off-campus conduct that in the judgment of the college adversely affects the college or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

Wenatchee Valley College students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college, they are subject to those responsibilities which accrue to them by virtue of this membership.

Admission to Wenatchee Valley College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the college, maintain high standards of honesty and integrity, and respect the rights, privileges and property of other members of the college community.

Wenatchee Community College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both. To accomplish these purposes, the college is governed by rules, regulations and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community. The following are examples of misconduct that is subject to disciplinary action. See the online WVC Student Code of Conduct for more details on other misconduct and the disciplinary process.

#### **Plagiarism/Cheating**

Plagiarism is defined as the buying, borrowing, or stealing of written material for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student's program of instruction at the college. Any student who plagiarizes shall be subject to disciplinary action. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course. Any student who aids or abets the accomplishment of such activity as defined above shall also be subject to disciplinary action.

An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism or cheating.

#### **Abusive Language**



Any student who uses abusive language towards any person while on college facilities or participating in college-related programs may constitute disorderly conduct and shall be subject to disciplinary action. Examples of abusive language may include but are not limited to, maligning, coarse insulting speech, use of lewd, indecent, and/or obscene language.

#### **Disorderly Conduct**

Any student whose conduct obstructs or disrupts educational processes or other activities of the college shall be subject to disciplinary action. In the case of disorderly conduct in the classroom, the instructor may take reasonable action against any student and recommend disciplinary action by the vice president of student services.

#### **Sexual Harassment**

Students must abide by the college's Sexual Harassment Policy. Any student who engages in behaviors such as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct or written communication of a sexual nature directed toward another person shall be subject to disciplinary action. If you have experienced or witnessed sexual harassment or sexual violence, please report it to the Title IX Coordinator at 509.682.6445 or to a faculty or staff member on campus.

#### **Malicious Harassment**

Any person is guilty of malicious harassment if he/she maliciously and with intent to intimidate or harass another person because of, or in a way that is reasonably related to, associated with, or directed toward that person's race, creed, color, religion, gender identity, sexual orientation, ancestry, national origin, age, marital status, or mental, physical, or sensory handicap, and/or disabled veteran status may be subject to disciplinary action. Another person shall be subject to disciplinary action.

#### **Computer Trespass**

Any student that violates college information, without authorization, intentionally gains access to a computer system or electronic data owned or used by Wenatchee Valley College shall be subject to disciplinary action according to the college's Information Resources Acceptable Use Policy and 9A.52.110 RCW through 9A.52.130 RCW.

#### **Computer Use Policy**

This policy governs the use of computer labs on campus. These labs include the library and any other instructional areas that have student access to computers. Violations can be subject to prosecution and/or loss of student access to computer labs.

- A. Labs are open only to registered students of WVC and those covered through cooperative agreements.
- B. Students may not modify, reconfigure, or tamper with any computer hardware or software, nor may they attempt to gain unauthorized access to any computer network. Attempting unauthorized access to computer networks is a violation of both state and federal laws.
- C. Intentionally introducing a computer virus into any Wenatchee Valley College computer system is a violation of both state and federal laws.
- D. First priority is given to classes that have scheduled time in the lab. Second priority is given to students doing homework and research for currently enrolled classes. Lowest priority is given to students "surfing the net" or other non-instructional activities. A student may be requested to give up his/her position to another student with higher priority and, depending on demand for services, a time limit may be imposed.
- E. Printouts are limited to academic work. Printing limits will be determined as is necessary for each lab. These limits will be clearly marked and enforced. Failure to comply with set printing limits may result in the loss of computer lab access.
- F. Any use of the computers in Wenatchee Valley College labs must comply with the State of Washington's Community and Technical College Network Acceptable Use Policy. Accessing or posting obscene, abusive, or highly offensive material is not allowed.

#### **Disciplinary Action**

Any student violating any provision of the Rules of Student Conduct will be subject to discipline. Sexual harassment violations will follow policy and procedures located on the WVC Web page and are a separate process.

#### **Confidentiality of Student Records (FERPA)**

In accordance with the federal Family Educational Rights and Privacy Act (FERPA), Wenatchee Valley College enforces guidelines concerning information about the student's permanent educational record and governs the conditions of its disclosure. Except as otherwise indicated, the college will not provide information contained in student records in



response to inquiries unless the student has given consent to the college in writing using the form at [wvc.edu/running\\_start](http://wvc.edu/running_start). Exceptions will be made if knowledge of the information is necessary to protect the health or safety of the student or to other individuals or disclosure is required by law.

The following information may be released without notification to the student on a need-to-know basis, as it is representative of public directory information:

- \*Student's name, address (street and e-mail), and phone number
- \*Field of study
- \*Enrollment status (e.g., full-time, or part-time)
- \*Athletic information
- \*Dates of attendance and completion
- \*Degrees and awards received

The college provides additional information to military recruiters in compliance with federal Solomon Act requirements. Students wishing to be excluded from the student directory information as defined in PL. 93-380 must file a quarterly non-disclosure request with the registrar to seal their records. Wenatchee Valley College assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure. By sealing your records, WVC will be unable to verify degrees, graduation, or any other requested information. Call the admissions office at 509.682.6806 if you need further information.

## COLLEGE SERVICES

As a WVC college student, you have college services listed below that are available to you.

### **Career Center**

The career center provides a broad range of information and assistance for job seekers, including career planning, job listings, resume writing help, occupational training, and career assessments. **Wenatchi Hall First Floor 509.682.6830**

### **Cashier**

The cashier handles tuition and fee payments, and also sells parking permits. **Wenatchi Hall, First Floor 509.682.6500**

### **Counseling**

Student Services offers academic counseling, readmission petitions, career counseling, and personal counseling.

**Wenatchi Hall, First Floor Wenatchee 509.682.6850, Omak 509.422.7806**

### **Library**

The library holds physical and electronic collections, media and device checkout, study room, Xerox machines, reference librarians and student-use computers. **John A Brown Library Wenatchee 509.682.6860, Omak 509.422.7830**

### **Running Start**

The Running Start office handles enrollments for dual credit programs (Running Start and College in the High School).

**Wells Hall room 1070, Wenatchee 509.682.6848**

### **Students With Disabilities (ADA Policy)**

The Student Access Office has been designated by the college as the primary office to guide, coach and assist students with disabilities. It also provides accommodations and information on benefits, rights and privileges of college services and programs, and activities. If you receive services (or think you should) and require accommodations for classes, make an appointment with the Director of Student Access as soon as possible to discuss your approved accommodation needs. Any information you share will be held in strictest confidence unless you give written permission to do otherwise. If you need a referral or have further questions, the Director of Concurrent Enrollment will be available to assist you. The Director of Student Access will require appropriate documentation of disability. The use of that office is voluntary. **Wenatchi Hall 509.682.6854**

### **Teaching and Learning Center (TLC)**

The TLC maintains the distance learning program, which includes supporting Canvas, test proctoring, Panopto, Turnitin and e-Tutoring. **John A. Brown Library 509.682.6718**

### Technology Help Desk

The Help Desk is student's first point of contact for technology related questions. **Wenatchee 509.682.6550, Omak 509.422.7803**

## WVC's GRADING SCALE

The WVC grading system provides a permanent record of grade evaluations which reflect the student's course achievement. The following grades are used:

### Outstanding Achievement

- A 4.0 points per credit hour
- A 3.7 points per credit hour

### High Achievement

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

### Average Achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

### Minimum Achievement

- D+ 1.3 points per credit hour
- D 1.0 points per credit hour

### Unsatisfactory Achievement

- F 0.0 points per credit hour

### Grades not included in G.P.A. calculation

- I** **Incomplete** (see description below)
- N** **Audit** - Course not taken for credit (*Dual Credit students are not allowed to Audit*)
- P** **Passing** - A grade of "C" or higher earns a pass; a lower grade earns a no pass, provisional pass or an "F."
- W** **Withdrawal** (see description below)
- Y** The "Y" designation indicates that a student is registered in an ongoing class. It may be used where the pace of work is largely dependent on the student in courses such as independent project classes or open laboratory/clinic classes. If you do not complete the class within one year, you must re-enroll if you want credit.

### The Incomplete Grade

The "I" designation indicates that a student has been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by the student and instructor. It is the student's responsibility to initiate this contract. Contract forms are available in the admissions office. The maximum length of a contract is two quarters, excluding summer. An "I" grade is changed to an "F" if the terms of the contract are not met within the time specified.

### Grade Change

A change of grade must be executed within two quarters, excluding summer, after the grade is earned. Initiating a grade change is the student's responsibility. The course may still be repeated for a different grade after the deadline for grade changes has passed. Contact the course instructor to discuss the process for grade changes.

### Withdrawal

A "W" designation indicates that you have dropped a class. The last day of each quarter to withdraw from classes is specified on the official Academic Calendar. Complete information on withdrawing from a class is available in the admissions/registration office.

**WVC does not send home grade notifications or reports. CHS students may access their WVC transcript online once grades have been posted.**

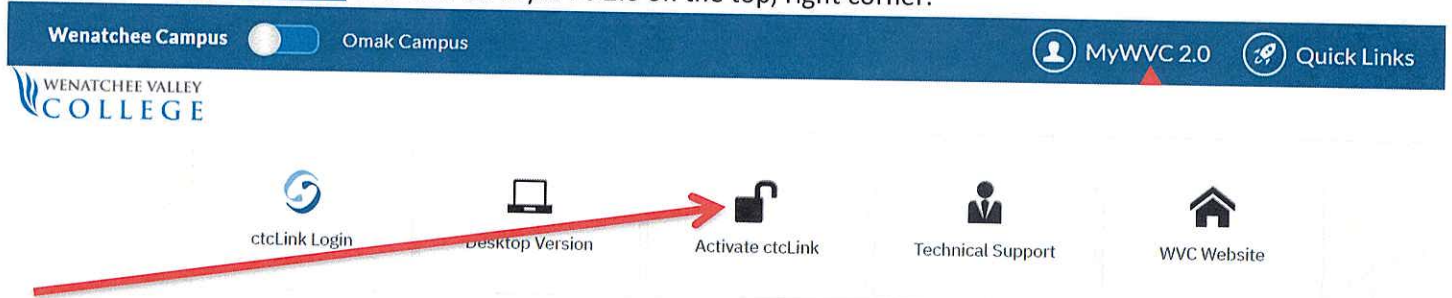
## ACTIVATING YOUR CTCLINK ACCOUNT

Once you receive your ctLink student Identification number, you will need to activate your account. Your classes will appear in your schedule once Registration has processed your CHS paperwork for the course(s) you are registering for. Feel free to reach out to you high school teacher or the Director of Concurrent Enrollment if you have questions.



## How to activate your account

- 1.) Go to [www.wvc.edu](http://www.wvc.edu) and click on MyWVC 2.0 on the top, right corner.



- 2.) Click on the Activate ctcLink Icon

- 3.) You must enter your information in order to activate/create your student ctcLink account. You only have to do this once. **Once you click submit, you will select your security questions and create your password to log into your account. This is the password you will use to log into ctcLink.**

ctcLink  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES  
First Time Account Activation

First Name

Last Name

Date Of Birth (MM/DD/YYYY)

\*ID Type: ctcLink ID (new) ID

Submit

ctcLink  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES  
Set Your Password

Please answer the questions below

\*Hint Question:

\*Answer:

\*Hint Question 2:

\*Answer:

\*Hint Question 3:

\*Answer:

Password:

Confirm Password:

Submit Cancel

- 4.) Once you have created and saved your password in a safe place. Log into your ctcLink account. Enter your ctcLink SID and your newly created password.

*(Note: If you get redirected back to the sign-in page after trying to sign in, try [clearing your cache/cookies](#), disable pop-up blocker, or use a different browser)*



## WVC EMAIL

- Your WVC student email will be activated the day after you have been officially registered for your CHS course(s). Your WVC email address will consist of your **first initial, last name** and the **last four digits of your student ID number** followed by **@student.wvc.edu**.
  - Example:** The email address of Robert Smith would be [RSmith1234@student.wvc.edu](mailto:RSmith1234@student.wvc.edu).

- IF you used two last names when you applied to WVC, you must hyphenate the last names in your email address.
- **Example:** The email address of Robert Smith-Johnson would be Rsmith-Johnson1234@student.wvc.edu.

## CANVAS

You can access CANVAS by logging into MyWVC 2.0. Your login information is: your ctclink SID (student Identification number). Your **default password** is: the password you created when you activated your ctclink account. Your password will reset at the end of each term. If you are having trouble logging into your account, go to [www.wvc.edu/reset](http://www.wvc.edu/reset) to reset your password to log into your account.

## COMPLETING A COURSE EVALUATION

At the end of your CHS course each term, you will complete course evaluations. The College in the High School program will email you the survey to complete. You will get weekly reminders to complete the Course Evaluation until it is completed. Your high school teacher will notify you when to be on the lookout for the survey in your email. If any issues arise, please reach out to the Director of the program.

Completing a course evaluation is important because it will help your high school teacher, school district, and the Director of College in the High School to collaborate and discuss ways to make this opportunity and experience better for future CHS students. We value your feedback.

## CHS ACADEMIC CALENDAR (only for schools on a semester schedule)

### FALL SEMESTER 2023

August	25	Classes Begin
September	25	Last day to register for college credit
September	27	Tuition DUE, if not paid, you'll be dropped from classes
November	13	Last day to withdraw
November	10	Veterans Day
November	23-24	Thanksgiving Holiday
December	14	Winter vacation
January	3	Classes resume
January	15	Martin Luther King Day
January	19	Grades sheets due
February	7	Grades available for students (WVC Portal)

### WINTER SEMESTER 2024

January	22	Classes Begin
January	24-26	Winter term registration for continuing/former students
February	12	Last day to register for college credit
February	19	Presidents' Day
March-April	22-1	Spring Break
May	20	Last day to withdraw
May	27	Memorial Day
June	14	Grade sheets due
June	19	Grades available for students (WVC Portal)

All fees/tuition for College in the High School students are due no later than the 20th day of every semester. If not paid, student will be dropped from courses. Additionally, there will be a hold placed on the student's account that will prevent them from withdrawing from classes and/or registering on time for the following semester.

\*Based on calendars for most of the school districts serviced. There may be some variation amongst districts. Deadlines remain the same regardless of variations.





## WENATCHEE VALLEY COLLEGE Course Change Form

1) List courses you want to add or drop 2) sign form; 3) turn form in to high school teacher or Director of Concurrent Enrollment.  
**COMPLETION OF FORM IS STUDENT'S RESPONSIBILITY. CHANGES ARE NOT OFFICIAL UNTIL THIS FORM IS DATED AND SIGNED BY THE ADMISSIONS/REGISTRATION OFFICE.**

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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

**DROP - List course(s) you are dropping. \*See student calendar for deadline**

ID NO.	ABBREV.	NO.	SEC.	DESCRIPTION	CR	NAME OF INSTRUCTOR

**ADD - List course(s) you are adding. \*See student calendar for deadline**

ID NO.	ABBREV.	NO.	SEC.	DESCRIPTION	CR	INSTRUCTOR SIGNATURE

Student Signature: \_\_\_\_\_

Date Input to Computer:	By:
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## CHS Course Offerings

<b>BIOL&amp; 100 Survey of Biology</b>	<b>No prerequisite</b>	<b>5 credits</b>
Covers the basic biological principles and processes for the non-science major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory. No prerequisite. <b>Available at Bridgeport HS, Cashmere HS.</b>		
<b>BIOL 127 NW Environments</b>	<b>No prerequisite</b>	<b>5 credits</b>
Field-oriented course exploring the animal life and vegetation of the Pacific Northwest. Local forests, rivers, lakes and deserts examined with emphasis on ecology and plant and animal identification. Includes extensive field work. Prerequisite: Interest in local flora and fauna. <b>Available at Bridgeport HS, Entiat HS.</b>		
<b>ENGL&amp; 101 General Composition</b>	<b>Qualifying Test score (or HS GPA 2.5)</b>	<b>5 credits</b>
Develops college-level reading, writing and critical thinking abilities. Develops writing skills by focusing on strategies and techniques to develop, organize and articulate ideas effectively, including the use of documented source material. Emphasizes writing process. <b>Students must earn a minimum grade of "C" (2.0) or better in this course to progress to a 200-level composition course.</b> Keyboard/word-processing skills recommended, but not required. <b>Available at Bridgeport HS, Mansfield HS.</b>		
<b>ENGL 201 Advanced Essay Writing</b>	<b>English 101 (C or higher)</b>	<b>5 credits</b>
Refines writing process skills begun in ENGL& 101. Writing expository/argumentative essays for a variety of applications. Learning research methods and appropriate documentation. <b>Students must earn a grade of "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS or AST degree.</b> <b>Available at Bridgeport HS, Mansfield HS.</b>		
<b>ENGL 203 Research Writing</b>	<b>English 101 (C or higher)</b>	<b>5 credits</b>
Refines process of planning, revising and editing essays from ENGL& 101. Writing research papers. Emphasizes topic selection, use of print and electronic sources, note taking, credibility, fact and opinion, logic, avoidance of plagiarism, and documentation. <b>Students must earn a grade of "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS or AST degree.</b> <b>Available at Bridgeport HS, Mansfield HS.</b>		
<b>ENGL 226 British Literature</b>	<b>No prerequisite</b>	<b>5 credits</b>
Study of selected British authors and works of literature from Old English, Middle Ages, Renaissance, Neo-Classical, Romantic, Victorian and Modern periods. <b>Available at Bridgeport HS.</b>		
<b>ENGL 250 American Literature</b>	<b>No prerequisite</b>	<b>5 credits</b>
Study of American Literature from the sixteenth century through the current century. Emphasizes the historical, political and cultural basis for the American myth, the American hero and the diversity of American literary genres, stressing the relation between societies/cultures and the works of American writers. <b>Available at Bridgeport HS.</b>		
<b>HIST&amp; 146 US History I</b>	<b>No prerequisite</b>	<b>5 credits</b>
A general history of the United States from the earliest indigenous societies and cultures to the end of the American Civil War. The primary focus of this course is to chart the development American society, culture and politics. Additionally, the course attempts to stress the diversity of cultures and peoples found in the United States and the impact of this diversity upon the development of American history. <b>Available at Bridgeport HS, Eastmont HS, Oroville HS.</b>		

<b>HIST&amp; 147 US History II</b>	<b>No prerequisite</b>	<b>5 credits</b>
A survey of American history from the Reconstruction Era until the present. The primary focus of this course is to describe the social, cultural, political and economic emergence of contemporary America. The course will emphasize the tremendous economic, social, cultural, demographic and political transformations that the United States experienced during this time period. No prerequisites. <b>Available at Bridgeport HS, Eastmont HS, Oroville HS.</b>		
<b>HUM&amp; 101 Intro to Humanities</b>	<b>No prerequisite</b>	<b>5 credits</b>
An introduction to the critical thinking, arts and philosophical ideas that enrich human experience. <b>Available at Mansfield HS.</b>		
<b>MATH&amp; 107 Math in Society</b>	<b>Qualifying Test score (or HS GPA 2.5)</b>	<b>5 credits</b>
A survey in mathematical topics focusing on topics such as growth, finance, and statistics that are essential knowledge for an educated citizen. Students will build confidence in mathematical reasoning relevant to a wide range of liberal arts and humanities applications. Prerequisite: MATH 099 with a grade of "C" (2.0) or better or appropriate placement score. Or grade of "C" or higher in Algebra 2 or higher-level math at high school. <b>Available at Bridgeport HS.</b>		
<b>MATH&amp; 141 Precalculus I</b>	<b>Qualifying test score (or Algebra II B or higher)</b>	<b>5 credits</b>
Functions and their graphs (including elementary, exponential and logarithmic functions, and the conic sections) and their inverses in the context in which they are used in calculus. Work with graphing calculator will be integrated into the course. <b>Available at Bridgeport HS.</b>		
<b>MATH&amp; 142 Precalculus II</b>	<b>MATH&amp; 141 with a grade of a C or higher</b>	<b>5 credits</b>
Introduction to trigonometric functions as they relate to the unit circle and right triangle. Graphs of the functions, applications, problem solving, identities, inverse functions, complex numbers, vectors and analytic geometry including polar coordinates and parametric equations. The basic concepts of sequences and series will be covered. Prerequisites: MATH 140 or MATH& 141 with a grade of "C" or better or appropriate placement score. <b>Available at Wenatchee HS.</b>		
<b>MATH&amp; 146 Intro to Statistics</b>	<b>Qualifying test score (or Algebra II C or higher)</b>	<b>5 credits</b>
Fundamental concepts and applications of descriptive and inferential statistics. Includes measures of central tendency and variability, statistical graphs, probability, the normal distribution, hypothesis testing, confidence intervals, ANOVA testing and regression analysis. Graphing calculator or statistical software techniques are used throughout the course. <b>Available at Bridgeport HS.</b>		
<b>NAL 121 Native American Language I: nxa ?amxcin</b>	<b>No prerequisite</b>	<b>5 credits</b>
Introduction to nxa?amxcin, the language spoken by the Moses/Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservations. Basic pronunciation, the phonetic alphabet, and elementary framer and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture. <b>Available at Lake Roosevelt HS.</b>		
<b>NAL 122 Native American Language II: nxa ?amxcin</b>	<b>NAL 121 or instructor signature</b>	<b>5 credits</b>
Continuation of NAL 121. Some instruction will be in nxa?amxcin, the language Spoken by the Moses/Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing, and conversation. <b>Available at Lake Roosevelt HS.</b>		



**PEH 287 Athletic Training** **No prerequisite** **5 credits**

An introductory course to the field of athletic training. Topics discussed will include professional standards, risk management, employment settings, and prevention and care of common athletic injuries. Emphasis is placed on mechanisms, treatment, and preventive taping of common sports injuries. **Available at Cashmere HS.**

**POLS& 101 Intro to Political Science** **No prerequisite** **5 credits**

Theory, principles, organization, and functions of political institutions, such as legislatures, executives, and judiciaries will be examined. The comparative approach to democratic and non-democratic systems and their institutions (Executive, Legislative, and Judicial) will be utilized extensively. Emphasis on political cultures and national characters such as classical conservatism and liberalism, fascism, totalitarianism, authoritarianism, and religions, etc. **Available at Bridgeport HS.**

**POLS& 202 American Government** **No prerequisite** **5 credits**

Focus is given to the system, process, and organizational functions of the American government. It also puts primary attention on the relationships between citizens and their national government by exploring the key theoretical precepts that shaped the Constitution and its federal structural arrangements. Close attention is paid to the policy making process and its key actors, as well as various public policies. **Available at Bridgeport HS.**

**PSYC& 100 General Psychology** **No prerequisite** **5 credits**

Offers an overview of psychology as a scientific study. Theories and research findings concerning many major branches of psychology will be examined. Application of psychology concepts to school, family, work and other life settings will be taught and discussed. Critical thinking about psychology concepts will be emphasized. **Available at Paschal Sherman Indian School.**

**SPAN& 121 Spanish I** **No prerequisite** **5 credits**

Elementary grammar, writing and comprehension of the Spanish language. Instruction partly in Spanish. Background in English grammatical terminology is recommended. **Available at Cashmere HS.**

**SPAN& 122 Spanish II** **Spanish 121 grade C or higher** **5 credits**

Continuation of Spanish I. Elementary grammar, writing and comprehension of the Spanish language. Instruction increasingly in Spanish. Background in English grammatical terminology is recommended. **Available at Cashmere HS.**

**SPAN& 123 Spanish III** **Spanish 122 grade C or higher** **5 credits**

Continuation of Spanish II. Elementary grammar, writing and comprehension of the Spanish language. Instruction mostly in Spanish. Background in English grammatical terminology is recommended. **Available at Cashmere HS.**

**Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.**

**The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:**

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.