



**Green River College
College in the High School Program
Student/Parent Handbook
2016-2017 School Year**

Contact information:

Lindsey Morris

Director, Running Start and
College in the High School

(253) 833-9111, ext. 2624

lmorris@greenriver.edu

greenriver.edu/runningstart



**Green River College
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Contents

What is College in the High School?..... 3

Benefits..... 3

Applying Credits Toward a Degree or Certificate..... 3

Obtaining a Transcript for College Applications or Transfer to University..... 3

The Family Educational Rights and Privacy Act (FERPA)..... 4

Student Policies..... 4

Student admission and registration process..... 4

How to Apply for Admission..... 5

Registration and Payment Deadlines..... 5

Student Withdrawal..... 5

Grading Procedure..... 6

Registering for Classes..... 6

Frequently Asked Questions..... 6

 How much does a CHS course cost?..... 6

 How can I pay for my classes?..... 6

 Are there scholarships or waivers for low-income students?..... 6

 How do I know if I'm registered?..... 6

 I forgot my Student ID number. How can I find it?..... 6

 Do I need my student number to register?..... 6

 How do I access my college grades and/or unofficial transcript from Green River?..... 7

 Who do I contact if I need assistance?..... 7

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What is College in the High School?

Green River College's College in the High School (CHS) program is a cooperative program between local school districts and GRC. Through Green River's CHS program, local high schools will get an opportunity to introduce college courses, material and standards to students in their high school classrooms. High school students get the opportunity to earn both high school and college credit in the same course. The courses offered would be official Green River courses, taught by highly qualified, trained high school teachers. Green River CHS is based solidly on the National Alliance of Concurrent Enrollment Partnerships (NACEP), and is committed to the same level of excellence and rigor that NACEP suggests.

Benefits

- Exposure to college level academic challenges and expectations, with a built-in support system to develop the skills necessary to succeed.
- Access to localized, affordable college courses, ensuring that all those interested will be able to participate. High school students will pay a fee of \$39 per credit and student-voted fees; much less than the cost to attend the same class(es) on any college or university campus. A fee waiver is available to students who are on the free/reduced price lunch program, with appropriate documentation.
- Access to resources designed to prepare and encourage students and foster success – such as advisors, Green River Library resources, and Green River faculty.
- A more seamless, positive transition from their high school to Green River College, or any other college or university of their choosing.
- Green River transcript with college credit for completing each CHS class a student registers and pays for. Upon completion, the course is transcribed with the college's course title and number; just as it appears in the College's catalog.

Applying Credits Toward a Degree or Certificate

Courses completed can be applied toward a degree or certificate at Green River, 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 at the receiving institution, may be transferred as departmental general electives, or may satisfy a prerequisite for a required course. **We strongly 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 in Washington State have agreed to accept transfer credits from this program. However, GRC cannot guarantee whether the class(es) will meet a college/university's graduation requirements or be accepted by a specific academic department. GRC recommends that you contact the specific college/university admissions office and academic department for clarification.

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

Most colleges and universities provide the ability for students to view how GRC credits transfer. From the college/university website, type in "transfer equivalency" in the search field. This will generally get you to their transfer equivalency tables and guideline page.

Obtaining a Transcript for College Applications or Transfer to University

GRC transcripts may be ordered online through the National Student Clearinghouse. The Clearinghouse provides online ordering 24/7 with processing in 5-7 business days. In addition to the convenience of credit card payment, this service provides email notifications as orders are received and processed by Enrollment Services. GRC encourages students to use the online ordering system. If you need help or have questions about this service, contact the National Student Clearinghouse at transcripts@studentclearinghouse.org or phone 703-742-7791 (Mon- Fri, 9am-7pm, Eastern Standard Time-EST). Visit this GRC website for more information. <http://www.greenriver.edu/student-affairs/enrollment-services/transcripts.htm>.

If you only need to view your student records or obtain an unofficial transcript you can do so through GRC's website by visiting www.greenriver.edu/online → select the "View/Edit Student Info" tab → select "Unofficial Transcript". You will need your GRC student identification number (SID) to use this feature. Your PIN is your six-digit date of birth, MMDDYY.

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records. For full rights visit <http://www.greenriver.edu/student-affairs/enrollment-services/ferpa.htm>. 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. When inquiring about student records, the student must make the inquiry. If the student wishes, written permission may be given to the Running Start/College in the High School staff to disclose information to specific persons. See a Running Start/CHS staff member for a FERPA release of information form.

Student Policies

Green River College follows a number of guidelines that support a civil and respectful environment and provide procedures to assure fair treatment. 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. You can find them online at: <http://www.greenriver.edu/student-affairs/judicial-programs.htm>.

Student admission and registration process

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

1. Apply for admission if you do not already have a student record. Currently, there is no charge to apply for admission.
2. Ensure you have met the prerequisites for the course you wish to register for. An assessment at the College or high school transcript may be required to show eligibility for the course.
3. Complete and submit the CHS responsibility and registration form to your instructor, who will turn in the forms to a Green River CHS staff member. Green River CHS staff will then register you for the appropriate class(es).
4. Pay for your classes online at www.greenriver.edu/online, then click on the "Pay for College" tab. Your Green River student ID number and PIN are required.

How to Apply for Admission

All CHS students must apply for admission. If the student already has a student record at GRC they do not need to apply for admission. If you think you might already have a student ID number, you may contact Enrollment Services at (253) 833-9111, ext. 2500.

Students can apply for admission online by visiting www.greenriver.edu/applynow. After the application has been processed, the student will receive a Student Identification number (SID) to the email address provided on the application within one to three business days. **Students will need this number complete the responsibility agreement and registration form**, so apply by October 24.

Please keep in mind that this application is intended for high school graduates applying to GRC, so not all of the questions are relevant to a current high school student. You can leave blank any questions that do not apply (i.e., GED testing, graduation date, former colleges).

Once your application is processed you will receive an email with subject line: **Application for Admission to Green River College**. This email will contain information about the college and registration. **The only information you need to register for your College in the High School class is your Student Identification Number (SID) which will appear at the very bottom of the auto-generated email.**

Please **ignore** the sections labeled **quarter begin date, mandatory orientation, mandatory advising, and financial aid information**, as they do not apply to the CHS program.

Registration and Payment Deadlines

Registration and payment deadlines apply. Green River CHS staff will collect registration forms the first week in November and the first week in February. If your agreement/registration form is not submitted on time, you may not register for the class.

High school teachers also provide students with many reminders. Students in a full year class or first semester only class register during the November registration period. Follow the winter quarter deadlines for first semester classes. Students in a second semester only class register during the February registration period and follow spring quarter deadlines. All payments are due within four business days of submitting your registration form.

Student Withdrawal

Refund and withdrawal deadlines apply. The dates are published on page three of the quarterly class schedule. If a student wishes to withdraw from the CHS class, they may do so by the withdrawal deadline and a “W” grade is posted to their transcript. Students must notify the college in writing (via email to lmorris@greenriver.edu is acceptable) to withdraw from the CHS class. Notifying the high school does not notify the college. Failure to do so may result in a failing grade posted to the student’s transcript.

Students who transfer out of a full year class at the high school will **not** earn their college credit. Full year classes require the student to complete the full year in order to earn credit. If the student does not complete the full year they will not earn any credit - partial credit is not awarded.

Grading Procedure

The high school teacher must follow the GRC 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.

Registering for Classes

Green River College CHS staff will collect the agreement/registration form from your instructor the first week in November for winter quarter's class and the first week in February for spring quarter's class. You must include your first and last name, Green River SID number, and signatures on the form, in addition to the other fields required for submission.

Frequently Asked Questions

How much does a CHS course cost?

One of the benefits of enrolling in a CHS course is the reduced tuition. CHS courses are charged at \$39 per credit (vs. \$102.91 per credit), plus student-voted fees. This means a five credit course will cost \$195, plus \$90 in student-voted fees, for a total of \$285. Comparatively, the same course on Green River's campus would cost \$604.55.

How can I pay for my classes?

The easiest way to pay for classes is to use a credit or debit card with our online registration system at www.greenriver.edu/online. You will log in with your Green River SID number and PIN (this is your six digit birthday). You can also pay in-person at the main campus in Auburn with cash, check, or a money order. The Cashiers Office is located on the second floor of the Student Affairs and Success Center; they can also be reached at (253) 833-9111, ext. 2050.

Are there scholarships or waivers for low-income students?

Yes – there is a waiver of student-voted fees and registration fees. You must provide proof of free/reduced lunch status and your fees will be waived. Ask a Green River CHS staff member for information.

How do I know if I'm registered?

We will mail your class schedule to the address provided on your application for admission, which also shows amount due.

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

Call the CHS office at (253) 833-9111, ext. 2624. We will verify personal information with you over the phone. Alternately, you can look up your SID at www.greenriver.edu/online and click on the "View/Edit Student Info" tab.

Do I need my student number to register?

YES. To get a student number you must apply to Green River College, or have attended Green River College (including College in the High School or Running Start) in the past. Please see Admissions instructions for directions on applying for admission (getting a student ID number).

How do I access my college grades and/or unofficial transcript from Green River?

You will not receive regular grade reports from Green River College. You can view your grades and unofficial transcript using the link <https://grcc.greenriver.edu/Register/waci002.html> approximately one week after the last day of instruction published on page three of the quarterly class schedule. Enter your Green River College SID and PIN. Unless you have changed your PIN, it will be your six-digit birthday (example: November 9, 1999 will be 110999). For a first semester class, grades should be available around the fourth week in March and for a second semester class, grades should be available around the fourth week in June.

Who do I contact if I need assistance?

Please feel free to call (253) 833-9111, ext. 2624 or email the director, Lindsey Morris at lmorris@greenriver.edu.

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APPENDICES

Table of Appendices

- A. Responsibility Agreement and Registration Form
 - B. Release of Information (FERPA)
 - C. Tuition and Fee Waiver Application
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Green River College in the High School (CHS) Responsibility Agreement and Registration Form

greenriver.edu/runningstart • (253) 833-9111 Ext. 2624 • 12401 SE 320th St., Auburn, WA 98092

I, _____, understand as well as agree to adhere to the following:

Grading and Academic Standards Policy

- ✓ As the student, I am responsible for reading and understanding the course syllabus and contacting my instructor if I have questions/concerns about my grade or course content.
- ✓ The grade I earn in my high school course is what will be transcribed on my permanent college transcript with Green River College.
- ✓ I am responsible for knowing my grades and my academic status. My academic performance may have an impact on my ability to graduate from high school in a timely manner, as well as my eligibility for financial aid after I graduate high school.

Registration and Records

- ✓ I am responsible for submitting my agreement/registration form to my high school instructor by the quarterly deadline published in the CHS student handbook. If I do not meet the deadline, I will not be able to earn college credit from Green River College.
- ✓ I am responsible for officially withdrawing from courses by the date listed in the CHS student handbook. If I fail to do so, I understand I will receive whatever grade I earned in the course on both my high school and Green River College transcript.
- ✓ I recognize that family members may only have access to my college records if I submit a signed FERPA release of information form to the CHS staff members at Green River.
- ✓ If I decide to drop my high school class, I must also notify the College in the High School Office so they can withdraw me from the class at Green River. Failure to withdraw at the College will result in a 0.0 on my permanent college transcript.

Student Role and Responsibility

- ✓ I will read all correspondence sent to me by Green River (via postal service or GRC student email account), to ensure I remain informed.
- ✓ I am held to the same policies and expectations as any Green River student as stated in the student handbook.
- ✓ I am responsible for paying for the cost of the following by all published deadlines (federal and state financial aid is not available to me as a College in the High School student to cover these costs):
 - Fees for the College in the High School class - \$39 per credit or \$195 per 5-credit class, plus student-voted fees of \$90 per 5-credit class, are due within four business days of registration.

REGISTRATION

I allow the Green River College CHS staff to register me for the following courses for the term as indicated:

High School: _____

Academic year: 2016/2017

High school semester (circle one):

First (winter college class)

Second (spring college class)

Year in school (circle one):

Sophomore

Junior

Senior

High school course title: _____

Green River course: _____

High school course title: _____

Green River course: _____

Student email: _____

Green River Student ID # _____

Student signature _____

Date _____

Parent/Guardian signature _____

Date _____



Release of Student Information College in the High School

Note: This release form is valid only in the department for which it is signed. A separate release form is required in other campus departments (i.e. Enrollment Services, Financial Aid, Career and Advising, instructional divisions, etc.).

Family Educational Rights and Privacy Act of 1974 (FERPA)

GRC student educational records are maintained according to the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. As provided by FERPA, whenever a student **is attending an institution of postsecondary education (regardless of age or dependent status)** the permission or consent required of and the rights accorded to the parents **shall thereafter only be required of and accorded to the student.**

Release of Information— Students must sign a release in order to have their educational records released to third parties or to authorize third parties to conduct registration activities/transactions on behalf of the student. Information may be released to a third party without student's consent if 1) information is requested officially by means of a subpoena, court order or legal report or 2) information is designated "directory information". Additionally, Congress requires student information to be released to military recruiters if officially requested.

Ref: 20 U.S.C. 1232g, TITLE 20 - - Education, Chapter 31, Part 4, Section 1232g, subsection (7), (d)

Student ID#: _____ - _____ - _____

I, _____, give permission to the Running Start/College
(Student's full legal name)

in the High School Office to release my educational records to:

(Name of third party or parties)

for the period of and as indicated:

(Please check one) Indefinitely or until rescinded by me in writing.

Start Date: _____ End Date: _____

Other: _____

I further understand that I may rescind my permission at any time and may do so only in writing.

Student's Signature: _____ Date: _____

Office Use Only:

Processed By: _____ Date Received: _____



COLLEGE IN THE HIGH SCHOOL TUITION AND FEE WAIVER APPLICATION

greenriver.edu/runningstart • (253)833-9111, ext. 2624 • 12401 SE 320th St. Auburn, WA 98092
runningstart@greenriver.edu • (253) 288-3324 fax

Student Name: _____ Green River SID: _____

High School/District: _____ Phone: _____

ELIGIBILITY CRITERIA

College in the High School students may apply for the Tuition and Fee Waiver if they meet **any** of these criteria:

- You are eligible for the Free or Reduced Lunch (FRL) program in the district you are enrolled through. **OR**
- You are a foster youth. **OR**
- Your family income is less than 200 percent of the federal poverty level as published in the Federal Register and noted below.

2016 Poverty Guidelines 200% Threshold	
Family Size	Gross Income
1	<23,760
2	<32,040
3	<40,032
4	<48,600
5	<56,880
6	<65,160
7	<73,460
8	<81,780
9	<90,100
*10	<98,420

*If your family size is more than 10, please ask staff for an expanded list

INSTRUCTIONS AND REQUIRED DOCUMENTATION

Submit this form to your high school instructor **with any** of the following appropriate documentation:

- If you are eligible for FRL through your school district, you must submit a copy of the letter from your district.
- If you are a foster youth, please contact the College in the High School staff for documentation information.
- If you are eligible according to the SNG chart above, you must submit a copy of your family's most recent tax filing (e.g. the first page of the 2015 IRS 1040).

ADDITIONAL INFORMATION

- Fee waiver applies to Student Voted Fees and tuition.
- Submitting this form is not retroactive to previous quarters (you will not receive a refund for previous quarters).
- This form must be submitted with your Responsibility Agreement and Registration form.

****Please allow a minimum of 24-48 business hours for application processing****

OFFICE USE ONLY (initial and date)	
<input type="checkbox"/> Apvd: _____	<input type="checkbox"/> Email: _____

CHS1510FeeWvrApp _____

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