



Welcome

2024-2025 ACADEMIC YEAR

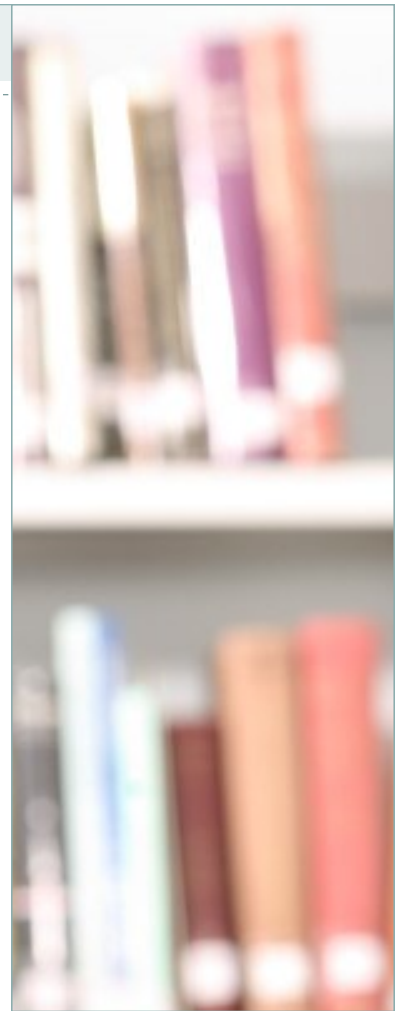
Welcome to all new CHS teachers and welcome back to all returning teachers.

It will be a busy year as we added more districts, teachers, and courses. I will somewhat be on my own, as Michael Reese, our dean has accepted a position at Skagit Valley College. Since my position straddles both Student Affairs and Academic Affairs, I will have support on both the teacher and student side. Here is how it looks:

On the Academic side, your Faculty Coordinators evaluate and approve your credentials, work with you on pairing your syllabi and assessment, conduct discipline specific training, facilitate the annual Professional Development Day, all of which are a part of our accreditation process. My part on the academic side is to collect and organize all the documentation

Academic Affairs Dean Faculty Coordinators		Student Affairs Dean
	Program Specialist III	Susan Hampson
English	Cara Diaconoff	Enrollment Services Support Staff
Language		
Spanish	Archana Alwar	
French	J. Engel Szwaja-Franken	
Biology	Nancy Lane	
Oceanography	Nancy Lane	
Environmental Sci	Nancy Lane	
Nutrition	Nancy Lane	
Math	Liangmin Zhou/Sandi Xhumari	
Chemistry	Shraddha Deodhar	
Information Tech	Thomas Lee	
Political Science	Christina Sciabarra	

On the Student Affairs side, I handle questions from your and your students related to admissions and enrollment, including troubleshooting, utilizing enrollment services staff when I can't fix something.



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ATTACHMENTS:

- Student Video
- Application Guide
- Account Activation Guide for students and teachers
- Enrollment Guide



ACCREDITATION

All colleges offering dual enrollment/CHS must be nationally accredited by 2027 per the State of Washington. The cycle takes about 2.5 years and we will need to get accredited this round or—no accreditation, no CHS courses.

2024-2025 is our evidence gathering year, which means if I am missing something in your file, I will work with the faculty coordinators on making sure all documentation is in place.

Most of this little newsletter—welcome email will cover the most important high school teacher related needs for accreditation

STUDENT STANDARD 2

The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.

Evidence we need to provide

- Published outline of registration processes and sample application provided to students and schools, including any prerequisites for each college/university course offered for concurrent enrollment. <https://www.bellevuecollege.edu/chs/college-in-the-high-school-course-list/>
- Description of process used to verify that the students meet the prerequisites. **This is the grid you fill out, we provide examples.**

MEDICAL OR EXTENDED LEAVE

If you are planning on a leave or more than 10 consecutive teaching days, you must notify your principal and have them contact us. We will make sure principals are aware of who is teaching CHS courses so they can notify us.

Link to accreditation: We **MUST** certify any substitute according to the same process we certified you.

I realize that some things are unexpected, but it is important to know if you are gone.

CLASS LISTS—PLACEMENT/PREREQUISITE GRIDS

For most districts, we will get the appropriate class lists directly from the district. I will make a placement/prerequisite gride for your courses and send it to you. You **MUST** indicate how a student meets the placement or prerequisite for each course and return it to me.

This is accreditation Student Standard 2—see side bar.

I will assign course numbers and permission codes and return the grid to you, **HOWEVER**, we will be sending an automated message to each student's school email address with the course numbers and permission codes. It should make it a little easier for you, since you will need to check your enrollment rosters and posting grades, but you have a copy of the information in case...

The students should check their "junk" folders in addition to their "inbox".

Based on enrollment, students who have applied but have not enrolled will get one reminder.

**A note about dropping or withdrawing a class—have the student contact me, and I will "fix it" so they can go in and drop the class.



PROFESSIONAL DEVELOPMENT

This year's topic:

TILT—Transparency in Learning and Teaching

Date: October 30, 2024—2pm (Details to follow)

There will be a main presentation and then break-outs by discipline

We will be recording this if you are unable to attend. Everyone must complete the survey, this is how I mark that you have completed the requirement. If you view the recording, please do it soon after the event; that way, it is “out of the way” and finished—no end of the year rush to get it done.

This is accreditation Faculty Standard 3—see side bar.

STUDENT ENROLLMENT-STATUS

Since you have or soon will have a ctclink ID, you will be able to check your enrollments, I recommend once a week.

“How-to” information attached

- Admissions Application
- Activate your account (for new students and teachers after receiving ctclink ID)
 - **SAVE YOUR PASSWORD**
- Enrollment (sign up for classes) Students
- How to view course rosters (teachers)
- How to enter grades (teachers)

If you know a student has left the course/school, let's get them dropped or withdrawn so you do not have to give them an Incomplete grade. Incompletes turn to “F's” after two quarters.

The “how-to” documents are also part of what we submit for accreditation.

FACULTY STANDARD 3

Concurrent enrollment instructors participate in college/university provided annual discipline specific professional development and ongoing collegial interaction to further enhance instructor's pedagogy and breadth of knowledge in the discipline.

Evidence we need to provide

- Provide all materials and individual meeting summaries utilized from each discipline's annual professional development
- Description, by the faculty coordinator regarding how the PD further enhances course-content and delivery knowledge.
- Procedures and/or policy describing how the program ensures and tracks professional development participation and follows up with those who do not attend. A tracking report documenting when each CHS instructor most recently participated in annual PD.

EVALUATION STANDARD 1

The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.

Evidence we need to provide:

- Survey instrument
- Sample Evaluation Report
- Description of processes used to share student course evaluation results with CHS teachers and Faculty Coordinators, and any follow-up

COURSE EVALUATIONS

Course evaluation are part of each college course, and that means CHS courses too. In 23-24 we had better than usual returns, but not from all CHS instructors.

We need every instructor to have at least a 20% return. I will set up the evaluations during the spring. The best part is I can send you and your students a QR code. If they are allowed cell phones in class, you can flash it up on the screen.

Only students who enrolled for CHS need to complete the evaluations.

This is accreditation Evaluation Standard 1—see side bar.

This is something we have been lacking. I do put a copy of any evaluation responses in your folder and try to remember to share. If you are interested to see any of this information, let me know.



Caption describing picture or graphic

DISCOVERY DAYS

This year's Discovery Days are

October 19, 2024

March 8, 2024

They are held in the "U" building from 10-2

Students can learn about Bellevue College

College in the High School has a space and I recommend students having difficulty with the application or enrollment, stop by if possible for help. I am always in attendance.

MY HOURS

I will be in the office Monday—Friday from 6:30am until 3:00pm

It is best to get ahold of my by email: susan.hampson@bellevuecollege.edu I do my best to answer emails as quickly as possible.

Don't forget the CHS website as a resource for you and your students

<https://www.bellevuecollege.edu/chs/>

SOME STATISTICS

The program has grown—

Year	# of Teachers	# of enrollments
21-22	78	1870
22-23	96	2338
23-24	124	5187
24-25	168	??

KEY DATES AND DEADLINES—

Please note that all students can apply now, however, if the course they want to take is winter term, which most are, they should select “Winter 2025” as the term on the application.

FALL TERM COURSES

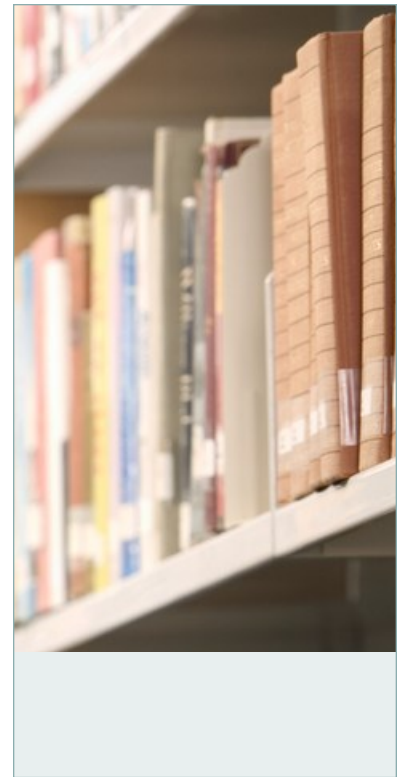
APPLICATIONS OPEN: SEPTEMBER 3, 2024

- Applications Close: October 18, 2024
- Enrollment Begins: September 16, 2024
 - Enrollment Ends: November 8, 2024
- Last day to drop/withdraw without a “W” grade on transcript: October 4, 2024
- Last day to drop/withdraw with a “W” grade on transcript: November 17, 2024 (subject to change)

FIRST SEMESTER AND YEAR-LONG COURSES

APPLICATIONS OPEN: OCTOBER 7, 2024***

- Apply for Winter 2025 on the application
- Applications Close: December 19, 2024 (To ensure all entry processes are complete by January 6, 2025)
- Enrollment Begins: November 2, 2024



• Enrollment Ends: January 10, 2025

- Last day to drop/withdraw without a “W” grade on transcript: January 17, 2025
- Last day to drop/withdraw with a “W” grade on transcript: March 2, 2025 (subject to change)

*****IF YOU APPLIED FOR FALL TERM, YOU DO NOT HAVE TO APPLY AGAIN.**

SECOND SEMESTER COURSES

APPLICATIONS OPEN: JANUARY 21, 2025***

- Apply for Spring 2025 on the application
- Applications Close: March 7, 2025
- Enrollment Begins: February 18, 2025
- Enrollment Ends: April 14, 2025
- Last day to drop/withdraw without a “W” Grade on Transcript: April 21, 2025
- Last day to drop/withdraw with a “W” Grade on Transcript: June 6, 2025 (subject to change)

*****If you applied** for the fall or winter term, you **do not** have to apply again.

STUDENT STANDARD 2

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Evidence we need to provide

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ADMISSIONS AND ENROLLMENT PROCESSES

The most important thing for students to remember

Apply (for admissions) for the first term they are going to sign up for classes. If they already have a ctclink ID, they DO NOT need to apply again.

We only have a few fall courses, on the application they choose Fall 2024

Year-long or first semester courses—on the application they choose Winter 2025 (most student will choose this option)

Second semester courses—on the application they choose Spring 2025

Activate their ctclink account—take a picture of the ID number and password and save it to their phone.

Enroll (sign-up) for classes

Process details in the “How-To” guides.

This is accreditation Student Standard 2—see side bar.

Bellevue College
College in the High School
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Susan Hampson
Program Specialist III
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YOUR LOGO
HERE