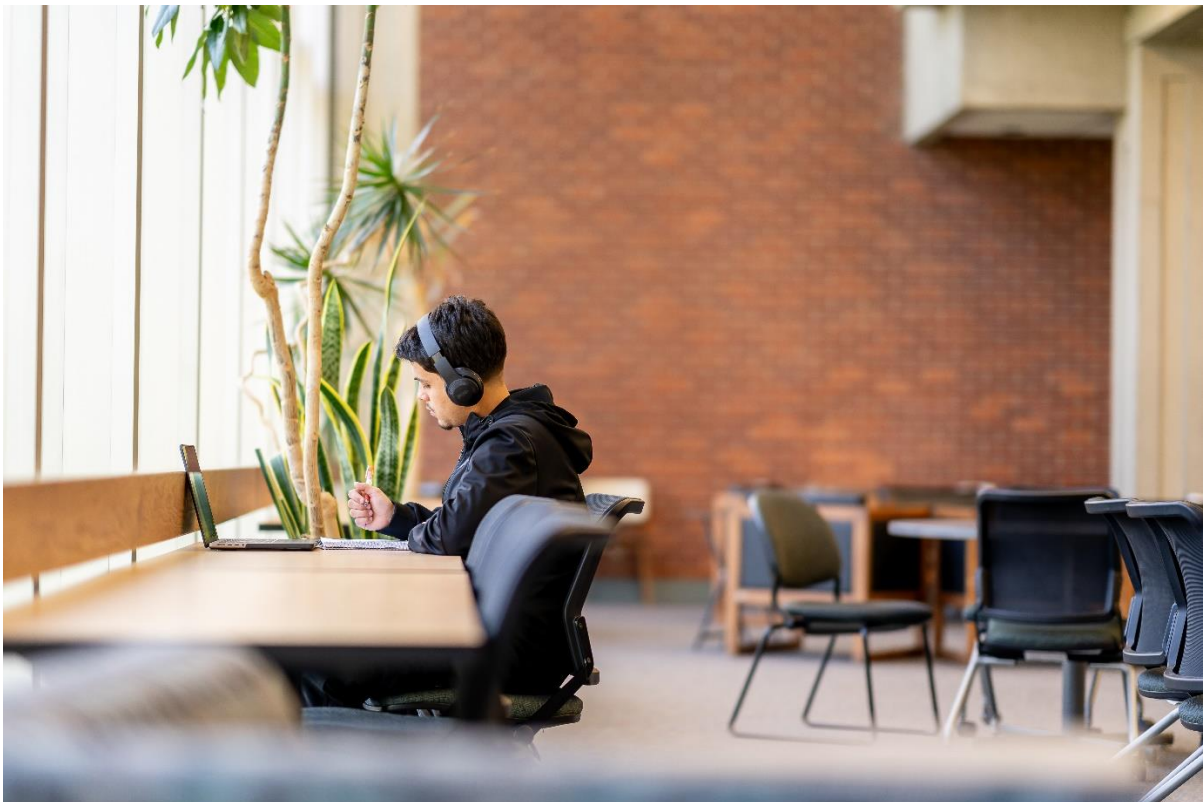




WENATCHEE VALLEY COLLEGE

College in the High School- Student Handbook



Two Campuses, One Mission...

Wenatchee Valley College enriches North Central Washington and delivers relevant, innovative, and experiential educational opportunities for thriving and healthy communities.

Vision

Wenatchee Valley College transforms lives, strengthens communities, fosters inclusive excellence, and is the higher education institution of choice for North Central Washington and beyond.



Welcome and congratulations on participating in Wenatchee Valley College's College in the High School program. This incredible opportunity allows you to begin earning college credit before graduating from high school. You will find that this experience not only rewards you with college credit, but also valuable experience that will assist you in future college endeavors.

This handbook will serve as a guide to help answer many questions you may have about College in the High School with WVC. If you have any additional questions or concerns, please reach out!

Sincerely,



Aracely Mendoza

Director of Concurrent Enrollment

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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, Wenatchee Hall 2322M, (509) 682-6445, title9@wvc.edu. • To request disability accommodations: Student Access Coordinator, Wenatchee Hall 2133, (509) 682- 6854, TTY/TTD: dial 711, sas@wvc.edu.



What is College in the High School?

High school students enrolled in CHS are officially enrolled at WVC and must meet college specific course requirements and prerequisites.

For students enrolled in CHS, regular WVC policies and regulations regarding student performance and classroom behavior apply. Normally, college student behavior policies will apply to all CHS classroom activities. High school policies apply for activities outside the CHS classroom.

Students are eligible to receive WVC credit by qualified high school instructors providing the same rigor and content as an on-campus college class.

Benefits to students:

- Enhances ability and skills to do college level work and gain confidence for college success
- Saves money by receiving college credit at your high school and reducing the amount of time after high school to complete a college degree
- WVC credits are transferable to many college/universities across the state and some out of state schools
- Students interested in the military may earn a higher rank with earned college credits
- Access to WVC student support services such as library, tutoring, counseling, and accommodations.

Student Eligibility

Students wanting to participate in a College in the High School course must first qualify for the program. Students must be in grades 9-12th and meet WVC requirements for placement into college level coursework.

Method	Score	Placement
High School Grades	2.5 cumulative gpa or higher	All college level coursework except Math or courses with additional Prerequisites
PSAT/SAT Reading	500 or higher	All college level coursework except Math or courses with additional Prerequisites
Smarter Balanced: English Literacy	Level 3-4	All college level coursework except Math or courses with additional Prerequisites
ACT English	20 or higher	All college level coursework except Math or courses with additional Prerequisites
ACT Reading	21 or higher	All college level coursework except Math or courses with additional Prerequisites
AP English	4 or 5	All college level coursework except Math or courses with additional Prerequisites



Smarter Balanced: Math	Level 3	Math 107, 146
	Level 4	Math 107, 141, 142, 146
SAT Math	580 or higher	Math 107, 141, 142, 146
High School Grades	Algebra 2= C	Math 107, 146
	Algebra 2 = B or higher	Math 107, 141, 146
	Precalculus= B or higher	Math 107, 141, 142, 146

Registration Process

1. Qualifying scores/transcripts are submitted to the Director of Concurrent Enrollment by the instructor or counseling office of the school.
 - a. Instructors will be notified of students who do not qualify for the program
2. Course registration is done digitally through the Online Admissions Application Portal (OAAP) for Washington State Community and Technical Colleges.
3. Once students have registered, a roster of qualified students will be sent to the CHS Director.
4. Students must be enrolled by the enrollment deadline for the term to receive credit. **Retroactive enrollment will not be allowed under any circumstances.**
5. Once grades are posted, students will receive a letter in the mail indicating completion of the course and confirmation of college credit earned.

A Permanent College Transcript

By registering for WVC College in the High School courses, you are beginning your college GPA and record. The grades you receive in these courses will stay on your record permanently. If you choose to attend a different college/university after high school graduation, you are responsible for requesting that a WVC official transcript to transfer your credits.

Contact Registration at 509.682.6806 or email registration@wvc.edu for next steps. There is a small fee that you will need to pay to send these records.

College in the High School- Washington Standards

Wenatchee Valley College College in the High School Program adheres to WAC 392-725-130 Student Standards and WAC 392-725-160 Evaluation Standards.

Student Standards indicate that WVC shall:

- Ensure registration and transcription policies and practices for students are consistent with those on campus.
- Ensure there is a process to meet the course prerequisites of the institution of higher education.
- Ensure students are advised about the benefits and implications of taking college courses, as well as the institution of higher education's policies and expectations.



- Provide, in conjunction with secondary partners, students with suitable access to learning resources and student support services.

Additionally, Evaluation Standards indicate that WVC shall:

- Conduct an end-of-term student course evaluation for each college in the high school course section offered through the institution of higher education to provide instructors with student feedback.
- Conduct and report regular and ongoing evaluations of the college in the high school program effectiveness and use the results for continuous improvement.

Students' 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. Each student has the right to expect a campus climate in which all students:

- Are given the encouragement and opportunity 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 allows all students to succeed
- Prepare to be the best they can be
- Treat all students with dignity and respect
- Always exhibit good manners and common courtesies
- Serve as a role model for less experienced students
- Respect the space and property of others
- Refrain from searing and using any inappropriate communication
- Be accountable for their own actions.

Code of Student Conduct 1400.100

Wenatchee Valley College exists for the development of students and to provide a variety of educational opportunities, and the opportunity to examine cultural, social, and recreational aspects of society. Wenatchee Valley College must maintain conditions conducive to the effective performance of its functions. Consequently, Wenatchee Valley College has certain expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

Admission to Wenatchee Valley College carries with it rights and freedoms and the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules, regulations, policies and procedures of



the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community. Wenatchee Valley College expects an environment of integrity, respect, collaboration, cooperation, diversity, equity, inclusion and innovation that fosters personal growth, academic excellence and accountability. The rules governing student conduct and disciplinary action are set forth in the code of student conduct procedure.

1400.125 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.

Students are expected to maintain high standards of academic honesty and integrity in accordance with the code of student conduct.

- A student shall not give unauthorized information to another person or receive unauthorized information from another person during any type of examination.
- A student shall not obtain or provide without authorization questions or answers from the examination prior to the time of the examination.
- A student shall not use unauthorized sources for answers during any examination.

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.

Instructors and students are responsible for maintaining academic standards and integrity in class. Academic consequences for academic dishonesty may be imposed by the course instructor. Such consequences may include but cannot exceed a grade of "F" in the course.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and



the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply may have funds administered by the Secretary of Education withheld.

FERPA affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review your record within 45 days of the date that your request for access is received.
 - a. Submit your written request (by filling out the Review Records Request Form) to the Registrar, identifying the record(s) you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the record may be inspected. If the registrar does not maintain the record you wish to inspect or review, you will be advised of the correct official to whom the request should be addressed.
 - b. Financial holds
 - i. Students have the right to inspect the contents of their student folder, regardless of their financial status with the institution. However, an institution is **NOT REQUIRED** to release an official transcript if the student has a past due account.
2. The right to request an amendment of your educational record if you believe it is inaccurate or misleading.
 - a. You may ask WVC to amend a record that you believe is inaccurate or misleading. Write to the Registrar, (by filling out the Request to Amend Records Form) clearly identifying the part of the record to change and specifying why it is inaccurate or misleading.
 - b. If WVC decides not to amend the record as requested, you will be notified of the decision in writing and advised of your right to a hearing to consider the request for amendment.
 - i. Additional information regarding the hearing procedure will be provided to you when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in your education record, except to the extent that FERPA authorizes disclosure without consent.
 - a. This refers to the student's right to allow others access to all or part of their educational record that would normally not be allowed under FERPA. You can specify who is to receive the information and what portions of your educational record WVC is authorized to release. This authorization will remain in effect until the student notifies the office of admissions and registration. For more information see the Permission to Release Educational Records Form.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by Wenatchee Valley College to comply with the requirements of FERPA.
 - a. The name and address of the office that administers FERPA (Phone: (202) 260-3887) is as follows:
 - i. Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave. SW Washington, D.C. 20202-4605
 - ii. The Family Compliance Office will investigate each timely complaint. A timely complaint is defined as an allegation this is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.



American with Disabilities Act (ADA)

Academic accommodations are coordinated through Student Access Services, who work with qualified students with disabilities in a confidential, respectful, and safe environment to identify and develop reasonable classroom accommodations; to ensure equal opportunity and access of academic and professional goals; and to promote an accessible community where students with disabilities have equal opportunity to participate in college programs and activities. The accommodation authorized on your forms should be discussed with your faculty. All discussions will remain confidential. Accommodation is not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. SAS supports all WVC students registered with our office including students at our Wenatchee campus, Omak campus, and students attending online.

Disabilities are varied. Students may have conditions that are continuous, episodic, or temporary.

Some disabilities include, but are not limited to learning disabilities, ADHD, autism spectrum disorder, mental health disabilities, blind/low vision, deaf/hard of hearing, speech/language disabilities, physical and mobility disabilities, medical conditions, and brain injury.

It's important to know accommodation cannot be applied retroactively. Plan ahead and connect with SAS early to establish accommodation before you need them!

Resources for Students

As a WVC student, you have college services available to you, free of charge:

Registration

Registration can help you with credit transfers and transcript requests

Email registration@wvc.edu or call 509.682.6806

Student Access Services

Can help you with documented difficulties or disabilities to help you in courses.

Email sas@wvc.edu or call 509.682.6854

Counseling

Can help you with personal, academic, and career guidance. They can also assist with emergency funding and access to the food pantry

Email counseling@wvc.edu or call 509.682.6850

Etutoring

All enrolled students are eligible to use the free online tutoring service offered by a group of colleges in Washington, Oregon, and Idaho



Library

Holds physical and electronic collections, media, and device checkout.

Concurrent Enrollment

Can help you with anything related to College in the High School, Running Start, or Career and Technical Education.

Grading Scale at Wenatchee Valley College

Outstanding Achievement	High Achievement	Average Achievement	Minimum Achievement	Unsatisfactory Achievement
A: 4.0/credit hour	B+: 3.3/credit hour	C+: 2.3/credit hour	D+: 1.3/credit hour	F: 0.0/credit hour
A-: 3.7/credit hour	B: 3.0/credit hour	C: 2.0/credit hour	D: 1.0/credit hour	
	B-: 2.7/credit hour	C-: 1.7/credit hour		

Grades not included in GPA calculations:

I (Incomplete): Indicates that a student has been granted extra time to complete the required course work. Terms of completion are specified in the contract signed by instructor and student

N (Audit): Course not taken for credit, College in the High School students cannot audit a course

P (Passing): A grade of 'C' or higher earns a pass

W (Withdrawal): Indicates that you have dropped a class. The last day to withdraw is specified on the academic calendar

Y (ongoing): Student is enrolled in an ongoing class and may be used where the pace is dependent on the student.

Course Evaluation

At the end of the course each term, you will complete course evaluations. The evaluation will be emailed to students through the email indicated on their registration form. Your high school teacher will notify you when to be on the lookout for the survey in your email. If issues arise, please contact the Director of Concurrent Enrollment.

Course evaluations are used to better program outcomes and will be shared anonymously with your teacher, district, and Director of Concurrent Enrollment.

Your feedback is valuable and is how we continue to improve!





Academic Calendar

Fall Semester 2025

August/September- Classes begin at your high school

October 31st- Last day to enroll/withdraw from course(s)

November 11th: Veterans Day

November 27-28th: Thanksgiving Holiday

December 11-January 1st: Winter Break

January 1st: Course Evaluation sent out to student emails

January 31st: Grades and Course Evaluations due

Winter Semester 2026

January- Classes begin at your high school

January 19th- Martin Luther King Jr Day

February 16th- Presidents Day

February 23rd- Last day to enroll/withdraw from course(s)

March 23-31st: Spring Break

May 25th: Memorial Day

June 1st: Course Evaluation sent to emails

June 31st: Grades and Course Evaluation due

