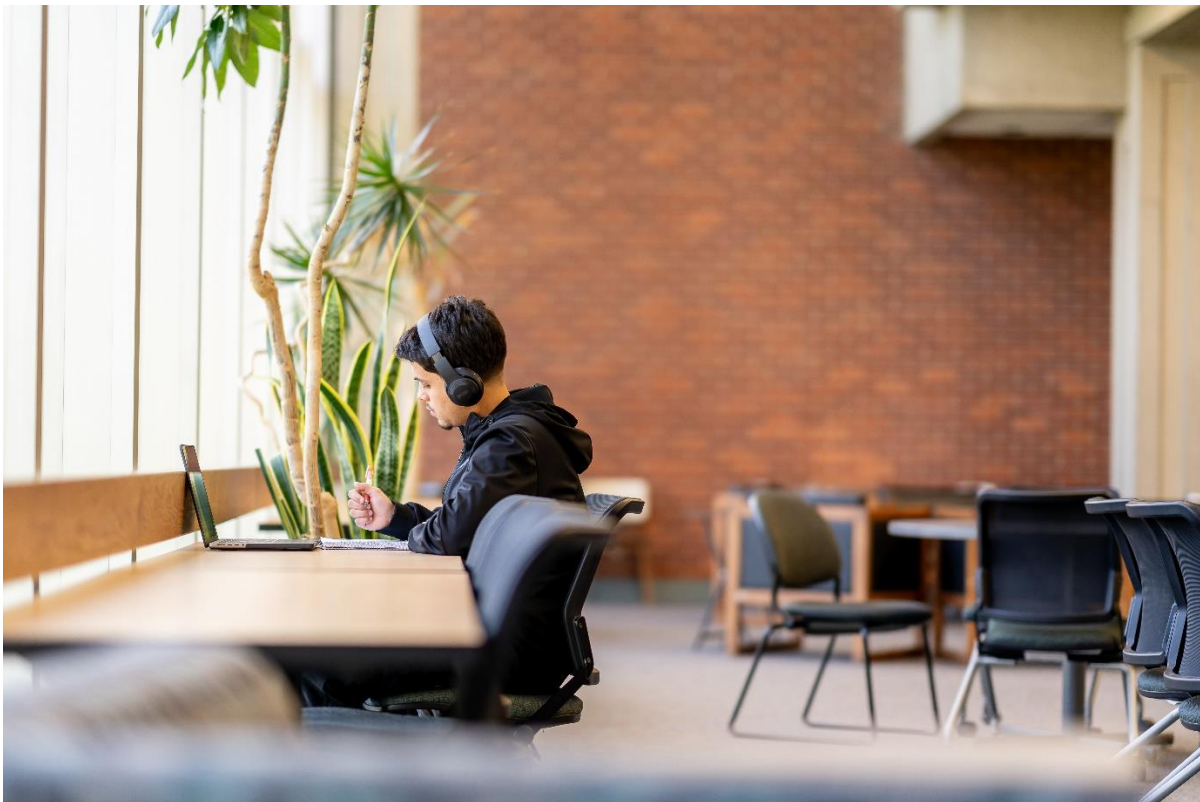




WENATCHEE VALLEY COLLEGE

College in the High School- Student Handbook



Two Campuses, One Mission...

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** focus on Educational Achievement, Support for Learning, Responsiveness to Local Needs, Diversity and Cultural Enrichment.



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

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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.

Students can earn College in the High School credit in:

BIOL& 100 Survey of Biology	No prerequisite	5 credits
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. Available at Bridgeport and Cashmere HS.		
BIOL 127 Northwest Environments	No prerequisite	5 credits
Field-oriented course exploring 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 fieldwork. Include laboratory. Available at Bridgeport HS		
ENGL& 101 Composition: General	Qualifying Placement Score	5 credits
Develops college-level reading, writing and critical thinking abilities. Develop 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. Available at Bridgeport and Mansfield HS.		
ENGL 201 Composition: Advanced Essay	English 101 (C or higher)	5 credits
Refines writing process skills began in ENGL& 101. Writing expository/argumentative essays for a variety of applications. Learning research methods and appropriate documentation. Students must earn a grade of "C" or better to apply this course to the Writing Skills requirement for AAS or AST degree. Available at Bridgeport and Mansfield HS.		
ENGL 203 Composition: Research	English 101 (C or higher)	5 credits
Refines the 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. Students must earn a grade of "C" or better to apply this course to the Writing Skills requirement for AAS or AST degree. Available at Bridgeport and Mansfield HS.		
ENGL& 226 British Literature	No prerequisite	5 credits
Study of selected British authors and works of literature from Old English, Middle Ages, Renaissance, Neo-Classical, Romantic, Victorian and Modern periods. Available at Bridgeport HS.		
ENGL 250 American Literature	No prerequisite	5 credits
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. Available at Bridgeport HS.		



HIST& 146 US History I	No prerequisite	5 credits
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. Available at Bridgeport and Eastmont HS		
HIST& 147 US History II	No prerequisite	5 credits
A survey of American history from the Reconstruction Era until the present. This course will emphasize the role of institutional racism, socioeconomics, social and culture divergence, social trends, imperialism, demographics, and political transformations that have shaped the history of United States since 1865 to the present. Available at Bridgeport and Eastmont HS.		
HUM& 101 Introduction to Humanities	No prerequisite	5 credits
A study of art, history, philosophy, and literature that explores questions of meaning, value, and aesthetics. This course aims to investigate and critique the experiences of humanity by utilizing an interdisciplinary and interpretive approach that emphasizes reading, critical thinking, and writing. Available at Mansfield HS.		
MATH& 107 Math in Society	Qualifying Placement Score	5 credits
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. Available at Bridgeport HS.		
MATH& 141 Precalculus I	Qualifying Placement Score	5 credits
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 calculators will be integrated into the course. Available at Bridgeport HS.		
MATH& 142 Precalculus II	MATH& 141 with a grade of a C or higher	5 credits
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. Available at Bridgeport HS		
MATH& 146 Intro to Statistics	Qualifying Placement Score	5 credits
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. Available at Bridgeport HS.		
NAL 121 Native American Language I: nxa ?amxcin	No prerequisite	5 credits
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. Available at Lake Roosevelt HS.		
NAL 122 Native American Language II: nxa ?amxcin	NAL 121	5 credits
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. Available at Lake Roosevelt HS.		
PEH 104 Body Conditioning: Weight Training	No prerequisite	2 credits
An introductory course designed to help each student: improve muscular strength; gain knowledge regarding safety, anatomy, and understanding of weight training theory and practice to be able to develop a personalized weight training program. May be repeated for credit. Available at Cashmere HS.		



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 Introduction 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.**

PSYC& 200 Lifespan Psychology **Psyc 100** **5 credits**
An examination of the developmental changes occurring throughout the entire life span from conception to death. The various domains of development including physical, cognitive, social and emotional are studied. Several major theoretical approaches and important modern developments and applications are covered. **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** **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** **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.**

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. Instructors and the Director will work together to plan a day for course registration
3. On the course registration day, the director will discuss items such as academic dishonesty, prerequisites, course transferability, FERPA, ADA, etc.
4. Course registration is done digitally through Microsoft forms at the end of the presentation
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 2024

August- Classes begin at your high school

November 1st- Last day to enroll/withdraw from course(s)

November 11th: Veterans Day

November 28-29th: Thanksgiving Holiday

December 12-January 1st: Winter Break

January 1st: Course Evaluation sent out to emails

January 31st: Grades and Course Evaluations due

Winter Semester 2025

January- Classes begin at your high school

January 20th- Martin Luther King Jr Day

February 17th- Presidents Day

February 18th- Last day to enroll/withdraw from course(s)

March 21-31st: Spring Break

May 26th: Memorial Day

June 1st: Course Evaluation sent to emails

June 31st: Grades and Course Evaluation due

