



PACIFIC NORTH WEST COLLEGE CREDIT CONSORTIUM

2019-20

PROGRAM INFORMATION AND REGISTRATION INSTRUCTIONS

Who We Are

Colleges



Pacific NW College Credit is a consortium made up of 5 colleges, 1 school districts and 2 Skills Centers in the Pacific Northwest. We act as the bridge between the college and the high school to offer college credit!

School Districts

- Bellevue
- Edmonds
- Granite Falls
- Issaquah
- Lake Stevens
- Lake Washington
- Marysville
- Mercer Island
- Mukilteo
- Northshore
- Riverview
- Renton
- Shoreline
- Snohomish
- Sno-Isle Tech Skill Center
- Snoqualmie Valley
- Sumner
- WANIC Skill Center

What is CTE Dual Credit?



- CTE Dual Credit is college credit that you can earn from your eligible high school classes at your high school!
 - *CTE: Career and Technical Education*
 - Dual Credit: earning high school credit and college credit at the same time!
- CTE Dual Credit is available for grades 9 - 12
- Credit earned through CTE Dual Credit goes on a **REAL OFFICIAL** College Transcript
 - You must get a B or better to get credit

start earning
COLLEGE CREDIT
EARLY



Registration Instructions

[SERS Home](#)[Search Articulations Statewide](#)[State CTE Dual Credit Home Page](#)[Consortium Web Sites](#)

CTE Dual Credit Classes - Statewide Enrollment and Reporting System

Career and technical education (CTE) dual credit classes are offered at many high schools and skills centers across the state in partnership with community and technical colleges. CTE dual credit classes are taught at the high school or skills center. The classes integrate academics with technical skills to help students prepare for advanced education and careers. Students earn high school and college credit for successfully completing the same class.

The Statewide Enrollment and Reporting System (SERS) is an online tool that helps students register for CTE dual credit classes and track their grades. High school teachers enter grades and credits into SERS when a student successfully completes a dual credit class. Colleges use information in SERS to award college credit and document completed courses on each student's college transcript.

⚠ It is recommended that you do NOT use the Microsoft Edge browser when navigating this site.

↓ Who are you? Sign in here ↓



Student



District User



Registrar



Staff



Teacher

SERS is the registration site you will use to create an account, register your classes and monitor the progress of your credits!

Logging in

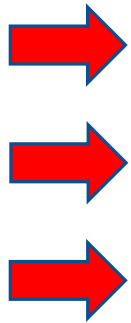
Go to CTE SERS Website: www.ctesers.org

1. Click on the “Student” square on the bottom left side of the screen.

- **Returning Student?** Log in with username/password
- **New Student?** Create an Account!

**** “Creating an Account” & “Registering” your classes are **DIFFERENT!****
You must still add each of your classes to your account in order to be registered!!**

↓ Who are you? Sign in here ↓



Student



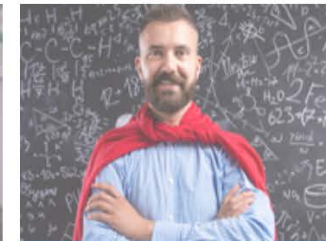
District User



Registrar



Staff



Teacher



Already have an account?

Student Sign-in

IMPORTANT: Click on this link to see information about the new site

Enter username
/password



Username

jaanyawilliams

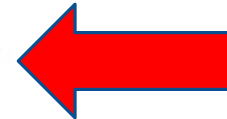
Password

.....

Sign in

[I forgot my username](#)

[I forgot my password](#)



Need more help? Please contact your teacher.

**You can use these options
to reset forgotten
usernames/passwords**

If you are not able to log in or reset your account yourself, please send our team an email: info@PNWCollegeCredit.org



Forgot Log in info?

Security Information

Your Username is: **aanyawilliams**

You need to create a new password, so please follow these rules:

1. At least 10 characters long.
2. Contain at least one upper and one lower case letter.
3. Contain at least one number.
4. Contain at least one of the following special characters:
! # \$ % * + - = ? @ ^ _ ~

All Fields Required

Password

Compare Password

Three separate security question/answer combinations are required.
Select a question from the dropdown and add your answer to the textbox below it.

Question One

Answer One

Question Two

Answer Two

Question Three

Answer Three

- Login with Username and Password.

- **Forgot login?** You can use your email to have your info sent to you or if you are not sure what email was used, you can email us at info@pnwcollegedecredit.org to reset your account.

Please include your full name, birth date and an email address in your email!

Please contact our office with any questions or trouble logging into your account!!



Creating a New Account?

To create an account for the first time in SERS:

1. Select student square
2. Select "Create new account"
3. Follow the instructions and fill out required information.



Create Student Account

Instructions

As a new student you'll need to follow some steps to get access to SERS.

These instructions will guide you through the steps.

- **Step 1:** you will create a username. Your username needs to be unique, so enter any name you want, between 5 and 20 characters long. No spaces, and numbers and letters only. (we'll check it for you). If it's already in use you can retry. After creating a username you can finish filling out the rest of the form. When the form is completed we'll also check to make sure you don't already have an account. After all the checks are completed we can go to Step Two.
- **Step 2:** you will create a new password, but you need to follow the minimum standards that are set. After creating a new password you will then select three questions and enter your answers in the textbox below each question. Make sure you pick questions that you can always answer the same way. You'll need to know this to reset your password in case you forget it.
- **Step 3:** you'll be ready to sign-in to SERS for the first time and complete your profile. You need to finish your profile, but if you don't have all the information you need, that's ok. Everytime you sign-in you'll be redirected to your profile until it's complete.

Do not use the back button or refresh the page. This will reset the form.

The email address that you use must be real and available. If it's not you will not be able to create an account or retrieve a lost one.

If necessary, you can get a [free email account from google](#).

If you still have questions, you can talk to your teacher or go to the [SBCTC website](#) for more help.

Step One

*required fields

Username • Availability: **Enter Username**

First Name •

Last Name •

Email is required, and we encourage you to provide a good accessible one, so necessary information can be emailed to you.
If you are using a school email address, check with your teacher to make sure it can receive outside emails.

Email •

Repeat Email •

Birth Date • Month Day Year

School District •

Home High School •

REGISTRATION INSTRUCTIONS

To participate in CTE Dual Credit, students must be enrolled in an eligible, articulated high school class, and register for college credit through the CTE SERS website. Please read through the following steps before proceeding.

Three Steps to earning credit:

1. Log into CTE SERS and register your 2019-20 class(es)
2. Complete class(es) with “B” (3.0) grade or above
3. Pay \$50 fee (per school year)

- CTE = Career & Technical Education
- SERS = State Enrollment & Reporting System
- Dual Credit = Earning High School & College Credit at the same time

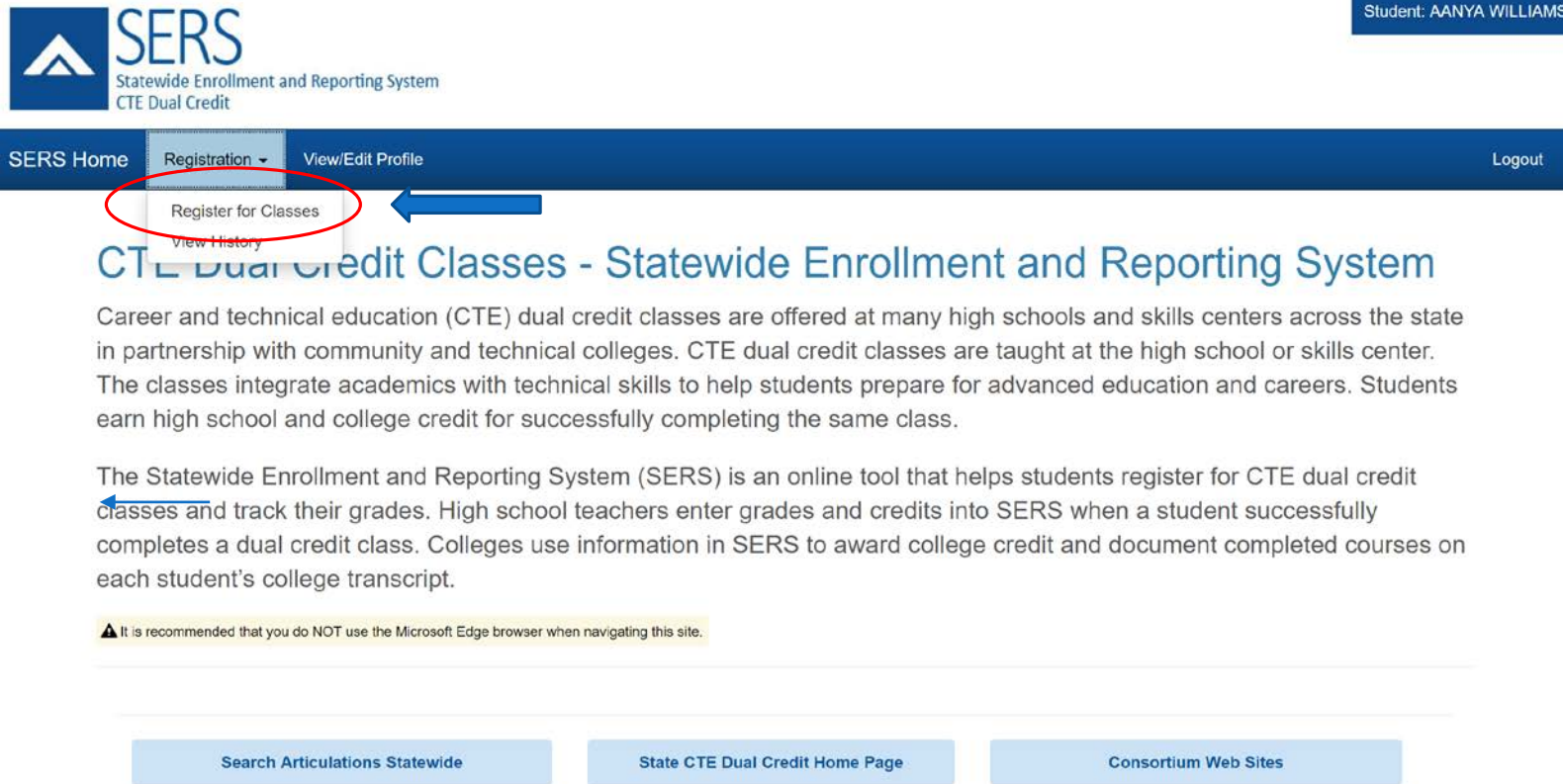


Payment Site: <https://forms.bellevuecollege.edu/pci/other/pnwcc/>

Registration Site: <https://www.ctesers.org/>

PNW CC Site: <https://www.pnwcollegecredit.org/>

How to Register



SERS
Statewide Enrollment and Reporting System
CTE Dual Credit

Student: AANYA WILLIAMS

SERS Home Registration View/Edit Profile Logout

Register for Classes
View History

CTE Dual Credit Classes - Statewide Enrollment and Reporting System

Career and technical education (CTE) dual credit classes are offered at many high schools and skills centers across the state in partnership with community and technical colleges. CTE dual credit classes are taught at the high school or skills center. The classes integrate academics with technical skills to help students prepare for advanced education and careers. Students earn high school and college credit for successfully completing the same class.

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⚠ It is recommended that you do NOT use the Microsoft Edge browser when navigating this site.

Search Articulations Statewide State CTE Dual Credit Home Page Consortium Web Sites

1. On Home page, Click the “Registration” drop down menu

2. Click “Register for Classes”

How to Register

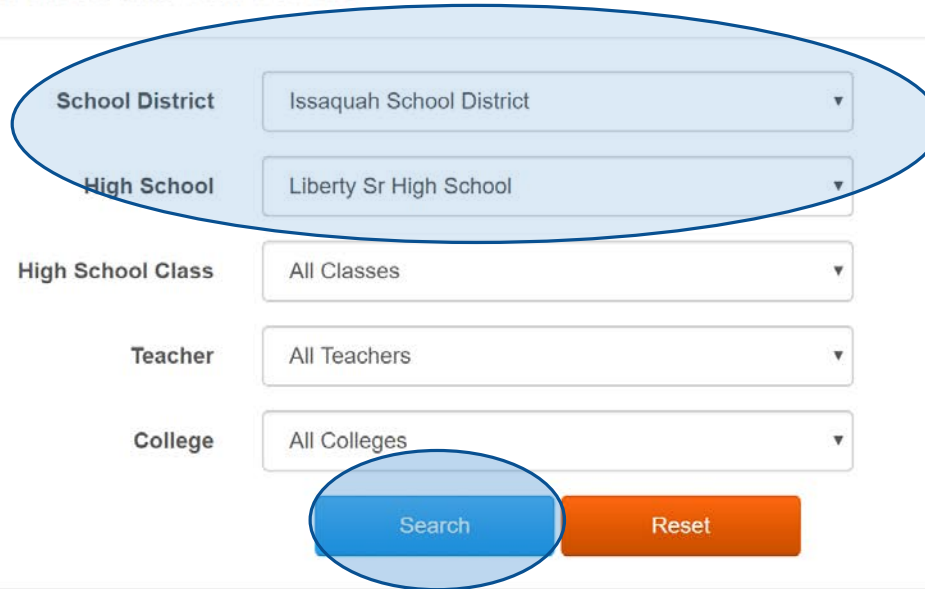
Register for Classes

Instructions:

Step 1: Search for a class using the search choices above.

Step 2: Select any class you want to register for by clicking the check box in the left column of the results table below.

Step 3: Click the **Register Classes** button below to continue.



The registration form contains several dropdown menus and two buttons. The 'School District' dropdown is set to 'Issaquah School District' and the 'High School' dropdown is set to 'Liberty Sr High School'. These two dropdowns are circled in blue. Below them are 'High School Class' (set to 'All Classes'), 'Teacher' (set to 'All Teachers'), and 'College' (set to 'All Colleges'). At the bottom are a blue 'Search' button and an orange 'Reset' button. The 'Search' button is also circled in blue.

School District	Issaquah School District
High School	Liberty Sr High School
High School Class	All Classes
Teacher	All Teachers
College	All Colleges

Search **Reset**

3. Make sure your correct School District & High School are selected

Note: Do not select any other dropdown menus

4. Click “Search”

How to Register

Note: You may only register for classes within one Consortium at a time

Some classes may not be available for registration as indicated by these icons:

❌ Consortium is currently closed for registration

ⓘ You are currently registered in this class through an articulation

✅ You have already completed this class through an articulation

29 Records Found

Number of Results Per Page 50 ▼

Check to Register	+ (click a class title for details) High School Class	+ High School	+ College	+ Articulation Name	+ Consortium
<input type="checkbox"/>	Child Development	Liberty	Lake Washington	Child Development (EDUC& 115)	PNW College Credit
✅	Child Development	Liberty	Bellevue	Child Development (EDUC& 115)	PNW College Credit
<input type="checkbox"/>	Computer Science - AP/Adv/Principles	Liberty	Bellevue	Computer Science (PROG 110)	PNW College Credit
ⓘ	Computer Science - AP/Adv/Principles	Liberty	Edmonds	Computer Science / Programming (CIS 125)	PNW College Credit
ⓘ	Computer Science, Intro	Liberty	Edmonds	Computer Science, Intro (CIS 100)	PNW College Credit
<input type="checkbox"/>	Culinary Arts (year-long)	Liberty	Lake Washington	Culinary ARTS (CART 110)	PNW College Credit
<input type="checkbox"/>	Engineering (year-long)	Liberty	Lake Washington	Engineering, Intro to (ENGR 100)	PNW College Credit
ⓘ	Graphic Design	Liberty	Bellevue	Graphic Design (DMA 103)	PNW College Credit
<input type="checkbox"/>	Health OR Health Online	Liberty	Lake Washington	Health (IFAD 162)	PNW College Credit
✅	Health OR Health Online	Liberty	Bellevue	Health (HLTH 145)	PNW College Credit
<input type="checkbox"/>	Material Science (year-long)	Liberty	Lake Washington	Material Science (ENGT 141)	PNW College Credit
<input type="checkbox"/>	Sales and Marketing 1 (year-long)	Liberty	Bellevue	Marketing, Intro (MKTG 131)	PNW College Credit
<input type="checkbox"/>	Sales and Marketing 1 (year-long)	Liberty	Shoreline	Marketing, Intro (BUS 120)	PNW College Credit
<input type="checkbox"/>	Sales and Marketing 2 (year-long)	Liberty	Bellevue	Marketing: Sales & Marketing 2 (MKTG 135)	PNW College Credit
<input type="checkbox"/>	Sales and Marketing 3 (year-long)	Liberty	Bellevue	Marketing: Sales & Marketing 3 (MKTG 101)	PNW College Credit
<input type="checkbox"/>	Sports Medicine 1 (year-long)	Liberty	Lake Washington	Sports Medicine, Intro (FTNS 128)	PNW College Credit
<input type="checkbox"/>	Sports Medicine 1 (year-long)	Liberty	Bellevue	Sports Medicine, Intro (AHE 100, AHE 120)	PNW College Credit
<input type="checkbox"/>	Sports Medicine 2 (year-long)	Liberty	Lake Washington	Sports Medicine, Advanced (FTNS 120)	PNW College Credit
<input type="checkbox"/>	Sports Medicine 2 (year-long)	Liberty	Bellevue	Sports Medicine, Advanced (AHE 110, AHE 140)	PNW College Credit
<input type="checkbox"/>	Teaching Academy (year-long)	Liberty	Cascadia	Teaching Academy (EDUC 102)	PNW College Credit
<input type="checkbox"/>	Teaching Academy (year-long)	Liberty	Bellevue	Teaching Academy (EDUC& 205)	PNW College Credit
<input type="checkbox"/>	TV/Video Production (Intro)	Liberty	Bellevue	Video Production, Intro (DMA 102)	PNW College Credit
ⓘ	TV/Video Production (Intro)	Liberty	Shoreline	Video Production, Intro (FILM 255)	PNW College Credit
<input type="checkbox"/>	TV/Video Production 1 (year-long)	Liberty	Shoreline	Video Production 1 (FILM 256)	PNW College Credit
ⓘ	TV/Video Production 2 (year-long)	Liberty	Bellevue	Video Production 2 (DMA 247)	PNW College Credit
ⓘ	TV/Video Production 2 (year-long)	Liberty	Shoreline	Video Production 2 (FILM 257)	PNW College Credit
ⓘ	TV/Video Production 3 (year-long)	Liberty	Shoreline	Video Production 3 (FILM 265)	PNW College Credit
ⓘ	TV/Video Production 3 (year-long)	Liberty	Shoreline	Video Production 3 (FILM 265)	PNW College Credit
<input type="checkbox"/>	Website Design	Liberty	Bellevue	Web Design (DMA 107)	PNW College Credit

Register Classes

Clear Selections

5. Place a check mark in box by each class you are taking

- Some classes will have multiple offerings for different colleges
- You can click on the **blue, HS Class** name to see the amount of credit/course number for each class

Some classes may not be available for registration as indicated by these icons:



❌ Consortium is currently closed for registration



ⓘ You are currently registered in this class through an articulation



✅ You have already completed this class through an articulation

How to Register

Select Class Offerings & Complete Registration

The classes you have selected are listed below, along with any additional classes the associated articulation may require.

If a class is offered with more than one teacher during the school year, click the check box next to the class you wish to attend. If a class is only offered with a single teacher during the year, the selection is made for you.

After checking to make sure the choices are correct, click the **Save & Register** button below to complete your registration or **Cancel Registration** to discard selections and go back to the previous screen.

Note: There is a Annual Fee of \$50.00 for this Consortium

Articulation Name	Class Name	Class(es) Selected	Year	Teacher	High School
Health (IFAD 162)	Health OR Health Online	<input checked="" type="checkbox"/>	2019-20	ABBEY, D	Liberty
		<input type="checkbox"/>	2019-20	SIROTZKI, M	Liberty
		<input type="checkbox"/>	2019-20	ORREN, M	Liberty
Culinary ARTS (CART 110)	Culinary Arts (year-long)	<input checked="" type="checkbox"/>	2019-20	Matsuda, Z	Liberty

Save & Register

Cancel Registration

6. Select your correct teacher for each class
7. Press "Save & Register"

Registration Confirmation

Registration Confirmation

Pacific NW College Credit Registration 7/21/2019

Your registration for the high school classes below has been received



Program Requirements

Students must earn the indicated passing grade or higher in each high school class of an articulation to be eligible to earn college credit. Other requirements may apply. There is no guarantee that these credits will transfer to any other community college, or four-year college or university.

Fee Details

You have no outstanding registration fees as of 7/21/2019.

Student Information

Name:AANYA WILLIAMS

SERS ID:TP3-47-6896

Home High School:Liberty Sr High School

Academic Year Registration(s)

Articulation Name	High School	High School Class	Pass Grade	College	College Course	Registration Date
Child Development (EDUC& 115)	Liberty	Child Development - ABBEY, D	B (3.0)	Bellevue College	EDUC& 115 Child Development (5 CR)	06/03/2019
Health (HLTH 145)	Liberty	Health or Health, Online - ABBEY, D	B (3.0)	Bellevue College	HLTH 145 Wellness for Healthcare (3 CR)	06/03/2019
Culinary Arts (CULA 116)	Liberty	Culinary Arts (1st sem) - Matsuda, Z Culinary Arts (2nd sem) - Matsuda, Z	B (3.0)	Lake Washington Institute of Technology	CULA 116 Culinary Skills and Concepts (9 CR)	07/21/2019

- **Review and Confirm**
 - Check your email for confirmation of registration
 - Save email confirmation for your records
 - Email includes your **CTE SERS ID** number (You will need this for payment)
 - **"TP3-XX-XXXX"**





Student Fees

Annual fee = \$50

Annual Fee due by June 25th



- Students are required to pay **EACH YEAR** that they register for a CTE Dual Credit course.
- Covers **ALL** classes a student takes during one school year - regardless of the number of credits
- This fee is NON-REFUNDABLE – even if you forget to register or do not make the grade



NOTE: FEE SCHOLARSHIPS are available to students on Free/Reduced lunch or who are experiencing economic hardship.

Please contact us directly at info@pnwcollegedcredit.org or your Career Specialist to apply for a fee-waiver.

How to make your fee payment

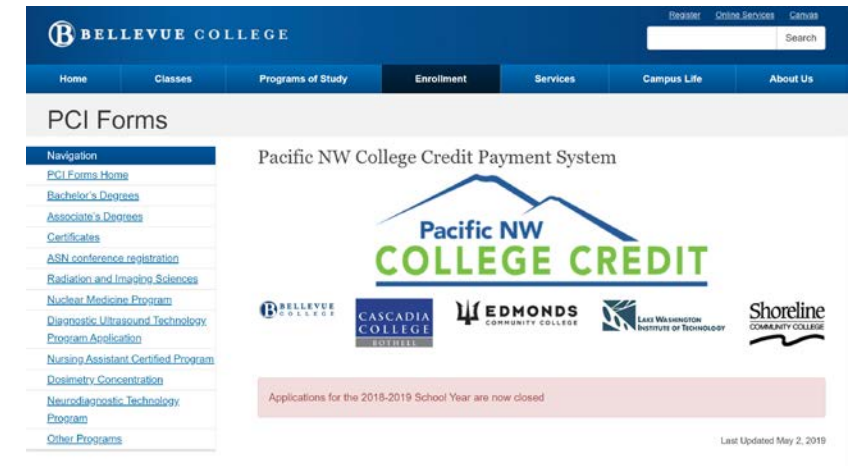
*Please make sure to REGISTER & confirm your classes are correct in SERS **BEFORE** paying the fee.*

How to pay:

1. Online with a credit/debit card: pnwcollegecredit.org/pay

OR

2. Mail a check to:
PNW College Credit
Bellevue College - MS N211
3000 Landerholm Circle SE
Bellevue WA 98007



**** You will need your SERS ID number to make a payment – you can find this in SERS on your profile page or on your registration confirmation page ****

Transcript Info



- PNW College Credit partner colleges transcribe CTE Dual Credit courses for summer quarter
- Students will be notified via email when their transcript is ready (by the end of August) - this email will contain the students SID number and PIN
 - You can find all your SID info on your SERS profile page.
- All CTE Dual Credit is guaranteed to transfer within the WA state
- Transferability is not guaranteed to 4-year schools (regardless of in or out of state), BUT frequently does transfer credit straight to universities.
 - Credit is considered on a case by case basis and typically if the student advocates for themselves, most courses can be accepted.

By enrolling in this program you are creating an ACTUAL college transcript that will become a part of your permanent college record and a permanent part of your future college GPA.



Things to Remember!!

DON'T FORGET TO
REMEMBER

DECEMBER 1st : REGISTRATION OPENS

JUNE 15th: FINAL REGISTRATION AND PAYMENT DEADLINE

- Payments can be made online
- You will need your CTE SERS ID Number to make your payment
- Register before paying

AUGUST: Transcripts are ready!

- Transcripts will be ready by end of august.
- You will be notified via email when transcript is ready



**Please make sure your email address is valid and accessible!
Otherwise, you won't receive email from the system.**



QUESTIONS?

We are here to help!



Students and Teachers, please contact PNW College Credit Staff with any questions!!

We are happy to help!

EMAIL US: INFO@PNWCOLLEGECCREDIT.ORG

www.PNWCollegeCredit.org

