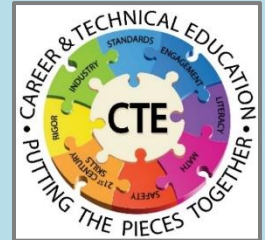


## CTE DUAL CREDIT REGISTRATION

- ✖ Are you enrolled in a CTE Dual Credit class? You could earn college credit!
  - Must complete class with a grade of “B” or above

### REGISTER TO EARN COLLEGE CREDIT

- ✖ Registration is open **December 1<sup>st</sup> – June 15<sup>th</sup>**
- ✖ Create an account in CTE SERS: [www.CTESERS.org](http://www.CTESERS.org)
  - CTE = Career & Technical Education
  - SERS = State Enrollment & Reporting System
- ✖ From CTE SERS home page, Choose “STUDENTS”
  - New student? Click “**CREATE NEW SERS ACCOUNT**”
  - Returning student? Login with your user name & password
- ✖ From STUDENT home page, Click “**REGISTRATION**”
  - Click “**REGISTER FOR CLASSES**”
  - Be sure correct high school is displayed (no need to fill in other fields)
  - Click “**SEARCH**”
  - Place checkmark in box to left of class(es) you are taking
- ✖ On REVIEW page
  - Review registered class(es) – Verify Class & College, Choose Teacher
  - Click “**SAVE & REGISTER**”
- ✖ **CONFIRM** your registration (final page has a printer icon in upper right corner)
  - Check your email for your registration confirmation
  - Save or Print the confirmation for your records



### PAY \$50 CONSORTIUM FEE

- ✖ Pay one, non-refundable fee per school year (not per class)
- ✖ Payment Website: [PNWcollegedcredit.org/PAY](http://PNWcollegedcredit.org/PAY)
- ✖ **Payment Deadline = June 20<sup>th</sup>**



### REQUEST COLLEGE TRANSCRIPTION

- ✖ Review SERS to ensure your classes are ready to be transcribed
  - Class must be **COMPLETED** (grade entered & fee marked as paid)
  - Note which college you have earned credit from
- ✖ Follow instructions for college awarding credit: [PNWCollegeCredit.org/Transcripts](http://PNWCollegeCredit.org/Transcripts)

### IMPORTANT

- ✖ Teachers grade all students who have registered in SERS by June 25<sup>th</sup>
- ✖ Need Help? [Email](mailto:Info@PNWcollegedcredit.org) us or attend a session: [PNWCollegeCredit.org](http://PNWCollegeCredit.org)

