



Tips 4 Teachers (& Staff)

If you haven't already done so, now is a great time to remind your students of their opportunity to earn college credit for your class through the CTE Dual Credit program! Please provide time for students to register in class.

Student Registration

- * Marketing Materials are available on our website & via email, including:
 - Registration Instructions 2 versions
 - **Program Overview 2 versions**
 - Virtual Presentation Schedule Flyers (schedule also on our website)
 - Program Overview (evening sessions)
 - Drop-in Sessions (daily)
 - Sample Email to send to parents/guardians
 - o **<u>Eligible Classes</u>** (by District / High School)
 - **Presentation PowerPoint or pdf version**
- * To schedule Registration Assistance or presentations for your class
 - Email: <u>CTE@PNWcollegecredit.org</u>
- * Students in need of further assistance?
 - Refer Students to our INFO inbox: <u>INFO@PNWcollegecredit.org</u>
 - \circ Refer Students to Connect With Us tab of our website to:
 - View Virtual Assistance Schedule, including
 - Daily Drop-in Sessions
 - Evening Overviews
 - Tuesday, June 3rd, 7 8:30 pm
 - Thursday, June 5th, 6 7:30 pm

SERS (Statewide Enrollment & Reporting System)

- * All CTE teachers (teaching a CTE Dual Credit class) & Career Specialists have a SERS account
 - You will need your USER ID and password to login: <u>www.CTESERS.org</u>
 - If you can't recall your password, email <u>CTE@PNWcollegecredit.org</u> and we will reset your account
 - You will receive an email from <u>CTESERS@sbctc.edu</u> with password reset instructions
- * Students register for CTE Dual Credit in SERS; you will need to enter grades in SERS before June 25th

Common SERS Questions YOU Can Assist Your Students With

Teachers and District staff with access to SERS, have the ability to help students with two important issues that commonly occur: unable to log in, and cannot locate their SERS ID. You can always send student issues to us (<u>INFO@PNWcollegecredit.org</u>) – but sometimes it is useful for you to solve log in problems in the moment. Here's how!

Student unable to log in to SERS account

- * Log into your (Teacher/District User) SERS account
- * In upper left corner of page, click on SEARCH, then STUDENT SEARCH
- * ENTER student's name, then click SEARCH





- * Click VIEW to the left of students' name
- * Review STUDENT PROFILE with student
 - USER NAME
 - EMAIL address
- * If student has access to the email address found in their account:
 - o Click RESET STUDENT ACCOUNT, then RESET ACCOUNT
- * Student will receive an email from <u>CTESERS@sbctc.edu</u> with instructions on how to reset password
- * Important: Always confirm the email address shown in student's account to ensure they will receive the reset instructions. If student CAN'T access that email, <u>notify us</u> and we will update for you.
- * If student CAN access their email address but wants to change it, reset their account for them and once they are logged in, they can update their email and other profile details as needed.

Student SERS ID:

- * Is assigned when a student creates their SERS account & Is required to make a payment online
- * It can be found on their:
 - Student Profile page, above their mailing address
 - Registration Confirmation that is emailed to them each time they register for a class

Grading Reminders

- * Important: You must make an entry for every student on your roster!
- * To be eligible for credit, a student must have earned a grade of A, A-, B+, or B
 - Other options to choose while grading
 - In Grade Column: Below B, Incomplete, or Not Attained
 - In Status Column: Not in Class or Dropped
 - SERS will show option to enter grade of B-, C+, and C, however, we do not allow credit for a grade below B and student will not be eligible for credit
- * Click SAVE before navigating away from your roster! If not, all entries will erase and cannot be retrieved.
- * SERS Grading deadline is the same day grades are due for your district or **June 25th**, whichever comes first.
- * SERS Grading Manual is available by request or online

Fee Waivers

* If you have a student(s) who needs a fee waiver, please <u>email</u> the name(s) or ask student(s) to <u>email</u> their request, prior to the June 20th Fee deadline

2025 Deadlines

- * Registration Deadline: Sunday, June 15th, 2025
- * Payment Deadline: Friday, June 20th, 2025
- * Fee Waiver Requests: Friday, June 20th, 2025
- * Grading Deadline: Wednesday, June 25th, 2025

Questions?

- * Need help? Virtual & in-person assistance available!
 - Email: <u>CTE@PNWcollegecredit.org</u> or Schedule a meeting: <u>Meeting Request</u>