



**Dear Students, Parents, or Guardians,**

Welcome to Tacoma Community College's (TCC) 2017-2018 College in the High School (CitHS) Program. TCC in the High School provides the opportunity for high school sophomores, juniors, and seniors to be enrolled in college-level courses and earn college credit all within the familiarity of their own high school classroom. These courses are taught by your high school teachers who have been approved by TCC and work exclusively with TCC faculty to ensure the classes meet the same standards as a similar course on campus.

The decision to start college course-taking early is an important one. Frequently, a student may be academically prepared for college-level courses, but may find social or emotional demands overwhelming. The most successful college students are highly motivated, work independently, take initiative, have good study skills, are self-disciplined and are able to complete a variety of assignments with little direction from instructors. Students, parents/guardians and counselors should carefully consider whether TCC in the High School appropriately meets the student's needs.

The details of the program can be found in the **High School Student/Parent/Guardian Handbook** which outlines the Tacoma Community College in the High School Program as well as on the TCC Website ( <http://www.tacomacc.edu/academics-programs/college-high-school/> ). I strongly encourage you to read this handbook thoroughly to ensure you understand the program before applying. A copy will be made available with this letter.

TCC will be offering a number of courses during the 2018-2019 school year which can be found in **Enclosure 1: Class Schedule**. This document highlights the TCC Course, TCC and Tacoma Public School (TPS) Course Titles, TCC Class Number and Prerequisite as well as Semester Offered, Credits for the Course and what TCC Quarter students will enroll. It also identifies the TPS Faculty teaching the course as well as the school where it is being offered. It is important to understand that each student must meet the established TCC Prerequisite in order to take the course. Please follow the steps below to apply and enroll.

#### **STEP 1: APPLY**

This fall and winter TCC will offer two **Orientation/Enrollment Periods**. However, prior to enrolling each student must **APPLY** to TCC either in person or online following the instructions on page 13 of the Student/Parent/Guardian Handbook. There are also videos on the website to help you navigate the application and enrollment process.

**However, if you have, or are unsure if you have previously applied to TCC, please verify by calling Admissions at 253-566-5325. Applying a second time will cause significant problems with your records.**

**You must complete the application process at least one week prior to attending the Orientation/Enrollment Period.**



To determine what **Orientation/Enrollment Period** you should attend go to the Class Schedule in Enclosure 1 and go to the class you want to enroll in and find the Column entitled “**TCC Quarter Students Enroll**” and it will indicated what period to attend.

**STEP 2: ENROLLING**

Once you have applied and received your student ID number you are ready to enroll for classes at the **Orientation/Enrollment Period**. You may enroll either in person at TCC or through the Registration process on page 14 of the Handbook. **It is strongly recommended that you enroll in person!**

**One week prior** to attending the **Orientation/Enrollment Period** send your unofficial transcript, Smarter Balanced scores, AP/IB scores, and/or SAT/ACT scores to the following email and indicate you are a potential College in the High School student: [unofficialtrans@tacomacc.edu](mailto:unofficialtrans@tacomacc.edu). Your documents will be utilized to determine your placement and if you have met the prerequisites when you enroll for your classes.

**Orientation/Enrollment Period 1** is for those students signing up for 1<sup>st</sup> semester courses only (see “**TCC Quarter Students Enroll**” Column in Enclosure 1) and will have two sessions as indicated below.

**Orientation/Enrollment Period 2** is for 2<sup>nd</sup> semester courses and year-long courses (see “**TCC Quarter Students Enroll**” Column in Enclosure 1) and will also have two sessions. The intent of these orientations is to familiarize the student with the campus and the numerous resources at their disposal as well as assist them through the **enrollment process**. Regardless of whether you are already a TCC student or not you are strongly encouraged to come and learn about your college and how to navigate its impressive support capabilities.

The dates for the **Orientation/Enrollment Periods** will be:

Orientation Sessions	Orientation/Enrollment Period 1 First Semester Courses Only Courses Only (WINTER QUARTER)		Orientation/Enrollment Period 2 Second Semester and Year-Long Courses Only (SPRING QUARTER)	
	Date	9 November 2018	12 February 2019	14 February 2019
<b>Date</b>	6 November 2018	9 November 2018	12 February 2019	14 February 2019
<b>Time</b>	3pm-6pm	3pm-6pm	3pm-6pm	3pm-6pm
<b>Location</b>	TCC BLDG 7	TCC BLDG 7	TCC BLDG 7	TCC BLDG 7
<b>Items to Bring to Facilitate Enrolling</b>	-Photo ID -Copy of this letter with course/instructor Circled -Proof of Placement (Unofficial Transcript) -Smarter Balanced Scores (If available) -SAT/ACT scores (If available)	-Photo ID -Copy of this letter with course/instructor Circled -Proof of Placement (Unofficial Transcript) -Smarter Balanced Scores (If available) -SAT/ACT scores (If available)	-Photo ID -Copy of this letter with course/instructor Circled -Proof of Placement (Unofficial Transcript) -Smarter Balanced Scores (If available) -SAT/ACT scores (If available)	-Photo ID -Copy of this letter with course/instructor Circled -Proof of Placement (Unofficial Transcript) -Smarter Balanced Scores (If available) -SAT/ACT scores (If available)



	-Copy of Free & Reduce Meal Program Award Letter	-Copy of Free & Reduce Meal Program Award Letter	-Copy of Free & Reduce Meal Program Award Letter	-Copy of Free & Reduce Meal Program Award Letter
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**STEP 3: Payment**

**The cost of each credit is \$65 which is a 38% savings from the regular tuition.** TCC has worked diligently to devise a funding strategy that will also enable it to offer low cost alternative pricing for those students participating in the Free & Reduced (F&R) Meal Program. The discounted prices per course are:

Course	5-Credit	3-Credit	1-Credit
Regular Tuition	\$325	\$195	\$65
Reduced Meal Tuition	\$100	\$60	\$20
Free Meal Tuition	\$50	\$30	\$10

**If you are planning to take advantage of the Free & Reduced (F&R) Meal Program reduced tuition you must bring a copy of the Free & Reduced (F&R) Meal Program Award Letter with you to the enrollment period for TCC to use in verifying eligibility.**

**KEY DATES:**

Below are some key dates to be aware of. If you need more clarification please refer to the Handbook or TCC’s website.

**Winter Quarter 2019**

- November 6 (Tuesday) Winter Quarter enrollment begins for College in the High School Students
- November 27 (Tuesday) Winter Quarter enrollment ends for College in the High School Students
- December 1 (Friday) TCC verifies F&R Status and Updates Student Accounts Accordingly
- December 13 (Thursday) Winter Quarter tuition due**
- December 28 (Friday) Drop for Non-Payment for **COLLEGE IN THE HIGH SCHOOL STUDENTS ONLY.**

**Spring Quarter 2019**

- February 12 (Tuesday) Spring Quarter enrollment begins for College in the High School Students
- March 5 (Tuesday) Spring Quarter open enrollment ends for College in the High School Students
- March 6 (Wednesday) TCC verifies F&R Status and Updates Student Accounts Accordingly
- March 14 (Thursday) Spring Quarter tuition due**
- March 29 (Friday) Drop for Non-Payment for **COLLEGE IN THE HIGH SCHOOL STUDENTS ONLY**



Thank you.

***Joseph C. Shannon (Signed Electronically)***

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Enclosure 1: Class Schedule

9/10/2018 (Update #1)

TCC Course	TPS Course Title	TCC Course Title	TCC Class Number	TCC Prerequisite	Semester offered (credits)	TCC Quarter Students Enroll	TPS Faculty	School
BIOL& 175	Anatomy & Physiology	Human Biology		ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent or BUS 110 with a minimum grade of C or equivalent assessment in these areas.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Kristin Lewin	SOTA
BIOL& 175	Anatomy & Physiology	Human Biology		ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent or BUS 110 with a minimum grade of C or equivalent assessment in these areas.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Ralph Harrison	SOTA
BIOL& 175	Anatomy & Physiology	Human Biology		ENGL/ 095 with a minimum grade of C or equivalent; and either MATH 090 with a minimum grade of C or equivalent or MATH 093 with a minimum grade of C or equivalent or BUS 110 with a minimum grade of C or equivalent assessment in these areas.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Ralph Harrison	SOTA
MATH& 151	Calculus 1	Calculus I		MATH& 142 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 95 with a minimum grade of C or equivalent.	First semester (5) <b>Cost = \$325</b>	Winter Orientation/ Enrollment Period 1	Tim Chalberg	SAMI

MATH& 151	Calculus 1	Calculus I		MATH& 142 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 95 with a minimum grade of C or equivalent.	Second semester (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Peter Rutter	iDEA
MATH& 152	Calculus 2	Calculus II		MATH& 151 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 95 with a minimum grade of C or equivalent.	Second semester (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Tim Chalberg	SAMI
MATH& 153	Calculus 3/4	Calculus III		MATH& 152 with a minimum grade of C or appropriate MATH placement and department permission; and ENGL/ 95 with a minimum grade of C or equivalent.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Tim Chalberg	SAMI
ENGL& 102	Junior / Senior English	Composition II: Argument & Persuasion		ENGL& 101 with a minimum of a C.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Mary DeWine	SAMI
ENGL& 102	Junior / Senior English	Composition II: Argument & Persuasion		ENGL& 101 with a minimum of a C.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Kristen Orlando	SAMI
ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	TBD	SAMI
ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Brian Regimbal	SOTA
ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Brian Scannell	SOTA
ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Michelle Shepard (TENTATIVE – NOT APPROVED)	SOTA

ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Betsy Gordon (TENTATIVE – NOT APPROVED)	SOTA
ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Melissa Moffett	iDEA
ENGL& 101	Junior / Senior English	Composition I		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Dave Mylet	iDEA
EXPL 200	Internship	Internship Exper.			Second semester (3) <b>Cost = \$195</b>	Spring Orientation/ Enrollment Period 2	Brady Bekker	All TPS
POLS& 202	Political Science 1 & 2	U.S. History III		ENGL& 101 with a minimum grade of C or concurrent enrollment	Full-year course (5) <b>Cost = \$325</b>	Spring Orientation/ Enrollment Period 2	Brent Gaspaire	Mount Tahoma
MATH& 141		Precalculus I		Prerequisite: MATH 140 with a minimum grade of C or appropriate MATH placement; and ENGL/ 095 with a minimum grade of C or equivalent.	First semester (5) <b>Cost = \$325</b>	Winter Orientation/ Enrollment Period 1	Jeff Boyden	Foss