



HIGH SCHOOL  
STUDENT/PARENT/GUARDIAN HANDBOOK

TACOMA COMMUNITY COLLEGE IN THE HIGH SCHOOL PROGRAM

Academic Year 2019 - 2020

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*Tacoma Community College values diversity and is an Equal Opportunity Employer and Educator. Tacoma Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). TCC Provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. The following persons have been designated to handle inquiries regarding non-discrimination policies: Stephen Smith, Title II and Title IX, 253-566-5054; Dolores Haugen, Section 504 Officer, 253-566-6006.*

## Welcome to TCC in the High School Program

We are pleased that you are accessing Tacoma Community College courses on your high school campus! Tacoma Community College (TCC) is a public, two-year institution of higher education authorized by the State of Washington under the Community College Act of 1967. The college offers comprehensive educational and service programs to meet the needs of the students and communities served. The main campus, located on 150 acres in Tacoma, Washington, provides educational opportunities and resources for the estimated 812,000 residents of Pierce County. The college also provides programs at a second campus in nearby Gig Harbor; and at the Washington Corrections Center for Women in Purdy, Washington and the Mission Creek Corrections Center for Women in Belfair, Washington.

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/guardian and counselors should carefully consider whether TCC in the High School appropriately meets the student's needs.

***TCC in the High School*** (TCCHS) gives a student the opportunity to take college courses at low cost in the comfort and familiarity of their high school. College in the High School is an opportunity for students who are self-motivated, responsible, and excited to get a head start on their academic career. We look forward to working with you!

Sincerely,

TCC in the High School Team

# Tacoma Community College Values, Mission, and Vision

## Our Mission

TCC creates meaningful and relevant learning, inspires greater equity, and celebrates success in our lives and our communities.

## Our Vision

Tacoma Community College is recognized as a spirited leader in emphasizing and documenting student learning. We are known for our commitment to innovation and excellence, our inclusive community, and our technology integration. We achieve this through the collective dedication and recognition of our college family and the generous support of our community.

## TCC in the High School Contact (TCCHS) List

Katie Gulliford  
Interim Dean - Math, Sciences, & Engineering  
6501 South 19th Street, Tacoma, Washington 98466  
253-566-5017; [kgulliford@tacomacc.edu](mailto:kgulliford@tacomacc.edu)

Kim Ward  
Dean - Communication & Transitional Studies  
6501 South 19th Street, Tacoma, Washington 98466  
253-566-6048; [kward@tacomacc.edu](mailto:kward@tacomacc.edu)

John Falskow  
Interim Dean - Art, Humanities, & Social Sciences  
6501 South 19th Street, Tacoma, Washington 98466  
253-460-4374; [jfalskow@tacomacc.edu](mailto:jfalskow@tacomacc.edu)

Dolores Haugen  
Director for Student Conduct, Compliance & Partnerships, Student Services Administration  
6501 South 19th Street, Tacoma, Washington 98466  
253-566-5015; [dhaugen@tacomacc.edu](mailto:dhaugen@tacomacc.edu)

Tia Pliskow  
CitHS Coordinator  
6501 South 19th Street, Tacoma, Washington 98466  
253-460-4399; [tpliskow@tacomacc.edu](mailto:tpliskow@tacomacc.edu)

Website: <http://www.tacomacc.edu/academics-programs/college-high-school/>

# COLLEGE IN THE HIGH SCHOOL

## KEY FUNCTIONS CONTACT LIST

Katie Gulliford, Interim Dean  
Math, Sciences, & Engineering  
253-566-5015

[kgulliford@tacomacc.edu](mailto:kgulliford@tacomacc.edu)

- School District Inquiries
- New Schools/Course Interest
- New Teacher Interest Forms
- Teacher Approval
- Teacher IDs
- Recruitment of TCC Mentors
- Enrollment
- Rosters
- Add/Drops/Withdraws
- Teacher Grading Details
- Departmental Trainings
- Crisis Management

Tia Pliskow  
CitHS Coordinator  
253-460-4399

[tpliskow@tacomacc.edu](mailto:tpliskow@tacomacc.edu)

- NACEP Accreditation
- Faculty Mentors
- Faculty Training
- Departmental Trainings
- Syllabi & Curriculum
- Site Visits
- Site Visit Reports
- Honorarium/Stipends
- Public Relations
- Program Assessment
- Course Evaluations
- Annual Surveys

Enrollment Services  
253-566-5015

[enrollmentservices@tacomacc.edu](mailto:enrollmentservices@tacomacc.edu)

- Enrollment
- Add/Drop/Withdraws
- Grading Issues
- Recruitment
- Special Events
- Campus Visits/Tours



# TCC in the High School – Program Overview

TCC in the High School (TCCHS) is the opportunity for high school sophomores, juniors, and seniors to be enrolled in college-level curriculum and earn college credit all within the familiarity of their high school classroom.

## Key Terms

**College in the High School Course:** A dual credit course offered on a high school campus or in a high school environment in which an eligible student is given the opportunity to earn high school credit to be awarded by a district, charter school, or tribal compact school and college credit awarded by participating institution of higher education by completing an approved college level course with a passing grade. College in the High School courses may be either academic or career and technical (vocational) education focused

**TCCHS Teachers:** High-school teachers who teach College in the High School classes hold credentials that have been approved by TCC faculty and administrators in their respective fields of study. Most high-school teachers involved with College in the High School hold master’s degrees in their areas of instruction.

**TCC Faculty Coordinators:** TCC Faculty who travel to high schools during the school year in order to evaluate the high school teacher, curriculum, and monitor student progress.

**TCCHS Students:** Students may take as many TCCHS classes per semester as offered at their high school. While enrolled in TCCHS classes, students are effectively enrolled in an on-campus TCC course. Students are held to the same [academic and behavioral standards](#) as any TCC Student.

<https://www.tacomacc.edu/about/policies/code-of-student-conduct>.

**Curriculum:** The curriculum used in TCCHS classes is the same as the curriculum in an on-campus class at TCC. Every educational department at TCC that works with TCCHS provides the high-school teachers with the syllabus, curriculum, and faculty support necessary to ensure that TCCHS students have a smooth transition from high school to college. We adhere to the [National Alliance of Concurrent Enrollment Partnership \(NACEP\) standards](#).

**Admission (Apply for Admission):** The process of applying to TCC to become a student. A student record is created and students are coded by program. Other demographic student information is collected. More information on TCC’s enrollment process can be found at the following site:

<https://www.tacomacc.edu/academics-programs/college-high-school/tccinhighschool>.

**Placement:** A process used to identify what level a student is at in terms of reading, writing, and mathematics. Placement is determined by completing the ACCUPLACER® test, taking the Smarter Balanced Assessment (SBA) as a sophomore or junior in high school, using high school transcripts, taking advanced placement exams, or taking the SAT. More information on TCC’s various placement options can be found at [https://www.tacomacc.edu/costs-admission/admission-process/course\\_placement/placement\\_testing](https://www.tacomacc.edu/costs-admission/admission-process/course_placement/placement_testing).

**Milestone:** A Milestone is a placement tool that shows through documents uploaded and information in the milestone that a student has meet a pre-requisite for a class.

**Prerequisite:** The term used for a requirement as a prior condition for enrollment in a particular course. For example, for ENGL& 101 – English Composition I, the prerequisite is “ENGL 095/ with a minimum grade of C or assessment at or above college-level reading and writing.” The student would then authorize the college to obtain their SBA score report and high school transcripts for evaluation to see if they meet the placement, or take the Placement test for reading and writing. The prerequisites for all of TCC’s courses can be found in the Tacoma Community College 2018-2019 Catalog: <https://www.tacomacc.edu/academics-programs/collegecatalog>.

**Enrollment:** The process of becoming an official TCC student on the high school teacher’s roster. For the TCCHS program it also includes payment for the TCCHS course fee.

**Transcripts:** Students may obtain copies of their official transcript in one of three ways – online, in person or by mail as outlined on Tacoma Community College’s website: <https://www.tacomacc.edu/costs-admission/transcript-request>. The first official copy of the transcript is \$5.75 and each additional copy purchased at the same time is \$1.00 each.

## Benefits

- A high-school student enrolled in TCCHS can potentially graduate high school with numerous college credits, all of which would transfer directly to Tacoma Community College and most other state colleges and universities.
- High school students experience college-level curriculum in their high school classroom.
- Students earn college credit while working toward high school graduation requirements.
- In contrast to Advanced Placement courses, you will be assured to earn college credit upon completion of course, instead of relying on test scores.
- TCCHS students have full access to TCC services while enrolled in courses. These services include (additional resources on page 89):
  - Library – on campus and online services – <http://tacomacc.libguides.com/TCCLibrary>
  - Writing and Tutoring Center (WTC) – [https://www.tacomacc.edu/academics-programs/academic-support/tutoring\\_centers/writing-tutoring-center](https://www.tacomacc.edu/academics-programs/academic-support/tutoring_centers/writing-tutoring-center)
  - Math Advising Resource Center (MARC) – [https://www.tacomacc.edu/academics-programs/academic-support/tutoring\\_centers/math\\_advising\\_resource\\_center\\_marc](https://www.tacomacc.edu/academics-programs/academic-support/tutoring_centers/math_advising_resource_center_marc)
  - Campus Visits – <https://www.tacomacc.edu/costs-admission/visitcampus>
  - Athletic Facilities - <http://www.tacomacc.edu/tcc-life/athletics>

## How Can Credits Be Used Toward a College Degree or Certificate?

Colleges and universities typically require a student to earn 90 quarter credits in a variety of courses to fulfill general requirements before the student chooses an area of concentration, or a major. Courses completed can be applied toward a degree or certificate at TCC, as well as transferred to other institutions. Depending on the institution and the program the student pursues, credits may transfer as direct equivalents to existing courses in the receiving institution, as departmental general electives, or may satisfy a prerequisite for a required course. We strongly recommend that you contact the college/university that you plan to attend and verify how these credits will be accepted.

Each of the public, four-year colleges/universities within Washington State have agreed to accept transfer credits from this program (<https://www.tacomacc.edu/areasofstudy/collegetransfer/transferguide/washington45>). However, TCC cannot guarantee whether the class(es) will meet a college/university's graduation requirements or be accepted by a specific academic department at the college/university.

Students planning to attend a private college/university (either in Washington or out-of-state) should speak to that college's/university's admission office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

Most colleges and universities provide the ability for students to view how TCC credits transfer. From the college/university home webpage type in "credit transfer equivalency" in the search field. This will generally get you to their transfer equivalency tables and guideline page.

## Student Eligibility Requirements

TCC in the High School courses are available to all Washington State high school sophomores, juniors, and seniors attending a high school where the program is currently being offered. Students must meet course prerequisites. Prerequisites can be met through a number of placement options articulated below to include scoring at college level on the ACCUPLACER<sup>®</sup> placement tests for mathematics and English courses.

### Eligibility

- Some courses require placement testing
- Must meet course prerequisites
- No GPA requirement

### Class Placement Options

- **Tacoma School District English and math classes (Transcript Review)**
  - Graduates have an opportunity to place into TCC math and English classes based on classes completed and grades earned at the high school level. *Valid within one year of graduation.*
- **Smarter Balanced Scores**
  - A score of 3 or 4 allows graduates to place into college-level math classes. *Valid within one year of graduation.*
- **Smarter Balanced Bridge Course**
  - High school graduates who have completed the Smarter Balanced Bridge Course, with a grade of B or higher, may use their grade to help with class placement at TCC.
- **Portfolio**
  - Students may submit a portfolio of writing samples to be evaluated for possible placement into ENGL& 101.
- **SAT**
  - TCC will accept SAT scores for placement purposes of college-level English and math. Students will need a Reading score of 470 or higher for ENGL& 101 and a score of 550 or above for MATH 107, 146, 147, 131, 132, 93/136 and 96/140. SAT two years old or less .

- **IB Exam**
  - TCC will accept a score of 5 or higher on the HL exam for placement into college-level math classes.
- **ACT**
  - TCC will accept an ACT score of 19 for placement into ENGL& 101. ACT two years old or less.
- **AP Exam**
  - ENGLISH: A student scoring a 3 on the composition and literature examination will receive credit for ENGL& 101. A student scoring 4 will receive credit for ENGL& 101 and ENGL& 102. A student scoring 5 will receive credit for ENGL& 101 and 102.
  - MATH: A score of 3, 4 or 5 on the AP Statistics Exam will receive five credits for MATH&146. A student scoring 3 on the calculus AB or BC examination will receive five credits for MATH& 151. A student scoring 4 or 5 may receive additional credit upon consultation with the mathematics department.
- **Testing**
  - Students who plan to take a math or English class at TCC may also take the ACCUPLACER assessment test. Your test results will help ensure that you are placed in the classes that are right for you. You will need to take the Math test if you are going to use the Articulation for Math measure.
- **Transcript Milestones**
  - See Milestone Chart.

## Student Admission and Enrollment Processes

**If you have, or unsure if you've previously applied to TCC, please verify by calling Admissions (253)-566-5325!**

Students attending high schools offering TCC in the High School courses with Tacoma Community College will have the opportunity to apply to the college and register for classes using a specialized paper application. **In October and November, 2019, a representative of the College in the High Schools program from TCC will visit each classroom and provide students with all of the relevant information about the program. All students will receive an application and enrollment packet at that time.**

**Payment:** Options for payment include online or in person via Check, Money Order or Cash at the TCC Cashier's office in Building 14 at 6501 S 19th St, Tacoma, WA 98466. Students must be sure to include their Student ID number with their payment. When you are enrolling for your class, please make note of the tuition due date.

Payment information can be found on the Student Financial Services web page:  
<https://www.tacomacc.edu/academics-programs/college-high-school/tccinhighschool>

**The cost of each credit is \$65.** 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 prices you must bring a copy of the Free & Reduced (F&R) Meal Program Award Letter with you to the enrollment period specified in the 2019-2020 College in the High School Welcome Letter for TCC to use in verifying eligibility.**

**Students whose payments are not received by the specified deadline in the 2019-2020 College in the High School Application Packet will be dropped for non-payment and will not be eligible to earn TCC credit.** Please note that a minimal student enrollment of 5 students per class must be attained. Classes with less than 5 students enrolled will not normally be eligible for TCC credit.

1. Participating high school teachers are responsible for keeping accurate course rosters and for notifying the TCCHS Coordinator immediately if a student adds or withdrawals. The TCCHS Coordinator then notifies the registrar and other pertinent college officers.
2. Students follow TCC dates and deadlines for payment when appropriate.
  - a. Students must meet the course pre-requisites or milestones of the college. Pre-requisites and milestones are available in the 2019-2020 Welcome Letter available at: <https://www.tacomacc.edu/academics-programs/college-high-school/tccinhighschool>
  - b. Students are held to the same withdrawal and payment deadlines as TCC on-campus students. The course withdrawal deadlines are available at: <https://www.tacomacc.edu/academics-programs/academiccalendar>
  - c. Students are held to the same policies and procedures as TCC on campus students. Student policies are available at: <https://www.tacomacc.edu/about/policies/>

## Student Withdrawal or Refund Request

College procedures for the refund of tuition and fees to students are consistent with state statutes.

\*Please note: The College in the High School refund schedule may not adhere to the schedule below.\*

1. A student must complete the official withdrawal procedure to receive a refund.
2. A student dismissed from the college for disciplinary reasons is not eligible for a refund.
3. Instructional days are defined as days school is in session, not including weekends and scheduled holidays.
4. Calendar days are defined as all days of the month, not just instructional days.

Refunds will be made according to the following schedule:

1. Withdrawal resulting from classes being cancelled by the college – 100%
2. Withdrawal up to the 5th instructional day of the quarter – 100%
3. Withdrawal from the 6th through the 20th calendar day of the quarter – 40%
4. Withdrawal after the 20th calendar day of the quarter – 0%

For continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80% refund for five instructional days after the course begins and a 40% refund from the 6th through the 20th calendar day.

## Grading Procedures

Tacoma Community College recognizes that different partnering high schools may have different grading scales; however, the grade that a TCCHS student receives on his/her TCC grade submission and transcript will follow TCC Grading Policy. At or near the end of each grading period, the TCCHS instructor and High School Guidance office will receive information on grade submission for TCCHS students. Grades at TCC are reported in numerical fractions to the nearest tenth. Grades may be recorded at 0.0, 0.7 - 4.0. **NOTE - 0.1 - 0.9 grades may not be assigned.**

Grade	Description	Grade Points
A	Honor	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Minimum	1.0
E	Failure to complete minimum requirement	0.0
W	Official withdrawal from course <i>Applies 11th through 55th calendar day *</i>	0.0
WI	Instructor approved withdrawal <i>Applies after 55th calendar day *</i>	0.0
V	Unofficial withdrawal <i>Student commenced attendance, then stopped attending before instructor had sufficient data to evaluate. Instructor reports last date of attendance on grade sheet.</i>	0.0
I	Incomplete (see Incomplete Grade for more detail)	0.0
S	Satisfactory (credit only, no grade point)	0.0
U	Unsatisfactory (no credit, no grade point)	0.0
N	Audit (see Course Audit for detail)	0.0
R	Repeat R beside lowest grade	0.0
Z	Unofficial withdrawal with zero attendance	0.0

## Grading and Academic Policies

As a TCC student you will need to learn and understand all the policies that could impact you as a student. Additionally, you need to fully understand the grading policies as well. The [College Catalog](#) is an excellent source of information as is the website. We strongly encourage you and your parents/guardian to review both of these as you begin your TCC experience.

TCC in the High School students are held to the same academic policies as students attending Tacoma Community College. A complete listing of academic policies can be found at <https://www.tacomacc.edu/about/policies/>

TCC expects the highest standards of academic integrity of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The College supports the faculty in setting and maintaining standards of academic integrity. Charges of violations of academic integrity are reviewed through a process that allows for student learning and impartial review. The Administrative Procedure for Academic Dishonesty policy can be found: <https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty> .

TCC Catalog: <https://www.tacomacc.edu/academics-programs/collegecatalog>

## Family Educational Rights and Privacy Act (FERPA)

Tacoma Community College follows federal guidelines (FERPA – Family Educational Rights and Privacy Act of 1974) concerning student privacy rights. Faculty will not discuss a student’s progress with anyone without the student’s written permission. Parents/guardian will not have access to student records without the student’s written permission. Parents/guardian should not contact TCC faculty on their student’s behalf. It is the student’s responsibility to ask questions.

## TCC Student Records Policy

TCC in the High School students are considered Tacoma Community College students and are entitled to all rights and responsibilities as matriculated students. More on privacy policy can be located at: <https://www.tacomacc.edu/about/policies/privacy-policy>.

## Course Offering Information, Course Fee and Additional Fees Policy

### Courses

Tacoma Community College can offer any course available in our official course catalog as long as there is an agreement between the academic department, faculty coordinators, and high school partners as well as the availability of qualified and approved high school faculty willing to offer the course as well as students meeting any course prerequisites. The current course catalog can be found: <https://www.tacomacc.edu/academics-programs/collegecatalog>.

Our current courses offered to high school partners is located in Appendix A.

## Tuition

TCC in the High School: \$65.00 per credit paid by participating students. Students participating in the Free and Reduced Meal Program are offered a reduced pricing structure (see Payment Page 14).

## Fees

Students are responsible for the fees for any placement exams required. Current costs can be found at: <http://www.tacomacc.edu/gettingstarted/theenrollmentprocess/assessyourskills/accuplacer>.

## Withdrawal Procedures

Students wishing to withdraw from a course must inform their teacher and counselor who will then complete the Course Drop Form which should be sent by email to the TCCHS Coordinator the day the student drops the course. Once notice is received by the TCCHS Coordinator from a high school representative, the email is saved and the TCCHS Coordinator files the required TCC drop from and it is delivered to the Registrar's office.

We follow the published TCC dates for fall, winter and spring quarters for payment and dropping/adding courses and make them available through your High School Instructors.

## Campus Resources & Support Services

### Tacoma Community College Bookstore

<https://www.tacomacc.edu/tcc-life/campus-services/bookstore>

Building 11 | 253-566-6085

### Access Services

[https://www.tacomacc.edu/academics-programs/academic-support/access\\_services](https://www.tacomacc.edu/academics-programs/academic-support/access_services)

Building 7 | 253-460-4438

### Information Commons (Computer Lab)

[https://www.tacomacc.edu/academics-programs/academic-support/elearning/information\\_commons](https://www.tacomacc.edu/academics-programs/academic-support/elearning/information_commons)

Information Technology Building 16 | 253-566-5176

TCC is committed to providing state of the art computing facilities and consultation. Please see website for hours of operation.

### Enrollment Services

<https://www.tacomacc.edu/directory/departments/enrollment-services>

Building 7 | 253-566-6042

Pay applicable lab fees, TCC transcripts, grade changes, Name/Address changes/FERPA

## Math Advising Resource Center (MARC) – Math Tutors

<https://www.tacomacc.edu/directory/departments/enrollment-services>

Building 19 RM 22 | 253-566-5145

## Writing and Tutoring Center (WTC) – Math, Science, & English Tutors

[https://www.tacomacc.edu/academics-programs/academic-support/tutoring\\_centers/writing-tutoring-center](https://www.tacomacc.edu/academics-programs/academic-support/tutoring_centers/writing-tutoring-center)

Building 7 RM 221 | 253-566-6032

## Career Center

[https://www.tacomacc.edu/tcc-life/career\\_center](https://www.tacomacc.edu/tcc-life/career_center)

Building 7 | 253-566-6091

TCC's Career Center will help you with creating resumes, improving interview skills and finding a job or an internship opportunity

## TCC in the High School Program Recap

Program	Benefits	Things to Consider
<p><b>TCC in the High School Concurrent Enrollment allows high school sophomores/juniors/seniors to take college courses at their local high school for college credit.</b></p>	<ul style="list-style-type: none"> <li>▪ Reduced tuition cost (38%)</li> <li>▪ Potential to graduate high school with numerous college credits</li> <li>▪ Experience college-level curriculum within the comfort and familiarity of the high school classroom</li> <li>▪ Classes taught by qualified teachers approved by TCC faculty and administrators in their field;</li> <li>▪ Gain confidence and earn college credit while completing high school graduation requirements</li> <li>▪ Testing is not required to earn credit.</li> </ul>	<ul style="list-style-type: none"> <li>▪ You can take as many classes as possible.</li> <li>▪ Grades in college courses become a part of the student's permanent high school and college records.</li> </ul>

## Appendix A: Possible College in the High School Course Offerings

English 101 – Composition I

English 102 – Composition II: Argument and Persuasion

English 103 – Composition III: Writing About Literature

Math 151 – Calculus I

Math 152 – Calculus II

Math 153 – Calculus III

Biology 175 – Anatomy and Physiology

EXPL 200 - Internship

# Appendix B: Milestones

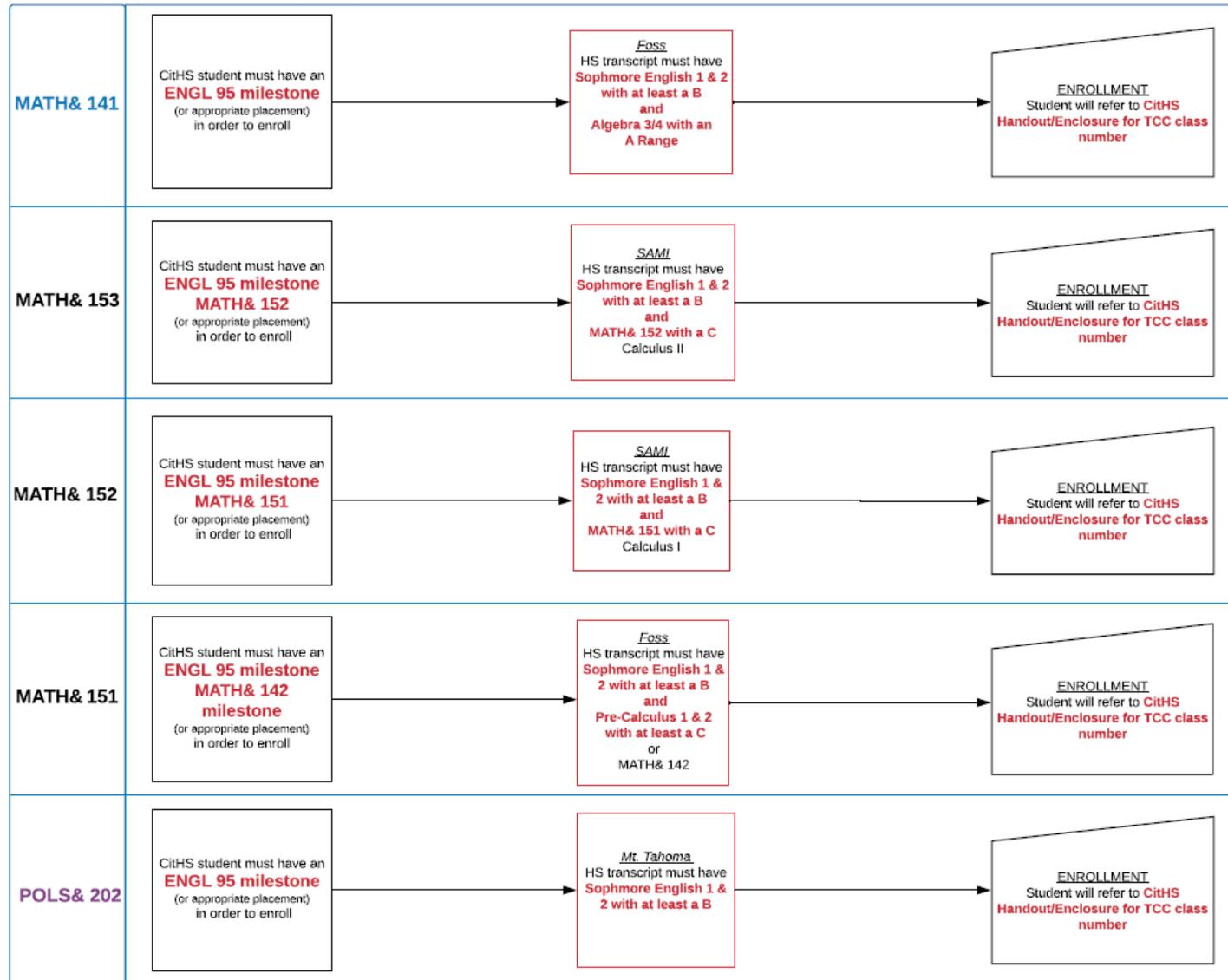
MILESTONES - FALL 2018 (2187)

CitHS | September 5, 2018

<p><b>ENGL &amp; 101</b></p>	<p>CitHS student must have an <b>ENGL 95 milestone</b> in order to enroll</p>	<p><i>SAMI-SOTA</i> HS transcript must have <b>Sophomore English 1 &amp; 2</b> with at least a <b>B</b></p>	<p><b>ENROLLMENT</b> Student will refer to <b>CitHS Handout/Enclosure</b> for TCC class number</p>
<p><b>ENGL &amp; 102</b></p>	<p>CitHS student must have an <b>ENGL &amp; 101 milestone</b> in order to enroll</p>	<p><i>SAMI-SOTA</i> HS transcript must have <b>ENGL &amp; 101</b> with at least a <b>C</b></p>	<p><b>ENROLLMENT</b> Student will refer to <b>CitHS Handout/Enclosure</b> for TCC class number</p>
<p><b>BIOL 125</b></p>	<p>CitHS student must have an <b>ENGL 95 milestone</b> and <b>MATH 90 milestone</b> in order to enroll</p>	<p><i>SAMI</i> HS transcript must have <b>Sophomore English 1 &amp; 2</b> with at least a <b>B</b> and <b>Algebra 1&amp;2 (TPS &amp; UPSD)</b> with a <b>C</b> and <b>Algebra 1 (PSD)</b> with a <b>C</b></p>	<p><b>ENROLLMENT</b> Student will refer to <b>CitHS Handout/Enclosure</b> for TCC class number</p>
<p><b>BIOL &amp; 175</b></p>	<p>CitHS student must have an <b>ENGL 95 milestone</b> and <b>MATH 90 milestone</b> in order to enroll</p>	<p><i>SAMI-SOTA</i> HS transcript must have <b>Sophomore English 1 &amp; 2</b> with at least a <b>B</b> and <b>Algebra 1&amp;2 (TPS &amp; UPSD)</b> with a <b>C</b> and <b>Algebra 1 (PSD)</b> with a <b>C</b></p>	<p><b>ENROLLMENT</b> Student will refer to <b>CitHS Handout/Enclosure</b> for TCC class number</p>
<p><b>HIST &amp; 148</b></p>	<p>CitHS student must have an <b>ENGL 95 milestone</b> in order to enroll</p>	<p><i>Mt. Tahoma</i> HS transcript must have <b>Sophomore English 1 &amp; 2</b> with at least a <b>B</b></p>	<p><b>ENROLLMENT</b> Student will refer to <b>CitHS Handout/Enclosure</b> for TCC class number</p>

MILESTONES - FALL 2018 (2187)

CitHS | September 5, 2018



## Appendix C: Student Resource Access Letter

Tia Pliskow, College in the High School Coordinator

6501 S. 19<sup>th</sup> St.

Tacoma, WA 98466

September, 2019

Dear College in the High School Student,

Welcome to Tacoma Community College! We are glad that you have chosen to begin your college career with us and hope you are enjoying your classes. As a College in the High School student, you are considered to have the same status as any student enrolled and attending classes on the TCC campus. As such, you have access to any and all support services offered to all on-campus students. These include the TCC library (Building 7), the Writing and Tutoring Center (WTC in Building 7, 2<sup>nd</sup> floor), the Math Advising Resource Center (MARC in Building 19 Room 22), the Business Education Center (BEC in Building 16 Room 308), the Career Center (Building 7), as well as any athletic facilities. Please do not hesitate to utilize these services, or to reach out to us with any further questions.

Sincerely,

Tia Pliskow

College in the High School Coordinator