

Dear Students, Parents, or Guardians,

Welcome to Tacoma Community College's (TCC) 2019-2020 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 2019-2020 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 prerequisites in order to take the course. Please follow the steps below to apply and enroll.

STEP 1: The Application and Enrollment Process

Applying and enrolling in a College in the High School class is simple! A representative from TCC will visit the CitHS eligible high school classes that are part of the program. There will be an application form (for application to TCC) as well as a Welcome Letter that is specific to your high school. You will need to select the CitHS course(s) on the Welcome Letter. If you are not already an admitted TCC student, you will also need to fill out the application.

Important items to also include in the application are:

- Proof of Placement (Unofficial Transcript)
- Smarter Balanced Scores (if applicable)
- ACT / SAT scores (if applicable)
- Copy of Free & Reduced Meal Program Award Letter (if applicable)

Once we have these documents, we will ensure you are enrolled as a TCC student and that you are enrolled in the correct class(es).

STEP 2: Payment

Once we have your application, chosen classes on the Welcome Letter, and documentation regarding prerequisites, we will enroll you in the college. You will then receive an email that welcomes you to TCC and outlines how to pay tuition. **The cost of each credit is \$65 which is a 38% savings from the regular tuition.**

Furthermore, 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 attach a copy of the Free & Reduced (F&R) Meal Program Award Letter to the application. Alternatively, you can email a scanned copy to Katie Gulliford (kgulliford@tacomacc.edu).



Tuition can be paid in person (Cashier's Office in Building 14), online through ctcLink, or by mail. TCC accepts cash, money orders, cashier's checks, and personal checks.

Tuition for Winter quarter classes will be due on Thursday, December 12. Drop for non-payment will occur on Friday, December 27.

Tuition for Spring quarter classes will be due on Thursday, March 12. Drop for non-payment will occur on Friday, March 27.

Thank you.

Katie M. Gulliford (Signed Electronically)

Katie M. Gulliford

Tacoma Community College

Interim Dean for Math, Sciences & Engineering

TCC College in the High School Coordinator

P: 253-566-5017

Email: kgulliford@tacomacc.edu

TCC Course	TPS Course Title	Course #	TCC Prerequisite	HS Semester offered	TCC Quarter Students Enroll	TPS Faculty	TCC Faculty Coordinator
BIOL& 175: Human Biology w/ Lab (5 credits; \$325)	Anatomy & Physiology		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	Spring Quarter Orientation/ Enrollment Period 2	Kristina Lewin (SOTA) klewin@Tacoma.K12.Wa.US Michael Hagmann (SOTA) (tentative) mhagman@Tacoma.K12.Wa.US	Pattie Green
MATH& 151: Calculus I (5 credits; \$325)	Calculus 1		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	Winter Quarter Orientation/ Enrollment Period 1	Tim Chalberg (SAMI) tchalbe@tacoma.k12.wa.us Peter Rutter (IDEA) prutter@tacoma.k12.wa.us	Jared Abwawo

MATH& 152: Calculus II (5 credits; \$325)	Calculus 2		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	Spring Quarter Orientation / Enrollment Period 2	Tim Chalberg (SAMI) tchalbe@tacoma.k12.wa.us	Jared Abwawo
MATH& 153: Calculus III (5 credits; \$325)	Calculus 3 / 4		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	Spring Quarter Orientation / Enrollment Period 2	Tim Chalberg (SAMI) tchalbe@tacoma.k12.wa.us	Jared Abwawo
ENGL& 101: English Composition I (5 credits; \$325)	Junior / Senior English		ENGL/ 095 with a minimum grade of C or assessment at or above college-level reading and writing.	Full-year course	Spring Quarter Orientation / Enrollment Period 2	Kristen Orlando (SAMI) korland@tacoma.k12.wa.us Mary DeWine (SAMI) mdewine@tacomacc.edu	Ken Fox
ENGL& 102: Composition II: Argument & Persuasion (5 credits; \$325)	Junior / Senior English		ENGL& 101 with a minimum of a C.	Full-year course	Spring Quarter Orientation / Enrollment Period 2	Brian Regimbal (SOTA) bregimb@tacoma.k12.wa.us Laurie Fisher Woodward (SOTA) lwoodwa@tacoma.k12.wa.us	Ken Fox

ENGL& 103: Composition III: Writing About Literature (5 credits; \$325)	Junior / Senior English		ENGL& 101 with a minimum of a C.	Full-year course	Spring Quarter Orientation / Enrollment Period 2	Brian Scannell (SOTA) bscanne@tacoma.k12.wa.u s Melissa Moffett (IDEA) mmoffet@tacoma.k12.wa.u s Dave Mylet (IDEA) dmylet@tacoma.k12.wa.us	Ken Fox
EXPLR 200: Community Learning (3 credits; \$195)	Internship			Second semester	Spring Quarter Orientation / Enrollment Period 2	Brady Bekker (All TPS) bbekker@tacoma.k12.wa.u s	Natalie Wilkerson