



# Business Practices Guidance for College in the High School

## CiHS Contacts

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**\*Important Note:** The guidelines and procedures outlined in this document apply exclusively to currently active College in the High School programs. Colleges interested in initiating a College in the High School offering should reach out to Stephanie Rock, Policy Associate, Student Services & K-12 Alignment at [srock@sbctc.edu](mailto:srock@sbctc.edu).

Table of Contents

**Business Practice Guidance for College in the High School1**

**CiHS Contacts2**

**Table of Contents3**

**Background4**

Purpose4

History4

Current Challenges5

Proposed Solutions6

**Allocation and Legislative Reporting7**

Legislative and Allocation Reporting Dates7

College Data Review Timeline7

Quarterly Data Review Timeline8

Annual Data Review Timeline8

**Business Process for College in the High School Programs9**

Admissions Application Process9

Admit Type Details9

Academic Plan Details9

College Action Required9

Submission of Admissions Application (OAAP)9

Admissions Application Review10

CiHS Residency Information11

Required Coding Elements11

Course Grading Setup12

Course Setup12

Course Location13

Instructor Information14

Resources………………………………………………………………………………………………………………………..14

Grading…...………………………………………………………………………………………………………………………..14 Enrollment Process (class registration)15

Census Date and Enrollment15

Student Self-Enrollment Process15

College Staff Enrollment Process for Students16

Data Related Resources17

Resources18

## Background

### Purpose

* To support legislative mandates and streamline college business processes across the system related to the College in the High School program.

### History

* College in the High School (CiHS) is a concurrent enrollment program offered by some Washington public and private institutions (4-year universities, community and technical colleges).
  + Who can enroll?
    - 9-12th grade students can earn college credit during high school.
    - Prior to enrollment, students must meet any course or program prerequisites.
* Additional Program Information
  + College courses offered at high school are the same as those offered at the sponsoring community or technical college campus.
  + CiHS courses are of the same quality and rigor as college level classes.
  + Students are held to the same standards of achievement as students in on-campus courses.
  + A CiHS program may include a single or multiple college courses.
* Benefits
  + Students may enroll in one or more CiHS courses while never leaving their high school campus.
  + Students earn college credit while still in high school.
* Accountability and Accreditation
  + Washington statute requires all higher education institutions that offer CiHS courses in the state to be [nationally accredited](https://www.nacep.org/accreditation/) by the 2027-28 academic year.
  + All institutions offering a CiHS course in Washington must be reviewed by the CiHS Standards Report Review Committee established in Washington Administrative Code.
* Funding Model
  + The passage of [2SSB 5048](https://lawfilesext.leg.wa.gov/biennium/2023-24/Pdf/Bills/Session%20Laws/Senate/5048-S2.SL.pdf?q=20241120081547) in 2023 eliminated fee costs for students enrolled at public high schools.
  + Colleges now receive reimbursement based on course enrollment in the prior academic year.
  + $300 per student for each CiHS course.
  + Maximum rate of $3,500 per CiHS course administered by a community or technical college.
  + The maximum rate receives an annual inflation adjustment.
* For the [2SSB5048](https://lawfilesext.leg.wa.gov/biennium/2023-24/Pdf/Bills/Session%20Laws/Senate/5048-S2.SL.pdf?q=20241120081547) legislative and allocation reporting it is necessary to report College in the High School (CiHS) enrollments by:
  + college
  + high school that is offering the college course
  + high school instructor teaching the course
  + school district connected with high school offering the course
  + college term/quarter
  + course (subject and course number)
* It is also necessary to identify whether CiHS enrollment occurred at a public high school, where enrollments are funded through allocation, or a private high school, which does not generate allocation.
* Legislative and allocation reporting that occurred immediately following the implementation of [2SSB5048](https://lawfilesext.leg.wa.gov/biennium/2023-24/Pdf/Bills/Session%20Laws/Senate/5048-S2.SL.pdf?q=20241120081547) revealed gaps in CiHS data quality and business processes. SBCTC worked with colleges to issue requested guidance in the form of this document. The processes developed support collaborative efforts between community and technical college and SBCTC staff to efficiently fulfill the program’s legislatively mandated reporting requirements.

### Current Challenges

The following challenges include:

* Different processes exist system wide for the administration of the College in the High School program, including but not limited to how the following information is gathered: student information, instructor information, and course information.
* Obtaining necessary data elements for reporting to the legislature and the Office of Financial Management (OFM) has required significant effort and manual processes that are labor intensive and prone to error. This has included requesting and compiling high school, school district, high school instructor, a public/private indicator, and enrollment checks from community and technical colleges for each CiHS section.
* General clean up for reporting mandates and consistent business practices.

### Proposed Solutions

The following solutions are proposed to remedy the current challenges. These solutions will be in place by Fall 2025.

* Create an Online Admission Application Portal (OAAP) admit type for CiHS. All colleges offering a College in the High School (CiHS) program will be required to use the OAAP for all CiHS admissions.
* Create a CiHS Plan Code under the Non-Award Seeking Academic Program.
* Colleges will assign a SBCTC-defined location code to each CiHS section, indicating the high school or skills center that is contracted for instruction.
* Provide a consistent way to add instructors into ctcLink.
* Provide consistency in class building processes with specific course attributes (SCHS).
* Provide census date information and guidance on enrollment best practices.
* Provide a timeline and best practices for legislative reporting requirements.
* Share applicable queries and resources to support CiHS programs.
* Develop a guidance document for information sharing and consistency in data entry (this document).

## 

## Allocation and Legislative Reporting

In mid-July, after spring enrollment is released, SBCTC begins preparing data for the CiHS legislative report and allocation report. Colleges may be asked by SBCTC staff to fill in missing required data elements (high school instructor, high school name, private high school (y/n), high school district).

For reporting, SBCTC identifies CiHS enrollment from the Data Warehouse that has met census date and coding requirements. **Enrollment in ctcLink that does not meet the requirements to be recorded in the Data Warehouse will not be reported for allocation.** Colleges are responsible for verifying that enrollment has been processed and all enrollment exceptions have been resolved before the end of term Data Warehouse snapshot deadline.

Common reasons enrollment appears in ctcLink but not in the Data Warehouse include:

* Missed coding - no SCHS course attribute [See Required Coding Elements](#_Required_Coding_Elements)
* Enrollment exceptions - these may be identified with QARS reports:
  + Class FTE exceptions - missing fund source, missing census date, etc.
  + Student FTE exceptions - missing plan stack or enrolled after census
* Enrollment transactions processed after the quarterly Data Warehouse snapshot.
  + Enrollment transactions that are processed after the snapshot date are not added to the data warehouse.
  + Drops that occur after the Data Warehouse snapshot are not removed from countable enrollments.
  + Backdating will not change enrollment counts in the data warehouse when processed after the snapshot. See the [Data Warehouse Snapshot Schedule](https://www.sbctc.edu/colleges-staff/data-services/data-warehouse-documentation).

### Legislative and Allocation Reporting Dates:

* Legislative Report submitted by Sept 1 annually.
* SBCTC submits an allocation report to the Office of Financial Management by Oct 15 annually.
* Disbursement: Colleges receive allocation for the prior academic year in January/February.

### College Data Review Timeline:

To support capturing accurate data for legislative and allocation reporting, the following timeline for data review will be implemented.

#### Quarterly Data Review Timeline:

* 1-month prior to quarterly enrollment snapshot colleges are responsible for:
  + Verifying the SCHS attribute is added to each intended CiHS section and is not attached to any sections that are not CiHS.
  + Using QARS error reports to identify and resolve enrollment exceptions.
  + Verifying that CiHS enrollment matches expected enrollment figures.
  + Correcting any enrollment transactions that have not occurred by the class census date.

#### Annual Data Review Timeline:

* In mid-to-late July SBCTC will provide colleges with annual CiHS enrollment data for review. Colleges are asked to review and provide any required data elements that are missing within a 1-week period.

## 

## Business Process for College in the High School Programs:

### Admissions Application Process

Beginning Fall 2025, a “College in the High School” (CiHS) admit type will be available in the Online Admissions Application Portal (OAAP) for colleges offering CiHS programs. In addition, a dedicated CiHS Academic Plan has been configured for colleges under the Non-Award Seeking program and will be available for students to select in OAAP. All colleges participating in the CiHS program will be required to use the OAAP for all CiHS admissions.

#### Admit Type Details

* Admit Type Code: CHS
* Admit Type Description: College in the High School

#### Academic Plan Details

* Academic Program: Non-Award Seeking
* Academic Plan Description: College in the High School
* Short Description: 0\_CHS

#### College Action Required

Colleges with new CiHS programs active after Fall 2025 must:

* [Submit a ctcLink Support Ticket](https://ctclinkreferencecenter.ctclink.us/m/67010/l/1211427-how-to-submit-a-ctclink-support-ticket) to enable the CiHS admit type before they can admit students to a CiHS program. This will require approximately two weeks advance notice.
* [Submit a ctcLink Support Ticket](https://ctclinkreferencecenter.ctclink.us/m/67010/l/1211427-how-to-submit-a-ctclink-support-ticket) to enable the CiHS program plan for use in the OAAP. This will require approximately two weeks advance notice.

#### Submission of Admissions Application (OAAP)

Students will submit their applications via the Online Admissions Application Portal (OAAP) to the college who offers the College in the High School course(s).

* The student should select the following values in OAAP:
  + Admit Type: Select “College in the High School” (CHS)
  + Program: Select “Non-Award Seeking” (NOAWS)
  + Plan: Select “College in the High School” (NASCHS)
* A student admitted to the college and planning to take both Running Start and College in the High School courses in the same term are instructed to admit through the Running Start admit type. Colleges are advised to create a dual credit program request form and process to place the appropriate Running Start student group and the College in the High School student group on a student enrolled in both programs.
* For a student who has already completed an OAAP for Running Start and would like to enroll in College in the High School course(s), colleges are advised to create a dual credit program request form and process to place the CiHS student group on a student.
* QRG Resources for Submitting Applications: [Online Admissions Portal - Student](https://ctclinkreferencecenter.ctclink.us/m/79544/c/346152)
* OAAP will send an automated email to students who successfully submit an application, confirming their application has been received. This email is sent to the email address the student used to create their OAAP Account.
* If their application was not suspended in ctcLink, the applicant can view their ctcLink ID by reviewing their submitted application in OAAP.
* If the application was suspended in ctcLink, the applicant will see XXXXXXXXX rather than a numerical ID number. The college will need to complete Suspense Management in ctcLink. QRG Resource: [9.2 OAAP Suspense Management](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1975067-oaap-suspense-management)
* If the applicant already was issued a ctcLink ID at any college before they submitted their College in the High School application, some bio/demographic information may not have been updated by the system (i.e. email). Run the OAAP Application Report to view what information the student provided on their application. QRG Resource: [OAAP Application Report](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1379930-oaap-application-report)

#### Admissions Application Review

Admissions applications that are in the “College in the High School” plan should be validated with program staff to confirm the student’s correct admit term.

To find submitted applications, colleges should run the admissions query and can filter by

the College in the High School admit type or plan code. QRG Resource: [9.2 Running Admissions Query](https://ctclinkreferencecenter.ctclink.us/m/79544/l/925069-9-2-running-admissions-query)

If the student indicated their high school was not listed as an option in OAAP, college staff can search ctcLink for the applicable External Organization and update the student’s global External Education page as needed. External Education is where the student’s prior academic history is stored. QRG Resource: [Entering External Education Information (Fluid)](https://ctclinkreferencecenter.ctclink.us/m/88854/l/1103481-entering-external-education-information-fluid)

Once staff matriculate the applicant into a student, updating the academic plan as needed, the admissions process is complete. Students should be matriculated to a date on or before the start date of their first term (a.k.a. Admit Term).

* QRG Resources:
  + [9.2 OAAP Suspense Management](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1975067-oaap-suspense-management)
  + [9.2 Matriculating an Applicant into a Student](https://ctclinkreferencecenter.ctclink.us/m/88854/l/1974858-matriculating-an-applicant-into-a-student)
  + [9.2 Move an Admit Term after Matriculation](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1446047-9-2-move-an-admit-term-after-matriculation)
  + [9.2 Unmatriculating a Student into an Applicant](https://ctclinkreferencecenter.ctclink.us/m/79544/l/925099-9-2-unmatriculating-a-student-into-an-applicant)
  + [Maintaining Applications: Program/Plan & Admit Term Updates Before](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1911724-maintaining-applications-program-plan-admit-term-updates)
* Colleges can send a specific admissions letter to students, as a welcome letter

providing further information on “next steps”.

* QRG Resources:
  + [Admission Acceptance Letter](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1007931-admission-acceptance-letter)
  + [9.2 Admissions Letter Recurrence Setup](https://ctclinkreferencecenter.ctclink.us/m/79544/l/1282835-9-2-admissions-letter-recurrence-setup)

#### CiHS Residency Information

As of September 1, 2023, under SB 5048, colleges may not charge fees for College in the High School (CiHS) students. Public institutions of higher education must offer enrollment and registration in eligible CiHS courses at **no cost** to students in 10th, 11th, or 12th grade who attend Washington public high schools.

However, CiHS students who enroll in **non-CiHS courses** **may be charged tuition**. When CiHS students apply to your college via OAAP, they are not asked residency questions. As a result, their residency status in ctcLink will likely appear as “Undetermined.” If a student enrolls in non-CiHS classes, you may need to update their residency classification accordingly. The three residency statuses in ctcLink are:

1. In-State
2. Out-of-State
3. Undetermined

QRG Resource: [Entering Residency](https://ctclinkreferencecenter.ctclink.us/a/1015331)

#### Required Coding Elements

Classes must be coded with the following:

* Course attribute SCHS
* Course attribute SFND with a value of “4” - see [SBCTC Student & Course Coding Manual](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/sbctc-student-and-course-coding-manual.pdf)
* Course attribute SNCF - if instruction is external - [see Instructor Information](#_heading=h.6ubjzwojcv9s)
* Class location from the High School LOCATION Code Workbook - [see Class Location](#_heading=h.rayevyrrcn8k)

Students may be coded with the SCHS student group to identify and track students who have fulfilled local requirements to enroll in a CiHS class during the term (for example, applied using the CiHS admit type or a student who was previously admitted and submits a form indicating their intent to enroll in a CiHS class). **Note: For reporting purposes, SBCTC identifies CiHS students *when enrolled in a CiHS class (SCHS course attribute)*, NOT by the SCHS student group.** - see [SBCTC Student & Course Coding Manual](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/sbctc-student-and-course-coding-manual.pdf)

Students who are exclusively enrolled in College in the High School must be associated with ACAD\_PLAN “NASCHS”. This ACAD\_PLAN is mapped to Intent L in the Data Warehouse. - see [SBCTC Student & Course Coding Manual](https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/sbctc-student-and-course-coding-manual.pdf)

* Colleges need to activate and deactivate the SCHS universal student group individually or with batch processes.
  + QRG Resources:
    - [9.2 Add, Inactivate and View Student Groups](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1011279-add-inactivate-and-view-student-groups)
    - [9.2 Batch Activating and Batch Inactivating Student Groups](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1369708-9-2-batch-activating-and-batch-inactivating-student-groups)
* If the student is no longer in College in the High School and is:
  + Not continuing at your college, discontinue the College in the High School Student Program/Plan stack and inactivate the SCHS student group.
    - QRG Resources:
      * [Maintaining Student Program/Plan Stacks](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1023073-maintaining-student-program-plan-stacks)
      * [Discontinue Student Program/Plans in Batch (Batch DISC Process)](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1229913-discontinue-student-program-plans-in-batch-batch-disc-process)
  + Continuing at your college in a different plan, update the student’s Student Program/Plan stack and inactivate the SCHS student group.
    - QRG Resource:
      * [Maintaining Student Program/Plan Stacks](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1023073-maintaining-student-program-plan-stacks)

### Course & Grading Setup

#### Course Setup

* Session 1 will be used for all CiHS courses; the census date is the 10th day of the college quarter. Colleges could impose enrollment deadlines earlier than the census dates.
* Aligning high school 1 & 2 semester courses with the college quarter system:
  + Students taking 1st Semester courses where grades are submitted at the end of the 1st semester will be enrolled winter quarter in ctcLink.
  + Students taking 2nd semester courses where grades are submitted at the end of the 2nd semester will be enrolled spring quarter in ctcLink.

**Important Note: Guidance on students taking full-year courses will be determined after the** [**CiHS Guidance Document Q&A Webinar**](https://us02web.zoom.us/j/81843959817?pwd=800VzeOIb0D9it6pULwwLtLtdEGvB1.1&from=addon) **scheduled for October 20th, 2025 2:30pm-3:30pm. All are encouraged to attend. The webinar will also be an opportunity to provide feedback and ask questions about this document in its entirety.**

* Instructor must be added to the class/course ([see Instructor Information section](#_heading=h.6ubjzwojcv9s))
* QRG Resources:
  + [Curriculum Management QRGs](https://ctclinkreferencecenter.ctclink.us/m/88854/c/295522)
  + [Faculty Workload QRGs](https://ctclinkreferencecenter.ctclink.us/m/79430)

#### Course Location

SBCTC staff have created a **High School LOCATION Code Workbook** based on the official list of high schools published on OSPI’s website. Each LOCATION code corresponds to an OSPI School Code. Private High Schools are not included in the OSPI list so a “dummy” School Code / LOCATION code starting with “P” has been included in the listing for private high schools that participated in CiHS in 2022-23, 2023-24, or 2024-25. Public high schools that operate as a cooperative between two school districts are also assigned a “dummy” School Code / LOCATION. Cooperative high school codes start with “C”.

Colleges will be asked to:

* Identify their CiHS high school partners from the OSPI list.
* Configure the global LOCATION codes for use starting **Fall Quarter 2025**.
* Submit a CS support ticket to add the locations to the Campus Table to be available for building courses or scheduling courses.
* Apply the appropriate LOCATION code to all CiHS courses.

Colleges must assign the appropriate location code **to each CiHS section** to identify the contracted high school or skills center where the course is offered. See the following page in the ctcLink Reference Center for steps to configure location codes:

* [Adding Locations to the Campus Table](https://ctclinkreferencecenter.ctclink.us/m/79542/l/924985-adding-locations-to-the-campus-table)

Colleges need to only configure the new LOCATION codes for the High Schools they partner with. Colleges need not configure all LOCATION codes included in the workbook. Some colleges may have already configured LOCATION codes for certain high schools that do not match the OSPI School Codes. Moving forward, colleges must use the **global high school LOCATION codes** for all CiHS courses (i.e., those with the course attribute **SCHS**).

When selecting the correct global LOCATION code, please verify the high school’s address. Some schools may have the same or similar names but belong to different cities or school districts. Additionally, pay special attention to schools that operate a cooperative high school. These institutions typically have a hyphenated name, such as Gar-Pal High School or Wilbur-Creston High School.

SBCTC will maintain the list of global OSPI high school codes on the [**CiHS page**](https://www.sbctc.edu/colleges-staff/programs-services/college-in-high-school/) of the SBCTC website, under the section titled *“Resources.”*

If a CiHS course is scheduled with a public or private high school **not found in the global list**, please contact Data Services at [dataservices@sbctc.edu](mailto:dataservices@sbctc.edu) for assistance in selecting the correct global LOCATION code or requesting a new code if needed.

#### Instructor Information

Colleges are required to formally identify high school instructors for College in the High School courses, including those taught by external instructors who are not college faculty. To meet reporting needs, if high school instructors are not college faculty, use the PeopleSoft Person of Interest (POI) functionality. This approach requires only minimal information to be configured in ctcLink, as the external instructors are not on the college payroll or on campus.

An External Instructor is defined as:

*External Instructors are not employees of a Washington state Community and Technical College and are engaged to perform instruction for programs such as “College in the High School” where the instruction occurs at a high school. For Faculty coding information see SBCTC Student & Course Coding Manual under College in the High School.* ([SCTC Policy Manual Chapter 2.35 Classification of Employees](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-2.aspx))

Beginning Fall 2025, follow the below steps to add an external instructor to a course.

1. Establish the external instructor as a Person of Interest (POI) in Human Capital Management (HCM) assigned to the global External Instructor Job Code “999999”.
2. Add the instructor to the Instructor/Advisor Table in Campus Solutions (CS).
3. Assign the instructor to the relevant course in CS.

##### Resources:

* [Adding an External Instructor/Person of Interest (POI) in HCM](https://ctclinkreferencecenter.ctclink.us/m/79718/l/1970154-adding-an-external-instructor-person-of-interest-poi-in-hcm?token=_SA5zqjPfiCW6v6Kx2YrEVQ70ZTFKZH4)
* [Adding an External Instructor/Person of Interest (POI) in Campus Solutions](https://ctclinkreferencecenter.ctclink.us/m/79430/l/1966739-adding-an-external-instructor-person-of-interest-poi-in-campus-solutions)
* [SBCTC Policy Manual – Chapter 2: Faculty and Staff Personnel](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-2.aspx)
* [SBCTC Student and Course Coding Manual](https://www.sbctc.edu/colleges-staff/data-services/coding-and-reporting-guidelines)

##### Grading

Grades must be submitted at the end of each quarter. In the event grades cannot be submitted at the end of the quarter – for example a year-long CiHS class where students are registered in winter quarter and final grades are not available until the end of spring quarter – grades must be submitted when reporting spring quarter grades. This action supports SBCTC in being able to report accurate course success rates as required in the legislative report.

All grades for the academic year must be posted by the spring quarter Data Warehouse Transcripts and Completions snapshot. See the snapshot schedule on the [Data Warehouse Documentation](https://www.sbctc.edu/colleges-staff/data-services/data-warehouse-documentation) site.

* Enter Grades in ctcLink
  + QRG Resources:
    - [Grade Rosters and Grading](https://ctclinkreferencecenter.ctclink.us/m/79555/l/927753-grade-rosters-and-grading)

### Enrollment Process (class registration)

Before enrolling in classes, students must be term activated in the appropriate program plan stack. Students pursuing exclusively College in the High School must be in the CiHS-specific plan. Students pursuing multiple dual-enrollment programs may be in a plan stack indicating their primary educational goal.

* QRG Resources:
  + [Term Activate an Individual Student](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1022015-term-activate-an-individual-student)
  + [Term Activation Batch Setup](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1474477-term-activation-batch-setup)
  + [Running Batch Term Activation](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1010254-running-batch-term-activation)
  + [9.2 Term Activate a Student after the Term Begin Date](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1584951-9-2-term-activate-a-student-after-the-term-begin-date)

#### Census Date and Enrollment

College in the High School enrollments must be recorded and any coding errors resolved prior to the end of the college’s term end date for successful inclusion in the SBCTC Data Warehouse.

See the [Data Services Data Warehouse page](https://www.sbctc.edu/colleges-staff/data-services/data-warehouse-documentation) on the SBCTC website for the snapshot schedule and Quality Assurance Reporting System (QARS) documentation.

#### Student Self-Enrollment Process

* Students will log into ctcLink and enroll for College in the High School courses.
* Staff can give the catalog number to the student to enroll.
* To limit who can enroll in a CiHS course, consider the following options:
  + Colleges add the SCHS student group to class enrollment requisites so that only CiHS students may enroll in a CiHS course.
  + On the Maintain Schedule of Classes, CiHS courses have the “Schedule Print” box unchecked. Colleges provide the class number to the student to search with and enroll.
  + Colleges require permission codes for the CiHS course and provide these to the students.
  + QRG Resources:
    - [Class Permissions](https://ctclinkreferencecenter.ctclink.us/m/79555/c/308990)
    - [Define Student Groups for Requisite](https://ctclinkreferencecenter.ctclink.us/m/79555/l/927741-defining-student-groups-for-requisite)
    - [Maintain Schedule of Classes](https://ctclinkreferencecenter.ctclink.us/m/88854/l/1103501-maintain-schedule-of-classes-fluid)

#### College Staff Enrollment Process for Students

College staff must follow the college’s written enrollment procedures and all policies in the [SBCTC Policy Manual Chapter 5 Enrollment Reporting and Tuition and Fees](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5). Colleges who process registration on behalf of students must obtain dated documentation in electronic or written form of each student’s request to enroll in their CiHS course(s). Colleges may use an electronic or printed enrollment form.

Enrollment transactions processed after the census date must be backdated under allowable exceptions in the [SBCTC Policy Manual Chapter 5.50](https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-5) to be countable for reporting. Maintain documentation in case of an audit.

In addition to meeting the census deadline, all enrollment transactions (adds or drops) must be processed *before* the end of term Data Warehouse snapshot.

* Processing Individual Enrollments - QRG Resources:
  + [Quick Enroll a Student](https://ctclinkreferencecenter.ctclink.us/m/79558/l/977814-quick-enroll-a-student)
  + [Entering Enrollment Requests](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1021064-9-2-entering-enrollment-requests) 
    - Note: If the student was enrolled in CiHS classes under the wrong plan, colleges will need to fix this.
      * See QRG Resource:
        + [Fix Enrollment Attached to the Wrong Program.](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1498077-9-2-fix-enrollment-attached-to-the-wrong-program)
* Processing Batch Enrollments – QRG Resources:
  + [9.2 Defining Student Enrollment Blocks](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1020917-9-2-defining-student-enrollment-blocks)
  + [9.2 Defining Class Enrollment Blocks](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1020716-9-2-defining-class-enrollment-blocks)
  + [Processing Block Enrollments](https://ctclinkreferencecenter.ctclink.us/m/79558/l/1021820-processing-block-enrollments)

## Data Related Resources

Available CiHS ctcLink queries:

* QCS\_SR\_CHS\_ENRLMNTS
  + This query returns each CiHS student enrolled in each CiHS class (Course Attribute = SCHS) during the selected term with their enrollment status, program/plan, high school collected at admissions, class location code of the high school, funding source, contact information, and birthdate.
* QCS\_SR\_CIHS\_HC\_FTE
  + Provides the headcount and FTE for each CiHS student during the selected term.
    - The number of records returned by the query represent the student headcount.
    - The headcount and FTE returned by the query represent the data that will be added to the SBCTC Data Warehouse at the end of each term.
* QCS\_SR\_RS\_ENROLL\_CIHS
  + This query identifies students who are enrolled as Running Start only, enrolled as both Running Start and CiHS, or enrolled in CiHS classes only. Includes students’ grade level and high school collected at the time of admissions.
* Applicable QARS reports that support CiHS reporting:
  + Class Errors: College in HS or Direct Funded HS Not Contract Funded
  + FTE by Program

## 

## Resources

[College in the High School SB 5048 Legislative Report 2024](https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/legislative-outreach/2024/college-in-hs-report-2024.pdf)

[Accreditation – National Alliance of Concurrent Enrollment Partnerships](https://www.nacep.org/accreditation/)

[2025 Annual Report on Dual Credit | Washington State Education Research and Data Center](https://erdc.wa.gov/publications-and-reports/2025-annual-report-dual-credit)  
[Washington State Auditor Report on Dual Credit](https://sao.wa.gov/reports-data/audit-reports/assessing-dual-credit-transferability)

[College in the High School Fees and Funding 2SSB 5048](https://lawfilesext.leg.wa.gov/biennium/2023-24/Pdf/Bills/Session%20Laws/Senate/5048-S2.SL.pdf?q=20241120081547)

[College in the High School Frequently Asked Questions](https://www.sbctc.edu/resources/documents/becoming-a-student/cihs-faq-2024.pdf)

[External Instructor Policy Brief](https://drive.google.com/file/d/13c6WkpRbAeDILJ_s47IZ2J9K1fjTJKXF/view)

[OAAP CiHS Admit Type Policy Brief](https://www.sbctc.edu/resources/documents/colleges-staff/programs-services/college-in-the-high-school/policy-brief-oaap.docx)





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