



CTE DUAL CREDIT

ctcLink Training Resources

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Introduction

This document summarizes key CTE Dual Credit business processes and identifies related ctcLink training resources. For complete business process requirements, refer to the [CTE Dual Credit Business Process Document](#).

Submission of Admissions Application (OAAP)

OAAP Application

Students applying for CTE Dual Credit select the following options in the Online Admissions Application Portal (OAAP):

- **Admit Type:** CTE.
- **Program:** Non-Award Seeking.
- **Plan:** CTE Dual Credit.

Business Process Reference: [CTE Dual Credit Business Process Document→Submission of Admissions Application \(OAAP\) section](#).

Training: [CS: RA101 Admissions \(Module 01\)](#)

Students Participating in Multiple Dual Credit Programs

Students participating in multiple dual credit programs should follow their college's established request process. This helps ensure that students are enrolled appropriately and that the correct *Student Group* is assigned.

Business Process Reference: [CTE Dual Credit Business Process Document→Submission of Admissions Application \(OAAP\) section](#).

Training: [CS: SR107 Special Populations \(Module 01\)](#)

Application Review

Program staff reviews CTE Dual Credit applications to verify that application information is accurate, including:

- Admit Term.
- High School Information.

Admissions staff validate applications, ensure the correct admit term and plan, and *matriculate* students before their first term.

Business Process Reference: [CTE Dual Credit Business Process Document→Admissions Application Review section.](#)

Training: [CS: RA101 Admissions \(Module 03\)](#)

Admissions Letter

Colleges may send a specific admissions letter to welcome students and provide next steps.

Business Process Reference: [CTE Dual Credit Business Process Document→Admissions Application Review section.](#)

Training: [CS: RA101 Admissions \(Module 03\)](#)

External High Schools and Suspended Applications

Manage external education records when a student's high school is not listed. Update external high school information in ctcLink under *External Education* as needed.

Business Process Reference: [CTE Dual Credit Business Process Document→Admissions Application Review section.](#)

Training: [CS: SR105 Credential Management – Evaluations & Transfer Credit \(Module 02\)](#)

Applications placed in suspense require additional review and processing through *Suspense Management* before the student record can be processed appropriately.

Business Process Reference: [CTE Dual Credit Business Process Document→Admissions Application Review section.](#)

Training: [CS: RA201 Admissions - OAAP Suspense Management \(Module 01\)](#)

Residency Information

Residency Data

CTE DC applicants are not asked *residency* questions in OAAP, so their status defaults to "Undetermined." Update residency if students enroll in non-CTE DC courses to ensure accurate enrollment and tuition processing.

Business Process Reference: [CTE Dual Credit Business Process Document→Residency Information section.](#)

Training: [CS CC100 Campus Community \(Bio/Demo\) \(Module 02\)](#)

Required Coding Elements

CTE Dual Credit enrollment requires specific coding to support state reporting and other business processes. Depending on the process, this may include:

- CTE DC classes must be coded with the course attribute 'SCTE' to identify them as CTE Dual Credit.
- Additional attributes: 'SFND' (funding), 'SNFG' (prevents FTES generation), 'SNCF' (non-college faculty instructor).
- Students must be associated with the academic plan 'NASCTE' and may be tracked locally with the 'SCTE' student group.

Business Process Reference: [CTE Dual Credit Business Process Document→Required Coding Elements section.](#)

Training:

- [CS: SR101 Curriculum Management: Class Scheduling \(Module 02\)](#)
- [CS: SR107 Special Populations \(Module 01\)](#)
- [CS: SR102 Student Records: Beginning of Term Processes \(Module 03\)](#)

Course and Grading Setup

CTE Course Setup

CTE Dual Credit courses must follow applicable SBCTC policies and requirements.

- Set up courses as Open Entry/Open Exit (OEE), with census dates at the end of the quarter. Ensure all CTE class sections are correctly configured with the appropriate OEE rule to prevent unintended grading outcomes.
- Alignment of high school semesters with college quarters for enrollment and grading.
- Grades must be submitted by the spring quarter Data Warehouse snapshot.

Business Process Reference: [CTE Dual Credit Business Process Document→Course & Grading Setup →Course Setup section.](#)

Training:

- [CS: SR100 Curriculum Management: Course Catalog \(Module 01\)](#)
- [CS: SR102 Student Records: Beginning of Term Processes \(Module 01\)](#)
- [CS: SR104 Student Records: End of Term Processes \(Module 01\)](#)

Class Fees

- Configure and validate class fees before enrollment, following SBCTC and local policies.
- Fee changes after enrollment require recalculation and documentation for audit purposes.

Business Process Reference: [CTE Dual Credit Business Process Document→Course & Grading Setup →Class Fees section.](#)

Training: [CS: SR101 Curriculum Management: Class Scheduling \(Module 01\)](#)

Course Location

- Use of global high school LOCATION codes based on OSPI's official list for all CTE DC courses.
- Colleges must configure and apply the correct LOCATION code for each CTE DC section.

Business Process Reference: [CTE Dual Credit Business Process Document→Course & Grading Setup →Course Location section.](#)

Training: [CS: AS100 Academic Structure \(Module 01\)](#)

Instructor Identification

Instructor Information

- Set up high school instructors not employed by the college as Persons of Interest (POI) in ctcLink.
- Add instructors to courses for accurate reporting and compliance.

Business Process Reference: [CTE Dual Credit Business Process Document–Course & Grading Setup → Course Location section.](#)

Training:

- [Adding an External Instructor/Person of Interest \(POI\) in HCM](#)
- [Adding an External Instructor/Person of Interest \(POI\) in Campus Solutions](#)
- [SBCTC Policy Manual – Chapter 2: Faculty and Staff Personnel](#)
- [SBCTC Student and Course Coding Manual](#)

Enrollment Process

- Students enroll via ctcLink; colleges may restrict enrollment to CTE DC students using student groups, permission codes, or by not publishing class numbers.
- Staff enrollment requires documented student consent and adherence to census and reporting deadlines.

Business Process Reference: [CTE Dual Credit Business Process Document–Course & Grading Setup → Enrollment Process section.](#)

Training:

- [CS: CS100 ctcLink Student Homepage \(Self-Service\)](#)
- [CS: SR101 Curriculum Management: Class Scheduling \(Module 05\)](#)
- [CS: SR103 Student Records: Enrollment Processes \(Module 05\)](#)



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