How-to Post CTE Dual Credits

Eligibility requirements to post dual credits on a college transcript, you must have completed the following:

- *registered all your classes on SERS (www.ctesers.org) and completed your dual-credit class within the current school year (we cannot retroactive previous school year data)*
- *earned a 'C' grade or better (grades earned prior to 2019/20 school year must earn a 'B' grade or better)*

BATES TECHNICAL COLLEGE / CLOVER PARK TECHNICAL COLLEGE

1. Request your **OFFICIAL high school transcript**[i] with authorized signature to the following e-mail address: postcollegecredit@pc3connect.org or order an official transcript through www.parchment.com[ii]
2. Download and complete **Dual Credit Request form** for Bates and/or CPTC located on the PC3 website (www.pc3connect.org/dualcredit/studentparent.html)
3. Either Bates and/or CPTC representative will send an email confirmation once class(es) have been transcribed. Allow 5 to 7 business days to complete the transcription process.
4. Contact any of the following for questions such as information on how to view unofficial transcript or request an official transcript
   Bates Tech Student Records Clerk: (253) 589-5638 or registration@batestech.edu
   CPTC Enrollment Services: (253) 589-5666 or studentrecords@cptc.edu

PIERCE COLLEGE DISTRICT

1. Submit an **admissions application** (http://www.pierce.ctc.edu/apply-admission) Note: This is required to generate a student ID # for transcription purposes. If you are currently a running start student, you may skip this step and reference your student ID # in the 'Social Security number' section on the Dual Credit Request form.
2. Request your **OFFICIAL high school transcript**[i] with authorized signature to the following e-mail address: evaluations@pierce.ctc.edu or order an official transcript through www.parchment.com[ii].
3. Download and complete **Pierce College Dual Credit Request** form located on the PC3 website (www.pc3connect.org/dualcredit/studentparent.html)
4. Complete the Dual Credit Request application and sign it by hand, scan, and email the application to the email to: evaluations@pierce.ctc.edu. *If you don't have a scanner, a good picture with your phone would be fine.
5. Once your credits are posted on a transcript, you can request an official transcript following the instructions on this link: https://www.pierce.ctc.edu/transcripts. If you have questions regarding the process, contact evaluations@pierce.ctc.edu.

TRANSFERRING EARNED COLLEGE CREDITS

1. Prior to transferring credits to another college/university, inquire with the institution to see whether they will accept the transfer of credits. If accepted, ask how to go about the process.
   a. If you do not know the college course number(s) you have completed, email info@pc3connect.org or contact the college that you received the credits and ask how to access your unofficial transcript.

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[i] Visit or contact your school district website for more info
[ii] Variable fee applies ($3.75 and $20)