

ADULT HIGH SCHOOL COMPLETION PACKET

Cascadia College's Adult High School Completion Program enables adults to complete course work for a high school diploma. Reduced tuition fees are available only to those students who are 19 years of age or older who are taking courses applicable towards their high school completion and earning their diploma from Cascadia College.

Summer Quarter 2017 Deadline	Fall Quarter 2017 Deadline	Winter Quarter 2018 Deadline	Spring Quarter 2018 Deadline
June 15, 2017	September 8, 2017	December 14, 2017	March 9, 2018

Students must follow the required steps noted below. Students are encouraged to come to Kodiak Corner/Student Success Center early to schedule their advising appointment and submit their transcripts. Students who come in later during the registration cycle run the risk of having fewer classes available to them.

REQUIRED STEPS:

Pick up and carefully read the Adult High School Completion Packet for program and deadline information. These packets are available in Kodiak Corner at Cascadia College. Information on our website:

<http://www.cascadia.edu/advising/hscompletion.aspx>

Apply for admission in Kodiak Corner or online. There is a \$30.00 application fee.

<https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx>

Take the ACCUPLACER placement on a walk-in basis. Bring photo ID and Cascadia's SID#. There is a \$17.00 (subject to change) non-refundable fee to assess. This fee can be paid in Kodiak Corner. For more information, please refer to the attached ACCUPLACER Information Sheet.

Schedule an advising appointment in Kodiak Corner (425-352-8860).

Please inform the staff you need to meet regarding High School Completion.

Submit official transcripts from any high school(s) and/or college(s) you attended, 48 hours prior to your advising appointment. Unopened transcripts are considered official. Failure to provide Cascadia with official transcripts 48 hours prior to your advising appointment forfeits your eligibility for the Quarter deadline.

You are required to bring photo identification to your advising appointment for proof of birth date.

Cascadia College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex and/or gender, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office.

Frequently Asked Questions Regarding Adult High School Completion

Q: Who's Eligible?

A: This program is for adults who want to complete requirements to earn a high school diploma. Students who are at least 19 years of age by the start of the quarter are eligible for reduced tuition through a state waiver.

Students are held to the graduation requirements that are in place when **they first enter ninth grade**. The requirements do not change even if the student's graduation year changes. The state's four high school graduation requirements began with the Class of 2008:

- **Through the Class of 2012:** The state requires a minimum of **19 credits**
 - Complete a High School and Beyond Plan
 - Complete a Culminating Project
 - Proficiency on state assessment

- **Beginning with the Class of 2013:** The state requires a minimum of **20 credits**

- **For the Class of 2016** and beyond, in addition to the noncredit-bearing requirements of a High School and Beyond Plan and required assessments, Washington State History and Government also becomes a noncredit requirement. This change allows districts to offer Washington State History and Government at a middle school academic level, and allows middle school student to meet the graduation requirement before high school. If the course is offered at a high school academic level, the district may choose to award credit.

- **Proficiency on state assessments:** Students must demonstrate proficiency on different content-based state assessments, or an approved alternative assessment, depending on their graduation year.

2015-2016: Reading and Writing HSPEs or 10th grade English Language Arts (ELA) exit exam or 11th grade ELA Smarter Balanced assessment, 1 math end-of-course assessment (either Algebra 1/Integrated Math 1 or Geometry/Integrated Math 2) or Algebra 1/Integrated Math end-of-course exam aligned to the Common Core or 11th grade math Smarter Balanced assessment, and biology end-of-course assessment.

2017: High school English language arts Smarter Balanced Assessment (SBAC)* (or state-approved alternative)
One math End-of-Course Exam (EOC) in Algebra 1/Integrated Math 1 or Geometry/Integrated Math 2 or high school math Smarter Balanced Assessment (SBAC)* (or state-approved alternative)
Biology End-of-Course Exam

Students age 21 and over are not held to these same requirements. For more information regarding high school diplomas and expanded options:

http://www.cascadia.edu/programs/adult/documents/high_school_options.pdf

Q: What if I was home-schooled?

A: You must submit a notarized letter from the person who provided the instruction stating that you were home-schooled. Work completed through home-schooling does not meet high school diploma requirements. All credits applied toward a diploma must be earned from a recognized high school or other accredited institution.

Q: How much does it cost for students who are 18 years old?

A: Full tuition in accordance with the tuition chart for Washington State Residents and Non-Residents located in the quarterly schedule of classes.

Q: How much does it cost for students 19 years of age or older?

A: Washington State Residents pay \$11 per credit (plus the cost of fees and possible tuition increases) for only those courses necessary for High School Completion. All other courses taken are charged regular Washington State tuition.

A: Non-Residents receive a waiver on the Non-Resident tuition and pay Resident Tuition (plus the cost of fees) for those courses necessary for High School Completion. All other courses taken are charged regular Non-Resident college tuition.

Q: How much does it cost if I am not a U.S. citizen?

A: Students who do not provide the college with a permanent resident card as definitive proof of citizenship, are required to pay non-resident tuition and are not eligible under the state waiver.

Q: Am I eligible for Financial Aid while I'm working toward my Adult High School diploma?

A: Adult High School Completion students may not be eligible for Financial Aid. Please contact Student Financial Services for more information.

Q: Is there a GPA requirement to earn credit?

A: Yes, students must earn a 2.0 or higher in courses at Cascadia, which are applicable towards their completion of credits.

Q: How do I get registered for classes each quarter?

A: Students must make an appointment with a High School Completion advisor each quarter for appropriate class selection. Students are not eligible to register online and must see an advisor each time a change is made to their schedule.

Q: When do I apply for my Adult High School Diploma?

A: When you register for your final classes towards your Adult High School Diploma.

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Q: How do I apply for my Adult High School Diploma?

A: Meet with the High School Completion advisor to complete a graduation application.

Q: Who issues the diploma?

A: Cascadia College. Students are eligible to participate in the graduation ceremony held in June, provided they have applied for graduation.

Q: What if before taking classes at Cascadia, I meet all the requirements for the Adult High School Diploma based on my previous educational record?

A: At least five credits must be completed in residence at Cascadia College prior to an Adult High School Completion Diploma being awarded by the college. In the instance you have met all the Adult High School Diploma requirements prior to attending Cascadia, it is required that you pay full tuition for a 5 credit course.

ACCUPLACER PLACEMENT

The ACCUPLACER Placement is an untimed, computerized assessment that has three multiple choice sections (writing, reading, and math). Students cannot pass or fail ACCUPLACER, the results are used to evaluate your skills and place you into appropriate courses given your current skill level.

NOTE: While there is no specific time limit, we ask that students give themselves enough time, approximately 2 hours to finish. ACCUPLACER Placement must be completed in the same day started. Please allow ample time to complete all three sections before the office closes. Students may retake the Accuplacer Placement after two weeks of the assessment. Students who retake the Accuplacer will still pay the \$17 fee and are encouraged to review the Accuplacer resource sample questions and a useful student guide (see below).

ACCUPLACER is offered at Kodiak Corner in building CC1. No appointment necessary; first-come, first-serve basis.

ACCUPLACER Placement Hours for Fall, Winter and Spring: Monday and Thursday 9AM-3PM, Tuesday and Wednesday 9AM-4PM, and, Friday 10AM-12PM, Saturday & Sunday CLOSED.

ACCUPLACER Placement Hours for Summer (June 12th, 2017 – September 1st, 2017): Monday - Thursday 9AM-3PM and Friday, Saturday, & Sunday CLOSED.

Note: The end times listed above are last seating times for the day. Students who start ACCUPLACER placement at or before those times will have time to complete it before the Kodiak Corner closes for the day. **Please check the [Cascadia website for Kodiak Corner Office Closures and Winter Break Office Hours](#).**

Students with disabilities can schedule a time with the Disability Support Services Office to take the ACCUPLACER Placement in a private room or to set up accommodations for a reader and/or scribe. Please call 48 hours in advance to schedule an appointment at 425.352.8128.

Sample questions can be found at the following link: <https://accuplacer.collegeboard.org/>

- [What is ACCUPLACER?](#)
- [Sample Questions](#)
- [Web-Based Study App](#) (Access hundreds of questions to familiarize yourself with ACCUPLACER content and experience. Be sure to select "Classic Practice Tests.")

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Adult High School Completion Agreement Form

Name

Cascadia SID#

Birth Date

I _____ have read and completed all the steps required in the Adult High School Completion Packet. I understand that I must provide Cascadia with my official transcripts from any high school(s) and/or college(s) I may have attended no later than 48 hours prior to my scheduled advising appointment. Failure to provide Cascadia with official transcripts 48 hours in advance will forfeit my eligibility for the current quarter deadline. In this instance, I will need to submit all the required materials and schedule an advising appointment for the next quarterly deadline.

Student Signature

Date

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