



# CTE Dual Credit Transcription Steps

Students interested in having their credit from CTE Dual Credit transcribed by SPSCC need to follow the steps below.

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## 1 Register to receive your credit in SERS

In order for the college to transcribe your credit, you must register for your high school class(es) in the Washington State SERS system during the academic year that you are taking the course at your high school. Credit cannot be granted retro-actively! Please make sure you register before the end of the school year.

**SERS Student Portal:** <https://www.ctesers.org/Home>

If you have registered for CTE Dual credit in a previous school year, log into your account. If this will be the first time you are getting CTE Dual Credit, create a new SERS account and then log in.

## 2 Apply to the College

In order to have your credit transcribed, you must have a CTC Link account. This account is created through submitting an SPSCC admissions application. Please see the **CTE Dual Credit Admissions Application** handout for detailed instructions.

**SPSCC Admissions Portal:** <https://apply.ctc.edu/enrollment/WA240>

## 3 Activate Your Student Accounts

Once your application has been processed you will receive an email with your CTC Link ID number in 3 to 5 business days. Use your CTC ID to activate your CTC Link and Clipper ID accounts. This will give you the ability to view your unofficial college transcript once your CTE Dual Credit grades post as well as allow you to communicate with SPSCC.

**SPSCC Account Activation:** <https://spscc.edu/admissions/activate-accounts>

## 4 Complete the Transfer of Credit Application

The final step in the process is to complete the Transfer of Credit Application and submit an unofficial copy of your high school transcript to the college. We will verify your credit award in SERS and then transcribe your completed courses to an official SPSCC transcript.

**Transfer of Credit Application:** <https://spscc.edu/admissions/placement/transfer-credits>

*Note: If you earned CTE Dual Credit, College in the High School credit or Running Start credit at more than one community college or university, you will need to submit official copies of ALL transcripts from each institution for evaluation. Your high school transcript shows you completed coursework, but is not the same as transcribed credit. Transcription only is possible by the college or university awarding the credit.*

### Continuing on at SPSCC

Students in Washington State have a lot of opportunity to earn college credit while still in high school! CTE Dual credit is one of four dual credit enrollment programs. Learn more about other ways you can [earn college credit while still in high school](#) through College in the High School, Running Start and Advanced Placement/International Baccalaureate programs.

If you are a graduating senior and ready to continue at SPSCC to complete your certificate or degree program, You've already filled out your official [SPSCC application](#) and can get started next quarter with a variety of Pathway opportunities, personal and academic support and funding options.

### Have Questions or Need Help?

Assistance is available through the SPSCC Outreach Office by email or phone. You can also come to the Olympia campus to building 22 at the Start Here counter for in person help!



[outreach@spscc.edu](mailto:outreach@spscc.edu)



(360) 596-5440